

YORK COUNTY COURT OF COMMON PLEAS

HEROIN OPIOD AND DRUG WELLNESS COURTS

2009-2011 National Mentor Court NADCP

2012-current Accredited by the Supreme Court of PA

2015-Reaccredited by the Supreme Court of PA



POLICY AND PROCEDURE MANUAL

Established: January 2018

MISSION STATEMENT

The York County Heroin Opioid (HOWC) and Drug Wellness Courts (DWC) offer substance abuse treatment and evidence based practices as an alternative to incarceration for non-violent offenders with a substance abuse disorder. HOWC/DWC seek to decrease the prevalence of drug addiction and drug related crime in York County, advance the safety and well-being of our community, conserve justice system resources, and provide treatment and rehabilitation to offenders with an addiction.

The vision of HOWC/DWC is to be achieved through diversion of qualifying offenders into evidence based programs of comprehensive treatment, education, offender accountability, and intensive court supervision. The goal is to assist participants in gaining control of their lives and to stop the cycle of recidivism caused by their addiction.

GOALS AND OBJECTIVES

- Goal 1:** Promote community safety and wellbeing in order to reduce criminal behavior and recidivism among participants.
- Frequent and intense court supervision of participants.
 - Frequent home contacts with participants.
 - Reduce re-arrest rate of participants during program participation.
 - Positively impact opioid-related mortality.
 - Promote a culture of trauma and pain management without addictive pharmaceuticals
 - Reduce re-arrest rate of participants following graduation from program.
- Goal 2:** Decrease participants' (and participants' dependents') reliance upon social and human services and increase their abilities to live independently and responsibly.
- Direct participants to assistance in securing employment and drug-free housing.
 - Direct participants to training and mentoring in life skills, such as parenting and financial management.
 - Payment by participants of restitution.
 - Full employment or continued employment of participants upon graduation.
 - Participants will obtain a high school diploma or GED prior to graduating Drug Treatment Court. Exceptions to the high school diploma or GED will be made on a case by case basis
 - Full economic, social and psychological support of participants' dependent
- Goal 3:** Conserve judicial system resources by reducing direct costs of arrest and incarceration of participants.
- Structure treatment, services and supervision to reduce opportunities for and risks of further criminal behavior.
 - Reduction of the number of jail-bed days for participants.
 - Reduction of participants' contacts with law enforcement.
 - Formulate individualized plans for treatment, services and supervision that will promote steady and successful advancement through the program.

- Direct participants to assistance in obtaining/improving employment and developing financial responsibility.
- Participants making payments toward legal financial obligation.
- Reduction of trial costs and court docket congestion, and maximization of cost avoidance.

Goal 4: Rehabilitate and improve the treatment outcomes for addicted offenders by using evidence based practices.

- Reduce and eliminate use of controlled substances and alcohol.
- Assess participant addiction and treatment needs.
- Refer participants to appropriate substance abuse treatment services and evidence based programming.
- Monitor and assess the effectiveness of treatment service providers.
- Encourage participants' use of and participation in services through appropriate application of interventions and incentives.
- Graduation of at least 70% of participants.

Goal 5: Assist participants in regaining their lives and re-uniting families.

- Conduct a strength-based assessment of each participant and engage participants in appropriate evidence based services relating to education, employment, housing, financial responsibility, families, physical and mental health and other issues that affect their ability to remain clean and sober and succeed in the program.
- Graduate participants, who are maintaining a sober and drug-free recovery, have at a minimum of a high school diploma or a General Equivalency Diploma, are employed, are responsible parents, and are becoming responsible, productive members of the community. Exceptions to the high school diploma or GED will be made on a case by case basis.

10 KEY COMPONENTS OF TREATMENT COURTS

York County Heroin Opioid and Drug Wellness Courts ascribes to and has incorporated the 10 Key Components developed for drug courts, as defined in *Defining Drug Courts: The Ten Key Components* as developed by the National Association of Drug Court Professionals under a grant awarded by the Drug Courts Program Office, Office of Justice Programs, U.S. Department of Justice.

Please see the below link for more information on the 10 Key Components of Drug Courts:

<http://www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf>

Key Component #1: Drug Courts integrate alcohol and other drug treatment services with justice system case processing.

Key Component #2: Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.

Key Component #3: Eligible participants are identified early and promptly placed in the Drug Court program.

Key Component #4: Drug Courts provide access to a continuum of alcohol, drug and other related treatment and rehabilitation services.

Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing.

Key Component #6: A coordinated strategy governs Drug Court responses to participant's compliance.

Key Component #7: Ongoing judicial interaction with each Drug Court participant is essential.

Key Component #8: Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

Key Component #9: Continuing interdisciplinary education promotes effective Drug Court planning, implementation and operations.

Key Component #10: Forging Partnerships among Drug Courts, public agencies, and community-based organizations generates local support and enhances Drug Court program effectiveness.

QUALIFYING FACTORS FOR HEROIN OPIOID AND DRUG WELLNESS COURTS

Screening for entrance into the program will be available to those defendants who are detained at the York County Prison, are on pre-trial supervision, are on probation or parole supervision, and/or are awaiting preliminary arraignment before District Justice for an eligible criminal offense and meet all of the following criteria:

- Eligible Heroin Opioid and Drug Wellness Courts participants must have an addiction to an opioid or substance, to include prescription narcotic medications and/or heroin and the criminal offenses incurred must have been motivated by a desire to support a substance use disorder. The defendant, arresting officer, defendant's family or friend(s), attorney or Probation Officer can indicate the client has an addiction.
- Eligible Drug Wellness Courts participants must have an addiction to any substance other than heroin or opioids, to include cocaine, crack cocaine, methamphetamine, benzodiazepines, to name a few and the criminal offenses incurred must have been motivated by a desire to support a substance use disorder. The defendant, arresting officer, defendant's family or friend(s), attorney or Probation Officer can indicate the client has an addiction.
- Defendants must be willing to comply with the narcotic medication policy of the Drug Treatment Court program. The use of any and all narcotic medications (with the exception of medications approved for use as Medically Assisted Treatment) is prohibited in the program, unless pre-approved for extreme circumstances and for the minimally necessary amount of time
- Defendants must have a history of substance use disorder according to the DSM-V and have been deemed in need of treatment as a result of a drug/alcohol assessment.
- Defendants must be 18 years of age or older and a resident of York County, Pennsylvania.
- The defendant must be deemed High Risk/High Needs according to a validated assessment tool.

EXCLUSIONARY FACTORS FOR HEROIN OPIOID AND DRUG WELLNESS COURTS

Offenders are considered ineligible if there are any unresolved out of state or out of county charges. It is the responsibility of the offender's counsel to resolve any pending out of county charges or state parole violations before individuals can be accepted into the program. Open probation and parole violations must also be applied to the Heroin Opioid and Drug Wellness Courts.

York County Heroin Opioid and Drug Wellness Courts values the opinion of crime victims. All rights afforded to victims pursuant to Title 18 under the Crime Victims Act, 18 P.S. § 11.11 shall be strictly honored and enforced."

York County Heroin Opioid and Drug Wellness Courts will review the offenses pertaining to each referral made to the program. Certain offenses are automatically excluded from the program; other offenses are typically excluded from the program. The following guidelines are in place with regard to ineligible offenses:

- Murder and Manslaughter **will not** be considered under any circumstances
- Drug Delivery Resulting in Death
- All Sex offenses under Pa 3104 Chapter 31 **will not** be considered. Indecent Exposure and Open Lewdness will be considered on an individual case basis at the discretion of the District Attorney's office.
- Other crimes that include threat and/or violence against another individual not listed as a mandatory exclusion will be considered on an individual case basis at the discretion of the District Attorney's office.
- No other pending charges, which would deem an individual ineligible.

Offenses that are typically excluded from Drug Treatment Court may be referred under the following circumstances. Eligibility is at the discretion of the District Attorney's office.

- An explanation of mitigating circumstances pertaining to the offense itself (i.e. graded as a felony due to status of the victim) is provided with the referral.

Heroin Opioid and Drug Wellness Courts will also consider an offender's prior record when determining eligibility. A record of excluded offenses will not result in immediate dismissal of the referral; however, may be considered as an exclusionary factor at the discretion of the District Attorney's office.

REFERRAL SOURCES

Referrals may originate from, but are not limited to, the following sources:

- Public/Private Defense Attorneys
- Police Officers
- District Justices
- District Attorneys
- Probation Officers
- Defendants
- Judges

REFERRAL PROCESS

Defendants must be referred to the Heroin Opioid and Drug Wellness Courts within 30 days of arraignment. Probation Officers may make a referral in the event of a violation proceeding. If the referring party is not counsel, then a courtesy copy is to go to counsel of record. Referrals to the program *must* include the following items:

- Completed referral form
- Copy of the Criminal Complaint and Affidavit of Probable Cause
- A HOWC/DWC Application filed at the Clerk of Courts

The referral source will forward a copy of the referral and all accompanying documentation to the Department of Probation Services - Adult Office.

The HOW/DW Court Administrator will prescreen applications and forward to the District Attorney's Office to ensure all appropriate paperwork is attached and the defendant is free of any out of state or out of county Misdemeanor or Felony warrants. The defendant's admission into the program is subject initially to the District Attorney's Office review. Applicant's found to be eligible can be subject to an entire team review if necessary.

Once approved, the HOWC/DWC Administrative Assistant sends a letter of conditional acceptance to the applicant's attorney.

The letter to follow will include the date and time of the HOW/DW Court orientation. Applicants on bail will be asked to arrive at the designated time. The referring attorney will also receive notice of the date and time for orientation. The HOW/DW Court conditions are read to the applicants and explained in detail. The drug testing procedures and each of the phase requirements will be explained in detail. Upon application to the Heroin Opioid and Drug Wellness Courts, individuals will receive a drug and alcohol assessment to determine if they meet criteria to enter treatment. If an assessment was completed prior to entering the program, proof must be provided. It is expected that if a recommendation was made that the individual followed through with attendance in the level of care recommended. Any treatment that was completed more than six months prior to starting the program must obtain another drug and alcohol assessment to determine whether the individual is an appropriate candidate for HOW/DW Court.

Once the drug/alcohol evaluation is completed and if the individual is found to be in need of substance use treatment, the individual will enter a plea to the immediate offenses and then enter Phase I of the program. Additionally, the individual will immediately engage in treatment arranged by the Drug/Alcohol Case Management Specialist. The RANT (Risk and Needs Triage) assessment tool will be performed on each individual. In order for an individual to be eligible for HOW/DW Court, the individual must score High Risk/High Needs on the RANT and have a history of substance use disorder. The individual must be found to need substance use treatment as part of the screening and assessment process.

At the time of the defendant's guilty plea, bail conditions will be modified to those of the HOW/DW Court Program.

If an offender is not incarcerated at the time of referral and has been conditionally accepted into the program, but is pending orientation and the drug/alcohol evaluation, the Judge may issue an order of conditional admittance into the program and modify the defendant's bail conditions to those of the HOW/DW Court Program. At this time, the defendant will begin reporting to Court, meeting with their Probation Officer and reporting for drug testing according to Phase I requirements.

If the defendant is deemed ineligible and not accepted into the HOW/DW Court, their case will continue on to the next phase in normal criminal procedure.

The anticipated timeline from referral to decision to enter the program is approximately 30 days. Extraneous circumstances may prevent the ability to complete the referral within the proposed timeline.

If an individual participated in the DW/HOW/DW Court in the past and was unsuccessfully discharged the individual may apply again after a five (5) year waiting period from the date of sentencing.

RECONSIDERATION POLICY

*****Reconsideration must be filed within 30 days of initial rejection*****

If a relevant party to the defendant's case (attorney, judge, probation officer, treatment provider, police officer, etc.) feels the HOW/DW Court Team failed to consider a particularly important factor, they may fill out a request for the case to be reconsidered. ***Defendants may file for reconsideration one time and must be within 30 days of initial rejection, unless accompanied by an explanation of special circumstances***

A reconsideration form, along with all initial documents, must be filled out and submitted to the Department of Probation Services - Adult Office. Unless the defendant incurred an additional criminal offense, there is no need to re-submit the criminal complaint. The request for reconsideration must include supportive reasoning for reconsideration and documentation where appropriate. Supportive reasoning is defined as mitigating circumstances pertaining to the crime, psychiatric/psychological reports that may not have been available for the initial consideration, or any other relevant information that can be placed in written format. Under a request for reconsideration of an application the defendant's court dates will not be cancelled.

Once the request for reconsideration is submitted, the HOW/DW Court Administrator will forward the information to the District Attorney's Office. The Court will not entertain petitions for reconsideration once the District Attorney has made a final decision. The decision by the District Attorney will be final.

DUE PROCESS

ACKNOWLEDGMENT AND WAIVER OF DUE PROCESS RIGHTS

I acknowledge that I have read and understand the written plea agreement that is part of my plea agreement for entry into Treatment Court. I know that I have the following constitutional and due process rights and I waive these rights as a condition of my acceptance into Treatment Court.

I acknowledge that I have read and understand all of the Treatment Court conditions and accept them as conditions that I must comply with while in Treatment Court.

I understand and accept that the Presiding Judge of the Treatment Court program may impose sanctions upon me if I am found in violation of any term or condition of the Treatment Court program.

The rights that I waive are:

- A. The right to advance notice, either written or verbal, of any violation of a term or condition of my treatment requirements in the program;
- B. The right to have an evidentiary hearing to establish a violation of a term or condition of my treatment requirements in this program;
- C. The right to be represented by an attorney in any proceeding involving a violation of any term or condition of my treatment requirements in this program;
- D. The right to be represented by counsel will be waived if not promptly requested;
- E. The right to attend or my attorney to attend staffing and discussion by treatment court staff of my treatment status;
- F. The right to remain silent;
- G. The right to assert any privilege as set forth in the Pennsylvania statutes with respect to any treatment concerning my involvement in treatment court.
- H. The right to withdraw my guilty plea prior to sentencing if I am removed from the Wellness Court due to program misconduct.

I have discussed with my attorney the above waiver and fully understand and accept the waiver as evidenced by my signature below.

Date _____ Name _____

I, counsel for _____, have explained the waiver and its meaning to my client _____ and concur with the waiver's terms affecting my client's rights.

Date _____ Name _____

INTERPRETATION

I acknowledge that _____ has interpreted this document for me and that I have had the opportunity to discuss with my attorney the terms and conditions and understand my rights and the conditions of the Treatment Court program.

Date _____

Name _____

Interpreter _____

PROBATION/PAROLE VIOLATION CASES

Probation Officers may make referrals for individuals facing violation action as long as the defendant has an unserved balance remaining of at least 18 months. Charges in violation cases plead into Opioid Wellness Court are not eligible for reduction or dismissal. Upon graduation all violation cases will be closed. If the referring party is not counsel then a courtesy copy is to go to counsel of record.

MEDICALLY ASSISTED TREATMENT

Please see separate policy.

PROGRAM LENGTH

The expected length of participation in the HOW/DW Court is 12-24 months. However, this will depend on the participant's ability to achieve program goals and remain drug free. Some participants will complete the program in 12 months, while others will need more than 18 months. The team reserves the right to review anyone's case that exceeds 24 months and decide if the participant remains appropriate for the program. Individual progress in recovery, including self-awareness of one's disease and willingness to embrace long term behavioral changes are the key considerations that will pace the duration of one's participation in each phase, and in the program overall.

ASSESSMENTS AND TREATMENT

All incarcerated defendants eligible for the York County Heroin Opioid and Drug Wellness Courts will be assessed by the York/Adams Drug and Alcohol Commission Case Management Specialist to determine if they meet treatment criteria utilizing the American Society of Addiction Medicine (ASAM)

DDAP defines assessment as the gathering of clinical and non-clinical information which is used to determine the most appropriate level of care (LOC) and any additional non-treatment needs that may impact placement and the recovery process. The DDAP assessment tool is designed to evaluate motivation for treatment; provide details of prior and current legal status, family and social relationships, mental and medical health histories, and employment and education status. All answers provided by the defendant are subject to verification. Any false information will disqualify the defendant from participating in the program.

For the incarcerated defendant, the assessment will be conducted at the York County Prison. All persons on bail will be required to obtain a level of care assessment through the White Deer Run Assessment Center office, or a local treatment provider dependent upon the funding source. Following the assessment, the assessor will submit a recommendation letter to the court to include the outcome of the assessment.

Participants will enroll in drug and alcohol treatment, as appropriate, with a provider licensed by the Department of Drug and Alcohol Programs (DDAP). The treatment mode comes from the results of the assessment and the participants' prior treatment experiences. Treatment may include, but is not limited to: detoxification, outpatient, intensive outpatient, outpatient partial hospitalization, residential partial hospitalization, halfway house, and inpatient (short, moderate, or long term). Providers may charge liability fees for services based on their income

The Heroin Opioid and Drug Wellness Courts accept and will treat participants assessed with dual diagnosis drug and psychiatric disorders.

PROGRAM ADMISSION

Defendants accepted into the HOW/DW Court program must complete an orientation. The purpose of the orientation is to ensure that defendants understand program requirements prior to plea and formal admission into the program. All defendants must meet with their attorney prior to their plea into the program to ensure the defendants are aware of their legal rights. Upon completion of the drug/alcohol evaluation and the orientation, a conditional order will be completed modifying the defendant's bail to the conditions of HOW/DW Court. They will then begin reporting to HOW/DW Court sessions and will be assigned a probation officer to begin working on phase requirements. Defendants are given credit for phase advancement from the date of the conditional order of admission. Upon Judicial availability defendants will formally plea into the program. Additionally, prior to a defendant's plea into the program, the ADA will determine what appropriate misdemeanor or felony offense will reduce to upon the defendant's graduation from the HOW/DW Court.

For those defendants who are incarcerated at the time of acceptance, the Case Management Specialist with York/Adams Drug and Alcohol Commission will conduct a drug and alcohol assessment, as cited in the preceding section, while the defendant is incarcerated. The defendant will be immediately assigned to a probation officer to verify an address or secure a bed in a local recovery house. Once this has been determined, a conditional order of admission will be signed along with a release order. Defendants will begin reporting to Opioid Court sessions immediately upon release from jail and/or inpatient treatment.

SUPERVISION

Heroin Opioid and Drug Wellness Courts provides intensive supervision and accountability. In the beginning, participants are required to report at least once a week. Probation officers are required to verify employment, attendance of support group meetings, attendance of counseling, interaction with sponsor, payment of financial obligations and abstinence of drug use (via drug testing). The initial appointment is somewhat longer than every other appointment because of the completion of required paperwork.

Participants are required to provide proof of employment by showing pay stubs, proof of meeting attendance by showing their meeting sheets and proof of payments by showing receipts. Treatment providers fax general progress forms to verify attendance of counseling. Probation is also expected to make sure participants follow through with all court orders or agreements. Referring of participants to outside agencies for support in their recovery is another component included under supervision. Supervision requirements are specific to what phase the participants are in.

TEAM MEETINGS

The Heroin Opioid and Drug Wellness Courts team shall meet once weekly prior to court sessions. During these meetings, the team will discuss the progress of those defendants scheduled to appear in court that week. Problem areas will be discussed and alterations in case management and treatment plans will be addressed. Additionally, at this time, sanctions and incentives will be determined. The HOW/DW Court team will also discuss any problem cases that are not in Court the week of the team meeting. Lastly, the HOW/DW Court pending client list will be reviewed and the Alumni Panel participants will be selected.

COURT SESSIONS

Court sessions will be held weekly in court to monitor a participant's participation and progress in the Heroin Opioid and Drug Wellness Courts. The Court will review with the defendant their progress leading to that week's Court appearance. At this time, any alterations to case management and treatment plans will be reviewed with the participant. Sanctions and incentives will be distributed during HOW/DW Court sessions.

HOW Court sessions are closed to the public and held on Tuesdays as follows:

- Males: 2:30 pm and 4:30 pm.
- Females: 4:00 pm

DW Court sessions are closed to the public and held on Thursdays as follows:

- Males: 10:00 pm and 4:30 pm.
- Females: 11:00 and 5:00 pm

SANCTIONS AND INCENTIVES

Participants who fail to comply with program requirements (supervision, treatment, urinalysis, etc.) will be held accountable through the imposition of sanctions. Sanctions demonstrate that there are immediate consequences to inappropriate behavior. Sanctions are generally delivered on a graduated scale. The sanction philosophy for the York County Wellness Courts is to allow for team input on sanctions based on numerous factors such as, date of last sanction, behavior adjustment leading up to current infraction, work, childcare, overall program adjustment, and honesty about the infraction. The following are examples (but not limited to) of sanctions imposed.

1. Reprimand
2. Increased supervision
3. Increased urinalysis
4. Community Service
5. Work Crew
6. Worksheets
7. Electronic monitoring
8. Immediate incarceration
9. 48 hour incarceration
10. Scram
11. Book Reports and Essays in relation to inappropriate behavior
12. Continuous Testing
13. Courage to Change (CBT programs)
14. Jail Programs

Participants who achieve program goals and exhibit drug-free behavior will be rewarded and encouraged by the Court through a series of incentives including (but not limited to):

1. Applause
2. Verbal accolades
3. Decrease in supervision
4. Gift cards
5. Bus passes
6. Travel permission
7. Overnight permission
8. Phase advancement
9. Leave court early
10. Water Bottles for completion of treatment

TERMINATION FACTORS

Multiple factors are accounted for when determining if a participant is to be discharged from the York County Wellness Courts. Below is a general list of factors that go into the Team's decision.

- Number of positive and/or missed drug tests.
- Participant's response to treatment, meetings, employment, community service and payments.
- Repeated dishonesty and/or manipulative behavior while in the program
- Number of attempts at treatment; has the team exhausted all options.
- Program phase limitations; is the participant progressing through each phase by maximum time frames
- Acquisition of new charges
- At the 2 year point without demonstrating a significant shift in behavior and thought processes toward recovery that makes successful completion in the immediate future likely.

A participant at the 18-month point not slated for the next graduation must have a review of their case completed by the team. This review can occur at an administrative hearing, working group meeting, staffing, or officer monthly meeting. This review should address what a participant needs to graduate.

Every case will be reviewed at the monthly officer meeting. A goal of the case review is to address those cases that are past their phase maximum. (Drug Court) Phase 1: 2 min-4 max months; Phase 2: 4 min-6 max months; Phase 3: 6 min-10 max months

DRUG TREATMENT COURT PHASES

The Probation Officer or Case Management Specialist will make the initial recommendation for the participant to move to the next phase. The HOW/DW Court Administrator will approve upon review the requirement checklist.

PHASE I:

Phase I will last a minimum of two months, depending upon participant progress. This is the minimum, not the average, not even the expected goal, as each case is different. Participants will be required to meet the following standards:

- Must attend weekly Court appearances
- Complete Intake
- Obtain Date Book
- Obtain ID
- Must meet with Probation Officer and/or Case Management Specialist as directed weekly for a minimum of eight weeks
- Complete case management screening and/or assessment
- Complete Mental Health screen
- Adhere to a goal plan developed by the Case Manager and Probation Officer
- Attend all appointments with appropriate treatment agencies
- Attend counseling as recommended
- Attend drug/alcohol treatment or support group meetings daily
- Obtain a sponsor
- Complete a physical health evaluation
- Attend one pro-social activities
- Comply with urine screens at Avertest
- Attend support groups as deemed necessary
- Complete community service hours (50 for program completion)
- Pay the weekly participation fee
- Six weeks consecutive clean drug tests
- Enroll in GED classes or provide copy of Diploma
- 30 hours of employment, community service or a combination of both
- Obtain a sponsor
- Sign Wage Attachment/Payment Agreement
- Attend Court sessions as scheduled for a minimum of eight weeks
- Comply with house arrest with EM and/or SCRAM monitoring
- Attend two Alumni Panel sessions
- Remain crime free for a period of eight weeks?

YORK COUNTY HEROIN OPIOID AND DRUG WELLNESS COURTS PHASE I CHECK SHEET			
PHASE 1 (2 months minimum/4 months maximum)			
Requirements:	Date:	ORAS completed	
<input type="checkbox"/> 30 hours week employment <input type="checkbox"/> Disabled - 15 hrs. CS weekly <input type="checkbox"/> Full-time student <input type="checkbox"/> Job searching – 15hrs. CS weekly		Field Per Policy	
Complete Intake within 24 hours of conditional acceptance including a budget and transportation plan (or 24 hours of release from Inpatient)		Physical Health Evaluation and Blood work Completed	
Attend 90 meeting in 90 days Followed by 4-5 support groups weekly		Pay Balance of Drug Court Fees Make monthly payments on SCRAM/Supervised Bail fees	
Obtain Sponsor Sponsors first name: _____		Amount Paid since entering the program: Date of Last Payment:	

Attend and participate in drug/alcohol counseling as required Where? What level of care? Date of missed appt. _____		Sign Wage Attachment/Payment Agreement and begin making payments on Court Costs and Restitution Amount Paid since being in DTC: Date of Last Payment:	
Case Management Screening Completed and comply with services if appropriate		Provide copy of diploma/GED or given info on how to obtain a GED if needed	
Mental Health Screening form III Completed/Releases signed.		Complete Community Service Hours (5 Hours required in Phase 1) DO NOT INCLUDE HOURS IN LEIU OF WORK OR SANCTION Hours completed: _____	
6 weeks consecutive clean drug tests/compliance with testing Date of non-negative drug test:		Attend at least two Alumni Panels Date Attended: Date Attended:	
Meet with PO weekly Date of missed appt. _____		Obtain ID, Birth Certificate and SS Card, and date book	
Weekly Court for 4 weeks		Bi-Weekly Court after 4 weeks	
Essay Farewell Letter To Drugs and/or Alcohol to be read in Court. Due within 3 weeks of intake and to be read in court.		Attend 1 ex-offender group	
Phase 1 Essay: To be handed in with phase check sheet and read in court the day you move to phase 2.		Complete Workbook "Getting Started" (pages 1-25, 56-57) PROVIDE TO SUPERVISOR FOR REVIEW!	
<i>PO:</i>	<i>Date:</i>	<i>Client:</i>	<i>Date:</i>
<i>Requested Phase Move Date:</i>		<i>Supervisor:</i>	<i>Date:</i>

PHASE II:

Phase II will last a minimum of four months, depending upon participant's progress. This is the minimum, not the average, not even the expected goal, as each case is different. Participants will be required to meet the following standards for Phase II compliance:

- Must attend Court sessions every other week for a minimum of eight weeks
- Must meet with their Probation Officer and/or Case Management Specialist as directed (participants will still be required to attend bi-weekly)
- Attend all appointments with appropriate treatment agencies
- Compliance with provider treatment plan
- Demonstrate ongoing stability with regards to housing, financial management
- Demonstrate continued abstinence from drugs/alcohol for a period of at least eight weeks
- Demonstrate consistent payment of all applicable restitution
- Demonstrate consistent payment of all program fees and be current with fees
- Maintain full time employment or at least 30 hours of community service weekly
- Schedule GED Pre-test or take GED test
- Attend at least 4 drug/alcohol treatment or attend? support group meetings daily
- Comply with SCRAM and/or house arrest with EM
- Continue mental health counseling if applicable
- Comply with Case Management services if applicable
- Complete community service hours (50 for program completion)
- Continue medical care
- Attend one pro-social activity

- Remain crime free

YORK COUNTY HEROIN OPIOID AND DRUG WELLNESS COURTS PHASE II CHECK SHEET			
PHASE 2 (4 months minimum/6 months maximum)			
Requirements:	Date:		Date:
<input type="checkbox"/> 30 hours week employment <input type="checkbox"/> Disabled -15hrs. CS weekly <input type="checkbox"/> Full-time student <input type="checkbox"/> Job searching – 15hrs. CS weekly		Court Ordered Special Conditions (i.e.: anger management, AHSS, etc.) Conditions _____	
Updated budget completed		Continue with any medical treatment recommended	
Continue to attend at least 4-5 support groups weekly Sponsor's first name: _____		Pay Balance of Drug Court Fees Continue to make monthly payments on SCRAM/Supervised bail fees Amount Paid since entering program: Date of Last Payment:	
Attend and participate in drug/alcohol counseling as required Where? What level of care? Date of missed appt? _____		Continue to make consistent monthly payments (no less than 3 consecutive months) of \$25 on any Restitution/Cost and Fines Amount Paid since entering program: Date of Last 3 Payments:	
Comply with case management services, if appropriate		Take actual GED test. Supportive reasoning why did not take test.	
8 weeks of Consecutive clean drug tests/compliance with testing Date of last non-negative test:		Complete Community Service Hours (15 Hours required in Phase 2) DO NOT INCLUDE HOURS IN LEIU OF WORK/ SANCTION OR COMPLETED FOR PHASE 1 REQUIREMENTS Number of hours completed: _____	
Meet with PO as directed for at least 8 weeks Date of missed appt. _____		Compliance with SCRAM/EM if directed for a minimum of 3 months	
Court Monthly		Field Per Policy	
PHASE 2 ESSAY ASSIGNMENT: Persuasive Phase Move Essay to be handed in with check sheet and read in court the day you move to phase 3		Complete Workbook "Exploring Values" (pages 26-43, 58-59) PROVIDE TO SUPERVISOR FOR REVIEW	
PO:	Date:	Client:	Date:
Requested Phase Move Date:		Supervisor:	Date:

PHASE III:

Phase III will last a minimum of six months, depending upon participant progress. This is the minimum, not the average, not even the expected goal, as each case is different. Participants will be required to meet the following standards for Phase III compliance:

- Must attend Court once per month

- Must meet with their Probation Officer and/or Case Management specialist as scheduled (at least once a month).
- Attend all appointments with appropriate treatment agencies
- Continue to abide by applicable provider treatment plans
- Demonstrate continued abstinence from drugs/alcohol for at least six months.
- Pay all applicable restitution in full
- Pay all applicable program fees in full
- Maintain full time employment or 30 hours of community service weekly.
- Obtain GED
- Attend at least 5 drug/alcohol treatment or support group meetings daily
- Complete community service hours (50 for program completion)
- Continue medical care
- Continue mental health treatment if applicable
- Attend one pro-social activities
- Complete graduate application
- Complete graduate contract
- Remain crime free

YORK COUNTY HEROIN OPIOID AND DRUG WELLNESS COURTS PHASE III CHECK SHEET			
PHASE 3 (6 months minimum/10 months maximum)			
Requirements:	Date:		Date:
<input type="checkbox"/> 30 hours week employment <input type="checkbox"/> Disabled -15hrs. CS weekly <input type="checkbox"/> Full-time student <input type="checkbox"/> Jos searching – 15hrs. CS weekly		Field Per Policy	
Updated budget completed		Continue medical care and follow through with any recommended treatment	
Attend minimum of 4-5 support groups per week Sponsor's first name: _____		Pay Balance of Drug Court Fees Continue to make monthly payments on SCRAM/Supervised bail fees Amount Paid since entering program: Date of Last Payment:	
Remain Crime Free for a period of at least 6 months		Continue to make consistent monthly payments (no less than 3 consecutive months) of \$25 on any Restitution/Cost and Fines Amount Paid since entering program: Date of Last 3 Payments:	
Complete Graduation Application		Obtain GED results from test one. Take GED test 2 or 3 if needed with results. Provided copy of successful GED completion. Supportive reasoning if above is not completed	
6 months of consecutive clean test/compliance with testing Date of non-negative test :		Complete Community Service Hours (30 Hours required in Phase 3) DO NOT INCLUDE HOURS IN LEIU OF WORK/ SANCTION OR COMPLETED FOR PHASE 1 or 2 REQUIREMENTS	
Bi-Monthly Court		Co-Facilitate 1 Alumni Panel	

Meet with PO as directed for at least 8 weeks Date of missed appt. _____		Comply with SCRAM if directed for a minimum of 6 months	
Phase 3 Essay My Recovery Plan: Goals for long-term sobriety and lifestyle change To be handed in with Graduation application and read in Court during last court session		Complete Workbook "Warning Signs" (pages 44-55, 60-61) PROVIDE TO SUPERVISOR FOR REVIEW	
<i>PO:</i>	<i>Date:</i>	<i>Client:</i>	<i>Date:</i>
<i>Requested Phase Move Date:</i>		<i>Supervisor:</i>	<i>Date:</i>

AFTERCARE PHASE

Wellness Court Aftercare Phase was created as a way for participants to wean off of the rigors of the Wellness program. The goal of Aftercare is for the client to prove that they have enough community resources in place to be able to successfully function in the community while remaining substance and crime free. The following procedures are put in place for Aftercare.

- Upon graduation, the client will start their aftercare phase for a period of 6 months. The aftercare phase must be successfully completed in order to complete all the Wellness Court and/or probation obligations. Upon successful completion of the aftercare phase, full payment of cost/fees/restitution and no new criminal offenses, the participant is eligible to have their charges reduced and/or dismissed if their court is a post-plea/pre-sentence program.
- The graduate need not call the drug testing number with Averhealth. The probation officer will contact the graduate for random testing at which time the graduate must report to Averhealth for testing.
- The graduate will report to the probation officer every other month and report to court once, 30 days prior to completion of aftercare. This may be increased if needed.
- While in phase 3 and aftercare, the participant/graduate will co-facilitate one alumni panel.
- The graduate is expected to provide verification that they are involved in a community resource/support groups, such as the RASE project, Ex-Offender program, church support group (only if client chooses it), traditional 12 step meeting etc.
- Those clients on MAT will need to follow the MAT aftercare protocol.

COMMUNITY SERVICE

Each participant is required to complete 50 hours of community service while in the Heroin Opioid and Drug Wellness Courts. If a participant is on Social Security Disability, he or she will be required to complete 15 hours of community service each week. This may include attendance at GED classes.

FINES AND FEES

Upon acceptance into the treatment court, all fines and fees will be waived except the following; the Firearms Training Fund, House Arrest Fee, Crime Victim Compensation Act, Victim Witness Services, the DNA Detection Fund.

Participants will be required to pay \$5/weekly fee to participate in Heroin Opioid and Drug Wellness Courts. In addition to paying \$5/week participation fee, participants are required to make consistent payments (minimum \$25/month) in to the Clerk of Courts. \$25 minimum may be adjusted based on extenuating circumstances.

FIELD CONTACT REQUIREMENTS

Treatment Court Field (Home) Contact Requirements

Phase 1: While a client is in this phase of the York County Treatment Court Program, two (2) field contacts must be conducted. It is required that a SCHEDULED/ANNOUNCED *in-home visit with the client* be conducted within the first 30 days of receiving a client's case. The second field visit may be unannounced; however, if the client is not home, the next contact must be SCHEDULED/ANNOUNCED. Any field visit where the client is not home does not count towards the minimum of (2) two field visits.

Phase 2: While a client is in this phase of the York County Treatment Court Program two (2) field contacts must be conducted. It is required that the first be a SCHEDULED/ANNOUNCED *in-home visit with the client*. The second field visit may be unannounced; however, if the client is not home, the next contact must be SCHEDULED/ANNOUNCED. Any field visit where the client is not home does not count towards the minimum of (2) two field visits.

Phase 3: While a client is in this phase of the York County Treatment Court Program two (2) field contacts must be conducted. It is required that the first be a SCHEDULED/ANNOUNCED *in-home visit with the client*. The second field visit may be unannounced; however, if the client is not home, the next contact must be SCHEDULED/ANNOUNCED. Any field visit where the client is not home does not count towards the minimum of (2) two field visits.

Additionally:

- If the defendant is living in a recovery house or any other structured living environment, field contact is still required. Prior to the defendant leaving a recovery house and/or changing an address, a field visit must be conducted in order to approve the residence. If an Officer cannot conduct a field visit prior to approving a residence, a phone call must be made to ensure those living in the residence understand the conditions of Treatment Court.
- A defendant's advancement to the next phase will be denied if the above requirements are not completed. Only in extreme circumstances will exceptions to this policy be made.

If the team suspects an adjustment problem that warrants an additional home check, it should be completed within 2 weeks of the team's decision.

DRUG TESTING

All participants are required to submit to random drug screens. Every day, participants must call the drug testing hotline at 6:00 am to see if they have drug testing that day. Participants can call from 6:00 am to 5:00 pm the same day. If their group is called, they must report for drug testing. Weekday times are from 9:00 am to 5 pm. The weekend and holiday time is from 9:00 am to 12:00 (noon) pm. Participants are required to call in for drug testing on holidays as well. Drug testing takes place at 11 East Market St,

Suite 104 and is conducted by Averhealth. Participants will be assigned a PIN number upon enrollment at Averhealth. This will be their individual pin number for the duration of the program.

Participants will sign in when they arrive for drug testing. They are taken back to get tested on a first come first serve basis. Participants are expected to attend every drug test for their particular pin number. If they miss a test without good reason, it is counted as a positive test. Participants must come prepared to give a urine sample. If they cannot, this is also considered a positive test. Flushed or adulterated urines are unacceptable and are viewed as a positive drug screen. Participants who attempt to pass false urine can be charged with a misdemeanor offense.

Urine can be sent to the laboratory at the participant's request. Urines are to be sent out within 24 – 48 hours. If the lab confirms a positive drug test, the participant will be sanctioned as a positive with denial and must pay the cost of laboratory analysis. If the lab confirms a negative drug test, the participant will be refunded in the form of a credit for drug testing.

POLICY ON MEDICATIONS

Due to the high potential of narcotic medications to interfere with treatment and recovery efforts, HOW/DW Court prohibits the use of all addictive medication. This includes a policy of prohibiting the use of narcotic pain medications (Vicodin, Percocet, Oxycontin, etc.), muscle relaxers (Flexoril, etc.); sleep aids (Soma, Ambien, etc.), caffeine pills and the use of anxiolytic/benzodiazepine medications (Xanax, Klonopin, Valium, etc.). ADHD Meds with Amphetamines (Adderall, Dexedrine, Procentra Etc.) are prohibited. Pain medications such as Tramadol and Ultram are also prohibited.

Participants should not consume ANY medication without consulting a Drug Treatment Court team member.

Participant seeking entry into the York County Heroin Opioid and Drug Wellness Courts are expected to consult with their treating physician and/or psychiatrist to seek non-addictive medications with no abuse potential to treat conditions such as chronic pain and anxiety. Participants using such medications while participating in the program are subject to sanctions. Exceptions to this policy are made only in rare occasions, with the case of *documented* medical emergency treatment by a primary care physician. Participants who habitually seek exception to this policy are subject to increased sanctions and/or termination. If a prescribing physician feels that a participant needs to be on any prohibited prescriptions continuously to sustain a certain quality of life, then the participant may not participate in the Heroin Opioid and Drug Wellness Courts.

Additionally, no participant of the York County Wellness Courts may take any dietary supplements or vitamins as they **may** contain substances that would alter the normal color of urine or cause a positive drug test for illegal substances. This includes but is not limited to specific vitamins, multivitamins, weight loss aids, or any other dietary supplement. The consumption of poppy seeds is strictly prohibited while in the program. Lastly, salvia, Kratom, morning glory seeds, K2/Spice, bath salts and/or any or all designer drugs legal or illegal is strictly prohibited. All mood altering or hallucinogenic substances are prohibited. All Cough medicines must be pre-approved by a probation officer. Such ingredients like alcohol, codeine and dextromethorphan (DM) are prohibited.

Below is a list of some of the unacceptable medications for the HOW/DW Courts. This list may not include all medications that are not approved by the program. Please consult with a probation officer prior to taking any medications.

Participants will obtain permission in writing from their probation officer for any deviation from these standards. Oral permission is not to be sought nor is it acceptable to the Judge. The sole exception is emergency administration of medical treatment by a physician under conditions where life is a stake, loss of impairment of a bodily limb, organ or process is at risk, or where the participant is unconscious.

CASE MANAGEMENT

The Department of Drug and Alcohol Programs (DDAP) defines Case Management as a collaborative process between the participant and the case management specialist that facilitates access to available resources and retention in treatment and support services, while simultaneously educating the participant in the skills necessary to achieve and maintain self-sufficiency and recovery from substance abuse disorders.

The York/Adams Drug and Alcohol Commission provide case management services free of cost to all persons enrolled in the Heroin Opioid and Drug Wellness Courts. Participants will be assessed for non-treatment needs in the following domains:

- Healthcare Coverage
- Education/Vocation
- Employment
- Physical Health
- Drug and Alcohol
- Emotional/Mental Health
- Family/Social
- Living Arrangements
- Legal Status
- Basic Needs (food, clothing, utilities)
- Life Skills
- Child Care
- Transportation

The case management specialist will complete a service/recovery plan with each participant to include any identified needs above. The case management specialist will assist the participant in linking and engaging them to resources within the community to address all identified needs.

Case Management Services also includes monitoring participant's progress, or lack thereof, while enrolled in drug and alcohol treatment. The case management specialist serves as a liaison between the treatment provider and the court program. However, the case management specialist may only re-disclose limited information to the court and will address any other information above and beyond the limitations with the participant and the treatment provider.

MENTAL HEALTH CASE MANAGEMENT

A mental health case manager through York/Adams Mental Health and Intellectual Disabilities that sits on the team will assess every participant using the Mental Health Screening Form III to assess for any

mental health needs. If the participant scores high, the case manager will refer the participant for appropriate mental health services.

EMPLOYMENT

Participants are required to obtain/maintain full-time legal employment throughout their participation in the program, unless determined disabled by the Social Security Administration. Full-time employment is considered to be 30 hours or more per week. Those who do not maintain employment for a two-week period will be required to complete 15 hours of community service per week. Those participants who continue to remain unemployed will be placed on the **Work Furlough Program** until such time as they obtain employment. Participants placed on the **Work Furlough Program** are remanded to York County Prison. The participant will be released every morning at 8am to begin a job search. They must report back to the York County Prison by 3:30pm where they will remain until the following morning at 8am when they are again released to conduct a job search. Participants must also meet daily with their probation officer and show proof of their job search efforts while on the **Work Furlough Program**.

COMMUNITY SERVICE

The Heroin Opioid and Drug Wellness Courts team expects all participants to give back to their community in reparation for past conduct while actively engaged in addiction. All participants are required to complete 50 hours of community service during the course of their time in the program. Community service required for failure to timely obtain employment and given as a result of a sanction does not count toward the 50 hours of community service required in the program. The Opioid Court team expects participants to be employed on a full time basis throughout their participation in the program. Those participants who are not employed will be placed on a job search. If employment is not obtained within two weeks, participants will be required to complete 15 hours of community service per week. Community service may consist of placement on the Work Crew, placement at an approved community service provider though the adult probation department or home projects. Participants who are disabled and receiving Social Security income (SSI or SSDI) will be required to complete community service weekly at an amount determined by the Drug Treatment Court Team. Sanctioned community service does not count towards the required 50 hours of community service of the program.

ALUMNI PANEL

Mission Statement: The mission of the York County Heroin Opioid and Drug Wellness Courts Alumni Panel is to assist and mentor active members of the HOW/DW Court with questions and/or problems that may occur while participating in the program. The Alumni Panel members are to achieve this mission by teaching the importance of NA/AA meetings, 12 step programs, sponsors, peer support groups and drug and alcohol counseling programs.

Format: Panel sessions will take place at the York County Department of Probation Services – Adult Office. Participants will be selected during Opioid Court Team meetings. Sessions are held on Thursday at 10:00am and Tuesdays at 5:00pm.

Participants will meet with Alumni Panel members and individuals in the HOW/DW Court that are stable in their recovery. Please keep in mind that any discussion about a particular participant is very general. Anonymity about specific problems or concerns will be upheld. Participants in Phase III are required to co-facilitate at least one alumni panel prior to graduation.

Rules: The individual attending the Alumni Panel has made the choice to do so because he/she feels that it is the best option to support their recovery. Your probation officer has referred you to the panel because he or she feels that it would benefit your recovery.

All persons attending the Alumni Panel will demonstrate appropriate behavior and respect the views and opinions of everyone involved. Any disruptive behavior will not be tolerated and dismissal from the panel will occur.

All participants will be required to attend the Alumni Panel. Participants will be required to attend a minimum of 2 panels before moving from Phase I.

**** The Alumni Panel was created to help the participant and should not be observed as a sanction. If the participant is not agreeable to attending an alumni panel session he/she should understand that the alumni panel members have successfully completed HOW/DW Court and have the knowledge of what it takes to succeed in this program.**

RECOVERY HOUSE LISTING

The following recovery houses have been approved by the York/Adams Recovery House/Bridge Support Program and along with Life's Beacon Foundation.

York/Adams Health Choices Bridge Subsidy Contracted Recovery Houses

1. Just 4 Today 17 W Pennsylvania Ave., Stewartstown, PA 17363 717-495-2674
Larry Seitz (larry@just4todaypg449.com) Harry C henryocarn480@hotmail.com
2. Sees the Day 1200 E. Market Street, York, PA 17403 717-854-7337
Lawanna Hackworth (lawanna@sees-the-day.com)
3. Choices 703 Pennsylvania Ave., York, PA 17404 717-854-5445
Choices Recovery House choicesrecovery@gmail.com
4. Safe Haven 446 W. Market St., York, PA 17401 717-845-5699
safehavenyork@gmail.com; Adam Kiracofe (adamk@safehavenyork.com)
5. Keep It Green 131 S. Belvidere, York, PA 17401 717-880-6411
manager131@comcast.net, jhess131@comcast.net
6. REI, Inc. 817 North Cherry Street, Lancaster, PA 17602 717-471-0627
Jodi@gatehouse.org
7. Madison 756 W. Market Street, York, PA 17401 717-848-9111
House West
madisonhousewest1@gmail.com

All HOW/DW Court participants mandated to live in a recovery house as part of their treatment plan will complete a minimum of three months in the recovery house after which time the case will be reviewed.

For those residing in a recovery house, the recovery house president and the Probation Office must approve overnight stays.

OTHER HOUSING OPTIONS

Jefferson Shelter

17 Jefferson Ave. York, PA
(Shelter, not recovery House)

Pam Ampler- 845-5947

Phone- 845-5947

Life Path Christian Ministries

717-845-7662

GRADUATION

Participants who have achieved program goals, who have remained drug and alcohol free continuously for a minimum of 6 months, and who have participated in the program for no less than one year are eligible to graduate. A participant is eligible to have their charges dismissed or reduced six (6) months after graduation. In order to have eligible charges reduced or dismissed all court costs, fees, scam/house arrest fees, and restitution must be paid in full and a participant can't obtain any new criminal charges within the six (6) months after graduation of the drug court program. All eligible felony cases pled into Heroin Opioid and Drug Wellness Courts will be reduced to a misdemeanor and all eligible misdemeanor and summary cases will be dismissed. Probation/Parole violation cases may enter the program but are not eligible to be reduced or dismissed. Upon graduation all eligible violation cases will be closed. Post-graduation participants are still responsible for all court costs and fees.

Graduation ceremonies take place approximately four times per year. The team reserves the right to add or cancel any graduation based on the amount of participants who are eligible to graduate. Ceremonies take place outside the normal Court session and all participants are required to attend, unless excused from attendance.

TERMINATION

Participants who refuse or are unable to comply with program goals or who have become a safety risk will be terminated from the Heroin Opioid and Drug Wellness Courts. The participant can, through their attorney or pro-se, file a motion requesting a bail hearing until the time of sentencing. A brief Pre-sentence Investigation will be conducted on all terminated participants prior to sentencing.

SUSTAINABILITY

The HOW/DW Courts plan for sustainability has a multiple option approach. The HOW/DW Court is supported by the York County Court of Common Pleas and the York County Commissioners through funding of the programs due to the proven cost savings. All four county treatment courts, through extensive statistical record keeping, provide yearly the costs savings of the programs. These statistics provide the County Commissioners with valid reasoning to continue to financially support the treatment courts. The Judicial bench is in support of these programs due not only to the cost savings to the county but also the low recidivism rates of all three programs. The HOW/DW Courts also apply for grant funding

for different aspects of programming such as scram, incentives, treatment, and initial funding of staff positions.

PROVIDER DIRECTORY OF SERVICES

The HOW/DW Court utilizes all treatment providers contracted and monitored by YADAC. The YADAC provider directory is maintained on YADAC's website yorkcountypa.gov. Please reference this directory to see the entire list of providers in all levels of care in the treatment continuum.

The HOW/DW Court Coordinator will attend Provider Working Group Meetings through the York/Adams Drug and Alcohol Commission (YADAC), where all their contracted providers are invited to attend. The HOW/DW Court Coordinator will have an opportunity to raise any questions/concerns. This will also give the coordinator an opportunity to meet providers and share any news from the HOW/DW Court.

YADAC will, upon request, address any provider concerns from the HOW/DW Court with the provider and dependent upon the outcome and HOW/DW Court decision could be excluded from working with the HOW/DW Court program.

Additional treatment providers not listed in the YADAC directory could be utilized based on the participant's funding method.

JOB DESCRIPTIONS

HOW/DW COURT JUDGE: The Nineteenth Judicial District Court of Common Pleas agrees to provide a Judge who will preside over Wellness? Courts. The HOW/DW Court Judge is responsible for adhering to the York County, Pennsylvania HOW? Wellness? Court Rules and all revisions to the rules with special consideration being given to the promulgation of any community-based rules deemed necessary for the success of Wellness Courts. As a member of the HOW/DW Court Team, the assigned Judge will preside over the court proceedings and monitor application of disciplines, sanctions and incentives while maintaining the integrity of the Court.

ADULT PROBATION AND PAROLE DEPARTMENT - TREATMENT COURT ADMINISTRATOR: As a member of the HOW/DW Court team, the assigned Administrator will be responsible for coordinating the Court by tracking and screening referrals, compiling statistical data, preparation and management of HOW/DW Court dockets, soliciting community support through education and linkages in an effort to enhance services available to the participant.

ADULT PROBATION AND PAROLE DEPARTMENT - HOW/DW COURT ADMINISTRATIVE ASSISTANT: As a member of the HOW/DW Court team, the Administrative Assistant will process, track and forward all referrals to the Administrator and the Assistant District Attorney, prepare weekly paperwork for Court, order supplies, collect, track and deposit HOW/DW Court fees and attend all meetings and record minutes.

ASSISTANT DISTRICT ATTORNEY: As a member of the HOW/DW Court Team, the assigned

Assistant District Attorney will review all potential participants for eligibility, actively participate in staffing of cases, and interact in a positive manner to address revocations, pleas and application of sanctions and incentives as they apply to the participant.

VICTIM/WITNESS COORDINATOR: As a member of the HOW/DW Court Team, the assigned Victim/Witness Coordinator will review each case with substantial amounts of restitution owed or where a victim of a serious crime is involved to ensure that their rights are protected throughout the process. Victim input will be sought in such cases to ensure a victim is not opposed to an individual's participation in the HOW/DW Court program. The Victim/Witness Coordinator will contact each victim to explain the program and will monitor restitution payments throughout a participant's participation in the program.

ASSISTANT PUBLIC DEFENDER: As a member of the HOW/DW Court team, the assigned Public Defender will actively participate in staffing of cases to address revocations, pleas and application of sanctions and incentives as they apply to the participant, attend Court sessions and ensure that offender's legal rights are appropriately protected. The Assistant Public Defender is not responsible for attending plea hearings, probation violation hearings, or sentencings for individuals not represented by that office.

YORK/ADAMS DRUG AND ALCOHOL COMMISSION - DRUG AND ALCOHOL CASE MANAGEMENT SPECIALIST: As a member of the HOW/DW Court Team, the designated Case Management Specialist will conduct screenings and assessments/reassessments on incarcerated participants and coordinate assessments and reassessments on non-incarcerated participants, track treatment compliance through weekly reports provided to the case management specialist by providers, participate in weekly staffing, and make treatment recommendations to the Court. The Case Management Specialist will assist the participant in becoming engaged in services with referral agencies. In addition, the Case Management Specialist will identify and coordinate continuum of care for participants while advocating on behalf of the participant and for the integrity of the Court.

ADULT PROBATION AND PAROLE DEPARTMENT – ADULT PROBATION/PAROLE OFFICER: As a member of the HOW/DW Court Team, the assigned Probation Officers will be responsible for implementing appropriate supervision levels based on established measures such as the Sanction Sheet and the Phase Check Sheets, provide community linkages and referrals to appropriate agencies, monitor accountability of social activities and home environment of participants, as well as maintain accurate and up to date records on each participant and provide frequent and random drug testing. Attend weekly staffing and Court sessions and make recommendations to the Court as to appropriate sanctions and incentives.

SHERIFF'S DEPARTMENT: As a member of the HOW/DW Court team, the Sheriff's Department will provide Court room security during HOW/DW Court sessions and provide transport of incarcerated participants to necessary Court sessions. Additionally, when available Deputy Sheriffs will conduct unannounced home visits with the Probation Officers to ensure participants program compliance.

YORK COUNTY CLERK OF COURTS: As a member of the HOW/DW Court Team, the assigned Clerk will docket all information relevant to the HOW/DW Courts such as filing of applications, notices of acceptance or rejection of admission, scheduling and disposition of violation hearings, bench warrants, and sentencing and graduation orders.

TEAM TRAINING:

Each new team member must attend instructional sessions with the HOW/DW Court Coordinator as well as completing the online training available on the National Drug Court Institute’s website. The purpose of the session is to review the operations of a HOW/DW Court program. Each team member will have access to the HOW/DW Court manuals and NDCI publications and trainings. They will also be required to watch NDCI sponsored training videos.

YORK COUNTY HEROIN OPIOID AND DRUG WELLNESS COURTS

COURT OF COMMON PLEAS

NINETEENTH JUDICIAL DISTRICT

45 North George Street
YORK, PA 17401

TELEPHONE
(717) 771-9602



FAX NUMBER
(717) 771-9775

Application for Program Graduation

Name: _____

Date: _____

Please answer the following questions in as much detail as possible.

1. How long have you been clean and sober?

2. Do you have a permanent sponsor/mentor?

3. How long have you had this sponsor\mentor?

4. If you are working on steps, what step are you working on currently? If not, what skills are you currently working on?

5. Has having a sponsor\mentor been helpful to you?

If so, how was your sponsor/mentor helpful?

6. Besides your sponsor/mentor, describe you support system?

7. Do you have a home group within a support group? Do you plan to continue with that home group?

8. How long have you been employed?

9. What kind of work do you do?

10. Is there room for advancement where you work?

11. What is your plan for remaining clean and sober?

12. Describe your life prior to your entry into the HOW/DW Court Program:

13. Describe how your life is different today after HOW/DW Court:

14. Describe how your recovery has changed your relationship with others (Including your husband/wife, children, parents, brothers/sisters and close friends)?

15. How do you cope with stressful situations?

16. What future goals have you planned for yourself in the following area:

Home-life/family

Recovery

Employment

Educational

17. Do you have your GED or High School diploma?

If so, when did you obtain your GED and where?

If not, what are you doing in order to obtain a GED or High School diploma?

18. Additional Comments/Suggestions:

Probation officer use only

YORK COUNTY HEROIN OPIOID AND DRUG WELLNESS COURTS CONDITIONS

Participants in the York County Heroin Opioid (HOWC) and Drug Wellness Courts (DWC) Program shall comply with the following conditions. Violation of any of the conditions may result in bail being revoked, a detainer being lodged against the person, or a bench warrant being issued. Participants in HOWC/DWC must comply with these conditions:

1. Telephone Averahealth at 717-885-2065 after 6 AM every day, which is the drug testing message line, to determine if you are to report for drug testing. Cooperate fully with drug testing.
2. Report to your Probation Officer (PO) as directed by your PO.
3. Attend treatment sessions as directed by your PO.
4. Have your residence approved by your PO. Obtain prior consent from your PO to change your residence.
5. Obtain prior permission from your PO to leave York County.
6. Obtain and maintain regular, full-time employment. Comply with job search directives by your PO until obtaining regular employment. If PO determines you are unable to be employed or unable to be employed full-time, complete community service hours as directed by your PO.
7. Attend all HOWC/DWC court sessions as directed by your PO.
8. Not furnish any false statements, either written or oral, to the HOWC/DWC Team, PO, potential or current employer, treatment provider, law enforcement official, or any other public official.
9. Not violate any laws of the Commonwealth of Pennsylvania, the United States, or any local municipality. Report any new arrest or police contact to your PO within 48 hours.
10. Abstain from the use/possessing/transportation of illegal drugs, alcohol, or synthetic substances. You may not go to bars, liquor stores, or casinos. You shall not be in the presence of anyone using/possessing/transporting illegal drugs.
11. The use of narcotic medications, including Tramadol, Benzodiazepines, muscle relaxers, or sleep aids is forbidden while in the program. Participants must obtain prior approval from your PO before taking any prescription medication and provide a written statement from prescribing physician with respect to medication regiment.
12. Not possess, carry, or transport any firearm or weapon as defined by Pennsylvania statutes.

Participant's Initials

13. Pay any applicable HOW/DW Court fees including a minimum fee of \$5.00 per week. Pay all treatment fees that are incurred while in the program.

14. Pay any applicable HOW/DW Court fees, including a minimum fee of \$5.00 per week, court mandated costs, fines, and restitution, including a minimum of \$25.00 monthly towards those costs, fines and restitution, and SCRAM fees or electronic monitoring fees if applicable.
15. Attend regular meetings (NA, AA, Family to Family, etc.) as directed by your PO. Obtain a sponsor.
16. If directed to do so by your PO or the Court: perform additional hours of community service, be subject to SCRAM monitoring for alcohol, be subject to house arrest with electric monitoring, comply with conditions of curfew established by your PO, Jail Program (Freedom Program, Thinking for a Change, Courage to Change etc.).
17. All participants will be required to attend the Alumni Panel. Participants will be required to attend Alumni Panels a minimum of 6 months prior to graduation and 6 months post-graduation. Post- graduation will be a minimum of 6 sessions within 6 months.
18. If directed to do so by your PO or the Court: reside in a recovery house, enter and successfully complete a residential or partial residential treatment program, complete the Freedom Program at York County Prison.
19. Earn a GED if you do not have a high school diploma or equivalent.
20. No participant of the HOW/DW Court may work as a confidential informant for any policing agency. This includes but is not limited to purchasing illegal substances, coordinating purchases of illegal substances and/or being involved in any activity that would otherwise be considered illegal.
21. No participant of the HOW/DW Court may take any dietary supplements or vitamins as they may contain substances that would alter the normal color of urine or cause a positive drug test for illegal substances. This includes but is not limited to specific vitamins, multivitamins, weight loss aids, or any other dietary supplement. Additionally, the consumption of poppy seeds is prohibited.
22. Comply with any other directives of the Court.

I have read and understand the above Heroin Opioid and Drug Wellness Courts Conditions.

Date: _____ Name: _____

Revised 3/17/14

**YORK COUNTY COURT OF COMMON PLEAS HERION/OPIOID
WELLNESS PROGRAM REFERRAL FORM**

DEFENDANT: _____

OTN/CR#: _____

ADDRESS: _____

DOB: _____ SS#: _____ TELEPHONE #: _____

RACE: _____ Ethnicity: _____ SEX: M / F

CHARGES: _____ BAIL/YCP: (circle one)

ARE YOU IN NEED OF INTERPRETER SERVICES: Y/N IF YES PLEASE SPECIFY LANGUAGE: _____

VETERAN: Y / N HAVE YOU SERVED ACTIVE COMBAT: Y / N

ARE YOU A PURPLE HEART RECIPIENT: Y / N

DO YOU HAVE THE FOLLOWING? HIGH SCHOOL DIPLOMA Y/N GED Y/N BIRTH CERTIFICATE Y/N
PHOTO IDENTIFICATION Y/N

Presumptive Qualifying Characteristics.

_____ An individual charged with any criminal offense when it appears the offense is motivated by a desire to support a drug habit. Attorney must indicate client's drug of choice.

Please process the "Referral Form" as follows:

1. Check all items above that apply to the applicant.
2. Attach copies of all pending criminal complaints and probable cause affidavits to the Referral Form.
3. Referral must be filed within 30 days of arraignment.
4. A time stamped copy needs to be given to the Clerk of Courts and York County Adult Probation at 45 N. George St. York, PA 17401.
5. Any questions please call the Treatment Court Administrator at 717-771-9602.

Preparer's Name & Title: _____ Date: _____

RESTITUTION: \$ _____

SUPPORTING INFORMATION: *Please fill out the TCU Drug Screen V and add any other relevant information that would support the application to the Heroin/Opioid Court program.*

FOR COURT USE ONLY:

_____ Eligible _____ Ineligible due to: _____

_____ Eligible outside guidelines due to: _____

(FORWARD TO TREATMENT COURT ADMINISTRATION)

York County Wellness Court Policy and Procedure Manual

Signatures of Approval

Joseph Adams, President Judge

Craig T. Trebilcock, Presiding Judge

David Sunday, District Attorney

Audrey Gladfelter, Administrator,
York/Adams Drug & Alcohol
Commission

Bruce Blocher, Chief Public Defender

April Billet-Barclay, Chief Adult
Probation Officer

Laura K. Westover, HOW/DW Court
Administrator