

# POLICY AND PROCEDURES FOR TREATMENT PROVIDERS

**DESIGNATED SUBSTANCE ABUSE TREATMENT PROVIDER:** As a member of the Boone County Drug Court Team the designated Treatment Providers (McCambridge Center for Women and Reality House Programs Inc.) will conduct a screening and assessment on each participant, participate in weekly staffing, make treatment recommendations to the Court and provide drug test collection. In addition, the treatment provider will identify and provide a continuum of care for participants while advocating on behalf of the client and for the integrity of the Court. Treatment agencies will seek out and utilize all other funding sources prior to billing the court for services.

## **I. Referral procedures**

- A.** All referrals will be reviewed and assigned by the Treatment Agencies Director.
  - 1. Diversion and Post Plea referrals will be instructed to set up an initial substance abuse assessment with the appropriate treatment provider and have it completed by their initial Drug Court hearing.
  - 2. Probation and Re-Entry referrals will have their substance abuse assessment after they have been accepted into the drug court program. Their P.S.I. (pre sentence investigation) will be used to determine eligibility.
  - 3. Identify which track the referral will be assigned. (ie Diversion, Post Plea, Probation or Re-Entry)
  - 4. Assign to Treatment Counselor and inform them of the defendant's initial Drug Court date.
- B.** The assigned Drug Court Treatment Counselor will insure the referral meets program criteria.
  - 1. Insure the referral has an axis I diagnosis of substance abuse.
  - 2. Insure referral will benefit from substance abuse treatment.
  - 3. Schedule an assessment

## **II. Assessment process**

- A.** The Drug Court Administrator is responsible for conducting the Initial Assessment and will advise the Treatment Provider when a Diversion or Post Plea case is placed on the Drug Court Docket.
- B.** Treatment Provider Assessment

1. An additional assessment is required for all referrals.
2. The referral will identify the initial court date and the assessment must be completed by the staffing prior to the assigned initial court date.
3. The Treatment Provider assessment will consist of the following information.
  - i. Referrals first, middle and last name
  - ii. D.O.B.
  - iii. S.S.#
  - iv. Substance abuse treatment history
  - v. Substance abuse history
  - vi. Drug screen results if taken
  - vii. Personal history
  - viii. Education
  - ix. Mental and physical health info
  - x. Axis I Diagnosis
  - xi. Referrals motivation for participation in Drug Court
  - xii. Recommendation for defendants acceptance or denial

### **III. Participation**

- A. The Drug Court Treatment Provider will.
  1. maintain all information requested on the Drug Court status sheet and email that information to the Diversion Manager / Probation Officer by 12:00 noon the day prior to the participants court date
  2. insure the information is updated and complete prior to staffing
  3. notify the Drug Court Administrator and the participants diversion Manager / Probation Officer of any problem (Arrests, Positive tests, no shows ect.) or participant requests (change of court date, out of county trips, out of state trips, weddings, funerals, ect.).

### **IV. Acceptance or Denial**

- A. The Drug Court Team will review each prospective participant prior to acceptance or denial during the pre-court staffing.
- B. During the Team Staffing a presentation of all Post Plea referrals, the Drug Court Administrator and the Diversion Manager / Probation Officer's assessments will be made and each team member will have an opportunity to voice their opinion.
- C. During the Team Staffing there will be a presentation of all referrals, the Drug Court Administrator, the Diversion Manager / Probation Officer and the Treatment provider assessments will be reviewed and each team member will have an opportunity to voice their opinion
- D. The Drug Court Judge will have the final decision as to the defendant being accepted or denied Drug Court.
- E. If the defendant is denied Drug Court the criminal preceding will continue as normal.

- F. If the defendant is accepted the criminal case preceding will be stopped until the defendant graduates nor is terminated.

## **V. Graduation**

- A. When a participant is scheduled for graduation the Treatment Provider will insure that the defendant has completed all requirements of the Drug Court Program before the scheduled Graduation Date.

**B.**

## **VI. Termination**

- A. When any participant is terminated the Drug Court Judge will assign them the next available court date in the division they were assigned or had pled in.
  - 1. The Treatment Provider will be informed that the participant has been terminated during staffing.