

YORK COUNTY COURT OF COMMON PLEAS

DUI TREATMENT COURT Policy and procedure MANUAL



Established October 2007

Manual Revised: July 2011

MISSION STATEMENT

The York County Adult DUI Court promotes public safety. DUI Court will reduce recidivism by offering evidence-based treatment and proper supervision of high-risk DUI offenders. Qualifying offenders will be sentenced into a program of comprehensive treatment, education, offender accountability and intensive Court supervision to assist them in gaining control of their lives and stopping the cycle of recidivism caused by their addiction.

GOALS AND OBJECTIVES

- Goal 1:** Promote community safety and well being 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.
 - Reduce re-arrest rate of participants following graduation from program.
- Goal 2:** Increase participants' (and participants' dependents') abilities to live independently and responsibly.
- Direct participants to assistance in securing employment and supportive alcohol and drug-free housing.
 - Direct participants to training and mentoring in life skills, such as parenting and financial management.
 - Full payment by participants of restitution.
 - Full employment or continued employment of participants upon graduation.
 - Every DUI court graduate to have at least a high school diploma or general equivalency diploma (GED).
 - Full economic, social and psychological support of participants' dependent
 - Eliminate driving under the influence of drugs or alcohol behaviors
- 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.

- Reduce and eliminate use of controlled substances and alcohol.
- Assess participant addiction and treatment needs.
- Refer participants to appropriate substance abuse treatment services.
- 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 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 a high school equivalency diploma, are employed, are responsible parents, and are becoming responsible, productive members of the community.

10 GUIDING PRINCIPLES FOR DWI COURTS

York County Adult Drug Treatment Court ascribes to and has incorporated the 10 Guiding Principles developed for DUI courts, as defined in *The Ten Guiding Principles of DWI Courts* as developed by the National Drug Court Institute.

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

http://www.lebcounty.org/lebanon/lib/lebanon/10_Guiding_Principles_of_a_DWI_Court_-_FULL.pdf

Guiding Principle #1: Targeting The Population

Targeting is the process of identifying a subset of the DWI offender population for inclusion in the DWI Court program. This is a complex task given that DWI courts, in comparison to traditional drug court programs, accept only one type of offender: the person who drives while under the influence of alcohol or drugs. The DWI court target population, therefore, must be clearly defined, with eligibility criteria clearly documented.

Guiding Principle #2: Perform A Clinical Assessment

A clinically competent objective assessment of the impaired-driving offender must address a number of bio-psychosocial domains including alcohol use severity and drug involvement, the level of needed care, medical and mental health status, extent of social support systems, and individual motivation to change. Without clearly identifying a client's needs, strengths, and resources along each of these important bio-psychosocial domains, the clinician will have considerable difficulty in developing a clinically sound treatment plan.

Guiding Principle #3: Develop The Treatment Plan

Substance dependence is a chronic, relapsing condition that can be effectively treated with the right type and length of treatment regimen. In addition to having a substance abuse problem, a significant proportion of the DWI population also suffers from a variety of co-occurring mental disorders. Therefore, DWI courts must carefully select and implement treatment practices demonstrated through research to be effective with the hard-core impaired driver and to ensure long-term success.

Guiding Principle #4: Supervise The Offender

Driving while intoxicated presents a significant danger to the public. Increased supervision and monitoring by the court, probation department and treatment provider must occur as part of a coordinated strategy to intervene with repeat and high-risk DWI offenders and to protect against future impaired driving.

Guiding Principle #5: Forge Agency, Organization, and Community Partners

Partnerships are an essential component of the DWI court model as they enhance credibility, bolster support, and broaden available resources. Because the DWI court model is built on and dependent upon a strong team approach, both within the court and beyond, the court should solicit the cooperation of other agencies, as well as community organizations to form a partnership of the goals of the DWI court program.

Guiding Principle #6: Take A Judicial Leadership Role

Judges are a vital part of the DWI court team. As leader of this team, the judge's role is paramount to the success of the Drug court program. The judge must also possess recognizable leadership skills as well as the capability to motivate team members and elicit buy-in from various stakeholders. The selection of the judge to lead the DWI court team, therefore, is of the utmost importance.

Guiding Principle #7: Develop Case Management Strategies

Case Management, the series of inter-related functions that provides for a coordinated team strategy and seamless collaboration across the treatment and justice systems, is essential for an integrated and effective DWI court program.

Guiding Principle #8: Address Transportation Issues

Though nearly every state revokes or suspends a person's driving license upon conviction for a DUI offense, the loss of driving privileges poses a significant issue for those individuals involved in a DWI/Drug Court program. In many cases, the participant solves the transportation problem created by the loss of their driver's license by driving anyway and taking a chance that he or she will not be caught. With this knowledge, the court must caution participant against taking such chances in the future and to alter their attitude about driving without a license.

Guiding Principle #9: Evaluate The Program

To convince "stakeholders" about the power of DWI court, program designers must design a DWI court evaluation model capable of documenting behavioral change and linking that change to the program's existence. A credible evaluation is the only mechanism for mapping the road to program success or failure. To prove whether a program is efficient and effective requires the assistance of a

competent evaluator, an understanding of and control over all relevant variables that can systematically contribute to behavioral change, and a commitment for the DWI court team to rigorously abide by the rules of the evaluation design.

Guiding Principle #10: Create A Sustainable Program

The foundation for sustainability is laid to a considerable degree, by careful and strategic planning. Such planning includes considerations of structure and scale, organization and participation and, of course, funding. Becoming an integral and proven approach to the DWI problem in the community however is the ultimate key to sustainability.

REFERRAL SOURCES

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

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

REFERRAL PROCESS

*****Referrals must be submitted within 30 days of arraignment*****

Referrals to the program *must* include the following items:

- Completed referral form
- Copy of the Criminal Complaint and Affidavit of Probable Cause
- A Treatment Court Application filed at the Clerk of Courts
- A CRN Evaluation completed for each DUI offense

The referral source will forward a copy of the referral and all accompanying documentation to the Treatment Court Administrator.

The Treatment Court Administrator will prescreen applications and forward to the District Attorney's Office. The District Attorney will decide if the defendant is eligible or ineligible for the program.

Once approved, the Treatment Court Administrative Assistant sends a letter of acceptance and an orientation packet to the defendant's attorney. Once the orientation is complete, the Drug and Alcohol Case Management Specialist who sits on the DUI Court team will complete an evaluation and schedule treatment. The Case Management Specialist will complete any necessary reevaluations and monitor treatment compliance.

Upon completion of the orientation and review by the treatment provider, s/he will enter a guilty plea and be sentenced to a five year Intermediate Punishment Sentence with the first 90 days or 1 year to

be served on electrically monitored SCRAM II device. Upon entering Phase I, the defendant will immediately engage in treatment arranged by the treatment provider at this time.

If an offender is not incarcerated at the time of referral and has been 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 DUI Treatment 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 an offender is deemed ineligible, s/he 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

QUALIFYING FACTORS FOR DUI TREATMENT COURT

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

Eligible DUI Treatment Court participants must have an addiction to substances of abuse and/or alcohol. The defendant, arresting officer, defendant's family or friend(s), attorney or Probation Officer can indicate substance abuse or addiction by the defendant. Defendants must be determined drug/alcohol dependant according to the DSM-IV.

Current eligible DUI offenses are Second Offense Third Tier; Third offense Second Tier or a Third offense Third Tier within ten years.

Additionally, the defendant must be 18 years of age or older and a resident of York County, Pennsylvania.

EXCLUSIONARY FACTORS FOR DUI TREATMENT COURT

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 offenders can be accepted into the program.

York County DUI Treatment Court values the opinion of crime victims. Victims of crime will be consulted for their opinion of diverting offenders into the program. Crimes involving any form of accident involving damage or physical injury towards another person will be excluded if the crime victim does not consent to offender participation.

York County DUI Treatment Court 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:

- Current DUI offense is **not** a Second Offense Third Tier; Third offense Second Tier or a Third offense Third Tier within ten years.
- 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.
- An accident occurred in connection with the events surrounding the current offense and an individual other than the applicant was killed or suffered serious bodily injury as a result of the crash **will not** be considered.
- Passenger under the age of 14 in the applicant's motor vehicle
- No other pending charges, which would deem an individual ineligible.
- Crimes committed with a firearm **will not** be considered under any circumstances.
- Felony crimes of violence (i.e. Aggravated Assault, Arson, Robbery) will be excluded
- 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.
- Possession of controlled substances in amounts exceeding the mandatory amounts 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.
- Persons who are classified as "violent offenders" under Federal Guidelines. "Violent Offender" means a person who either:
 - a. Is charged with or convicted of an offense during the course of which
 1. The person carried, possessed, or used a firearm or other dangerous weapon;
 2. There occurred the use of force against the person of another; or
 3. There occurred the death of, or serious bodily injury to any person without regard to whether any of the circumstances described above was an element of the offense or conduct of which or for which the person was charged or convicted; or
 - b. Have one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm **will not be considered.**

DUI Treatment Court 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 **The defendant's admission in the program is subject to the discretion of the District Attorney's Office.**

RECONSIDERATION POLICY

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

If a relevant party to the offender's case (attorney, judge, treatment provider, police officer, etc) feels the DUI Treatment Court Team failed to consider a particularly important factor, he/she may fill out a request for the case to be reconsidered. A reconsideration form must be submitted to the Treatment Court Administrator. The request must include supportive reasoning for reconsideration. 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.

Once the request for reconsideration is submitted, the Treatment Court Administrator will forward the information to the District Attorney's Office. **The decision by the District Attorney will be final. An offender may file for reconsideration one time and within 30 days of the initial rejection.**

SENTENCING/PROGRAM ADMISSION

DUI Court participants will be sentenced to five years of Intermediate Punishment. The first year of which will be on SCRAMx (Secure Remote Continuous Alcohol Monitoring with electronic monitoring) monitoring or 90 days of house arrest and 1 year of scram depending on the offense and tier mandatory. After the completion of this year, the defendant will be removed from house arrest, but will be subject to continued random SCRAM (continuous alcohol) monitoring and random ETG urine monitoring for alcohol use.

Participants will be assessed all fees in accordance with the DUI statutes as well as all supervision fees as established by the York County Probation Department. Additionally, participants will be required to pay a \$5.00 a week participation fee.

Participants who do not successfully complete the program or who opt out before successful completion will be sentenced to the mandatory sentence under the law to be served in a state correctional institute.

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.

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 _____

PROGRAM LENGTH

The expected length of participation in the DUI Treatment Court Program is 18 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 18 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.

All DUI Court participant fees and SCRAMx costs must be paid in full to be eligible for program graduation. Additionally, a payment agreement must be established with consistent payments made on the remainder of Court costs, fines and supervision fees to be eligible for graduation.

ASSESSMENTS AND TREATMENT

All defendant's eligible for the York County DUI Treatment Court program must complete and submit a drug and CRN at the time of the referral. If accepted into the program, the drug/alcohol case management specialist will conduct an evaluation and ensure that all defendants are enrolled in the appropriate level of treatment. Two diagnostic instruments will be used: The B-DAP Adult Assessment Tool, and the Pennsylvania Client Placement Criteria (PCPC).

The B-Dap 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. The PCPC will be administered to assess the level of the defendant's treatment needs.

The drug/alcohol case management specialist will also administer the BADDSS, which is a tool for evaluation of high-risk DUI offenders. This assessment will be completed upon admission into the program and again upon successful completion of the program.

For the detained defendant, the assessment will be conducted at the York County Prison. For all others, the assessment will be administered at the York County Adult Probation office located at the Judicial Center at 45 North George Street, 2nd floor, York, PA.

All participants will receive drug and alcohol treatment from a licensed provider. The treatment mode comes from the results of the assessment and the client's prior treatment experiences. Treatment may include, but is not limited to: outpatient, intensive outpatient, outpatient partial hospitalization, residential partial hospitalization, halfway house, and inpatient (short, moderate, or long term). Providers may charge client fees for services based on their income, however, DUI Treatment Court participants will not be refused due to an inability to pay.

Furthermore, DUI Treatment Court does accept and will treat participants assessed with dual diagnosis drug and psychiatric disorders.

SUPERVISION

DUI Treatment Court is intensive supervision. In the beginning, participants are required to report at least once a week. Probation officers are required to verify employment, attendance of AA/NA or 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. The contracted treatment provider will monitor and 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 the participant's phase.

Frequent and random field visits to participant's homes are a required part of supervision.

TEAM MEETINGS

The DUI Treatment Court team shall meet 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 DUI Court team will also discuss any problem cases that are not in Court the week of the team meeting. Lastly, the DUI Court pending client list will be reviewed and the Alumni Panel participants will be selected.

COURT SESSIONS

Court sessions will be held bi-weekly in open court to monitor a defendant's participation and progress in the DUI Treatment Court Program. The Court will review with the defendant their progress leading to that weeks Court appearance. At this time, any alterations to case management and treatment plans will be reviewed with the defendant. Sanctions and incentives will be distributed during Drug Court sessions.

Effective July 5, 2011 Court sessions are held on Tuesdays from 10:00am-11:30am and 4:30pm-5:30pm.

SANCTIONS AND INCENTIVES

Defendants 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; however a sanction guideline is not established. The sanction philosophy for the York County Treatment Court program 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. Verbal Admonishment
2. Increased supervision
3. Increased urinalysis
4. Community Service
5. Electronic monitoring
6. Shock incarceration
7. Weekend incarceration
8. SCRAM
9. Reports in relation to inappropriate behavior
10. Court room penalty box
11. Journaling
12. Freedom Program

Defendants 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. Graduation Raffle
10. Leave court early

DUI TREATMENT COURT PHASES

PHASE I:

Phase I will last approximately three months, depending upon offender progress. Offenders will be required to meet the following standards:

- Must attend bi-weekly Court appearances
- Must meet with Probation Officer and/or Case Manager as directed (a minimum of once per week during Phase I)
- Complete intake and obtain a date book
- Adhere to a goal plan developed by the Case Manager and Probation Officer
- Complete mental health screening and comply with any recommended treatment
- Complete a physical health evaluation and comply with any recommended treatment
- Comply with house arrest with SCRAM II monitoring
- Attend all appointments with appropriate treatment agencies
- Attend and participate in drug and alcohol treatment
- Attend daily support groups or 12-step meetings
- Comply with urine screens at York County Probation
- Complete community service hours (50 for program completion)
- Pay the \$10.00 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
- Develop a plan for transportation without a license
- Begin working in the Hazelden Community Corrections project Client Recovery Workbook
- Complete the Behaviors and Attitudes Drinking and Driving Scale (BADDSS)
- Complete Victim impact panel

This Hazelden Community Corrections project Client Recovery Workbook contains 52 exercises, giving participants a specific exercise to complete each week, for a year. Clients are introduced to recovery terminology and are given a glimpse of what goes on in a Twelve Step meeting. Clients in the DUI Court system also get an inside look at DUI Court teams and learn how to start building support networks within that system. The *Client Recovery Workbook* contains exercises to help clients stay clean and sober and enjoy sobriety and is highly recommended for use in treatment courts by staff from the National Drug Court Institute.

The Probation Officer or Case Manager will make the initial recommendation for the offender to move to the next phase. The Court team will make the final decision for advancement.

PHASE II:

Phase II will last approximately four to five months, depending upon offender progress. Offenders will be required to meet the following standards for Phase II compliance:

- Must attend Court sessions monthly
- Must meet with their Probation Officer and/or Case Manager as directed (offenders are required to meet with their Probation Officer at least bi-weekly in phase II and their Case Manager as directed)
- Attend all appointments with appropriate treatment agencies
- Attend and participate in any required drug and alcohol treatment
- Attend any required mental health counseling
- Continue medical care, if deemed necessary
- Demonstrate continued abstinence from drugs/alcohol for a period of at least eight weeks
- Demonstrate consistent payment of all applicable restitution, Court costs and fines
- Demonstrate consistent payment of all program fees
- Demonstrate consistent payment of all SCRAM fees
- Maintain full time employment or at least 30 hours of community service weekly
- Schedule GED Pre-test or take GED test
- Complete community service hours (50 for program completion)
- Continue to attend at least four support groups or AA/NA meetings weekly
- Continue working in the Hazelden Community Corrections project Client Recovery

Workbook

- Continue to follow transportation plan
- Victim impact panel need to be completed prior to phase 3.

PHASE III:

Phase III will last approximately six to ten months, depending upon offender progress. Offenders will be required to meet the following standards for Phase III compliance:

- Must attend Drug Treatment Court once bi-monthly
- Must meet with their Probation Officer and/or Case Manager as required (defendants are required to meet with their Probation Officer at least monthly in phase III and their Case Manager as directed)
- Attend all appointments with appropriate treatment agencies
- Continue medical care, if deemed necessary
- Continue mental health care, if deemed necessary
- Continue drug/alcohol treatment, if required
- Demonstrate continued abstinence from drugs/alcohol for at least six months.
- Complete DUI risk screen
- Continue paying on all applicable restitution, Court Costs and fines
- Full Payment of SCRAMx fees
- Pay all applicable program fees in full
- Maintain full time employment or 30 hours of community service weekly.
- Complete community service hours (50 for program completion)
- Submit ACT 122 paperwork
- Obtain GED
- Attend a minimum of 3 support groups or NA/AA meetings per week
- Complete the Hazelden Community Corrections project Client Recovery Workbook
- Complete the Behaviors and Attitudes Drinking and Driving Scale (BADDSS)

COMMUNITY SERVICE:

If a participant is not working he/she will be expected to complete 15hrs a week of community service. This community service does not count toward the 50 overall hours. If the participant completes over 15hrs a week, then those extra hours maybe counted towards the 50 overall hours.

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 a minimum of one (1) field contacts should be conducted. It is required an *in-home visit* be conducted within the first 30 days of receiving a client's case for assignment. If a defendant has had any type of drug and/or alcohol infractions field requirements should be increased. If a defendant's employment schedule will not permit he/she to be present during the in-home visit than a paramour or a consenting adult (18- yrs of age or older), may permit you to take a walk through of the residence.

Phase 2: While a client is in this phase of the York County Treatment Court Program a minimum of two (2) field contacts should be conducted. At least one (1) needs to be a face-face contact at the residence. If a defendant has had any type of drug and/or alcohol infractions field requirements should be increased.

Phase 3: While a client is in this phase of the York County Treatment Court Program a minimum of three (3) field contacts should be conducted. At least one of these contacts should be completed within 30 days prior to graduation but no later then one week prior to graduation, if possible. If a defendant has had any type of drug and alcohol infractions field requirements should be increased.

*If the defendant is living in a recovery house or any other structured living environment, field contact is not necessary. 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 can not conduct a field visit prior to approving a residence, a phone call must be made to insure 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 adjustment problems that warrant a home check it should be completed within 2 weeks of the teams decision.

* During a clients supervision in the York County Treatment Court an Officer should attempt a field contact once every 60-days.

DRUG TESTING

All participants are required to submit to random drug screens. Everyday, participants must call the drug testing hotline to see if they have drug testing the next day. Participants can call from 9 pm to 7:30 am the next day. If their group is called, they must report for drug testing. Weekday times are from 8:30 am to 9 am and 3:30 pm to 4 pm. The weekend time is from 9:30 am to 11:30 am. Participants are required to call in for drug testing on holidays as well. Drug testing takes place in the probation department and is conducted by the Treatment Court probation officers.

There is a yellow sign in sheet for participants to sign 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 group. 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 will be charged with a misdemeanor offense.

Urines will be sent to the laboratory when a participant refuses to acknowledge a positive drug test result or when the Probation Officer suspects drug use. If the lab confirms a positive drug test, the participant will be sanctioned with 48 hours incarceration and must pay the cost of laboratory analysis.

Participants are not to consume any food item containing poppy seeds. Positive drug tests for opiates will always be deemed positive for illegal substances.

Consuming diet pills while in DUI Treatment Court program is prohibited.

DUI TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS

Due to the high potential of narcotic medications to interfere with treatment and recovery efforts, York County DUI Treatment Court prohibits the use of all addictive medications. This includes a policy of prohibiting the use of narcotic pain medications (Vicodin, Percocet, Oxycontin, etc.) and the use of narcotic anxiolytic medications (Xanax, Klonopin, Valium, etc.). ADHD Meds with Amphetamines (Adderall, Dexedrine, Procentra Etc.) are prohibited. Offenders seeking entry into the York County DUI Treatment Court 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. Offenders 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 client needs to be on any prohibited prescriptions continuously to sustain a certain quality of life, then the client may not participate in the Veterans Treatment Court Program

Additionally, no participant of the York County DUI Treatment 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. The consumption of poppy seeds is strictly prohibited while in the program. Lastly, salvia, 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 York County Treatment Courts. This list may not include all medications that are not approved by the program. Please consult with a Treatment Court officer prior to taking any medications.

UNACCEPTABLE MEDICATIONS		
ALPRAZOLAM	HYDROMORPHONE	PRAZEPAM
ALURATE	HYDROXYZINE	PROLIXIN
ALZAPAM	INTENSOL	PROPOXYPHENE
AMBIEN	KLONOPIN	QUAZEPAM
AMOBARBITAL	LORACET	RESPONSANS
AMYTAL	LIBRITABS	RESTORIL
ANAFRANIL	LIBRUM	ROXICODONE
APO-OXAZEPAM	LORAZ	SECOBARBITAL
APROBARBITAL	LORAZEPAM	SECOGEN
AQUACHLORAL SUPPRETTES	LOTUSATEE	SECONAL
ATIVAN	LOXITANE	SECRETIN-FERRING
ATZAPAM	LUMINAL	SERAX
BARBITA	MEDILILUM	SERENTIL
BENADRYL	MELLARIL	SKELAXIN
BIPHETAMINE	MEPERIDINE	SOLAZINE
BREVITAL	METHADONE	SOLFOTON
BUTABARBITAL	METHAQALLONE	SOLIUM
BUTISOL	METHIDATE	SOMA
CENTRAX	METHOHEXITAL	SOMNOL
CHLORAL HYDRATE	METHYLPHENIDATE	STADOL
CHLORIDAZEPOXIDE	MEVAL	STELAZINE
CHLORPROMANYL	MIDAZOLAM	STRESS-PAM
CHLORPROMAZINE	MITRAN	SUBOXONE
CLOMIPRAMINE	MOBAN	SUPEUDOL
CLONAZEPOAM	MORPHINE	SUPRAZINE
CLOZARIL	NAVANE	TALBUTAL
CODEINE	NEMBUTRAL	TALWIN
D-TRAN	NOCTEC	TEMAZEPAM
DALMANE	NOVA-RECTAL	TERFLUZINE
DARVON	NOVOCHLORHYDRATE	THIOPENTAL
DARVO CET	NOVODIPAM	THIORIDAZANE
DEMEROL	NOVOFLURAZINE	THORAZINE
DESOXYN	NOVOLORAZEM	TRAMADOL
DEXEDRINE	NOVOPOXIDE	TRANXENE
DIAZEPAM	NOVORIDAZINE	TRIAZOLAM
DIAZEPAM INTENSOL	NOVOXAPAM	TRIFLUOPERAZINE
DILAUDID	ORMAZINE	TRIFLURIN
DIPHENHYDRAMINE	OX-PAM	TRILAFON
DOLOPHINE	OXAZEPAM	TYLOX
DORAL	OXYCODONE	ULTRAM
DORIDEN	OXYCOTIN	VALIUM
E-PAM	PAXIPAM	VALRELEASE
FLUPHENAZINE	PEMOLINE	VAZEPAM
FLURAZEPAM	PENTAZCINE	VICODIN
FLURAZEPAM-DALMANE	PENTOBARBITAL	VISTARIL
GLUTETHIMIDE	PENTOGEN	VIVOL
HALAZEPAM	PENTOTHAL	XANAX
HALCION	PERCOCET	ZAPAX
HALDOL	PERCODAN	ZEPEX
HALOPERIDOL	PERMITIL	ZETIAN
HYDROCODONE	PERPHENAZINE	ZETRAN
	PETHIDINE	
	PHENAZINE	
	PHENOBARBITAL	

Revised 3/11

The above list is only some of the medications not allowed by treatment courts. Please consult with your Probation officer prior to taking any medications.

CASE MANAGEMENT

All persons pleading into the DUI Treatment Court Program will be assessed for case management services no later than two weeks after they complete an intake with their assigned DUI Treatment Court Probation Officer. Participants already in the program may be referred for case management services using the level of Case Management Determination Form (LOCMD). Participants will be assessed in the following domains:

- 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

If a participant is found in need of service in any of the above listed areas, the Case Manager will provide information and referral to resources within the community. The Case Manager will assist the participant in becoming engaged in services with referral agencies. The Case Manager and the participant will develop a goal plan with action steps in place to reach their identified goals. The Case Manager will monitor the progress of the participant until all goals are achieved. Additionally, the Case Manager will complete a screen for any mental health issues, specifically, the Mental Health Screening Form III by J.F.X. Carroll, Ph.D. & John J. McKinley from the Project Return Foundation, Inc.

The Bureau of Drug and Alcohol Programs (BDAP) through the Pennsylvania Department of Health defines Case Management as a collaborative process between the client and the Case Manager that facilitates the access to available resources and retention in treatment and support services, while simultaneously educating the client in the skills necessary to achieve and maintain self-sufficiency and recovery from substance abuse disorders.

The York/Adams Drug and Alcohol Program provide case Management services. All services are free and voluntary; however, the DUI Treatment Court program may make these services a mandatory part of a defendant's participation in the program.

EMPLOYMENT

Participants are required to obtain/maintain employment throughout their participation in the program, unless determined disabled by the Social Security Administration. 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**.

Additionally, the DUI Treatment Court program utilizes the Father's/Mother's Workshop to assist those participants who are having difficulty finding employment. Participants referred to the program are expected to follow all requirements of that program until successful completion.

COMMUNITY SERVICE

Participants in the DUI Court are expected to complete 50 hours of community service throughout the program in order to be eligible for graduation. Additionally, the 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 through 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 DUI Treatment Court Team.

DUI Treatment Court sponsors two community service projects each year. Participants are actively encouraged to participate in these projects. Participants who do attend will be given credit toward their DUI Treatment Court fees at the rate of \$8.00 per hour.

Participants who choose to volunteer within the community in addition to their employment may be given credit on their DUI Treatment Court fees at the rate of \$8.00 per hour upon verification of those hours.

ALUMNI PANEL

Mission Statement: The mission of the York County DUI Treatment Court Alumni Panel is to assist and mentor active members of the DUI Court Program 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 Probation Department. Participants will be selected during DUI Court Team meetings. Court members who are selected for the alumni panel will attend from 5:00pm to approx. 6:15pm.

Clients will meet with Alumni Panel members and individuals in the DUI Court Program that are stable in their recovery. Please keep in mind that any discussion about a particular client is very general. Anonymity about specific problems or concerns will be upheld.

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.

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

Job Descriptions

TREATMENT COURT JUDGE: The Nineteenth Judicial District Court of Common Pleas agrees to provide a Judge who will preside over Treatment Courts. The Treatment Court Judge is responsible for adhering to the York County, Pennsylvania Treatment 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 Treatment Courts. As a member of the York County Treatment 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 York County Treatment Court team, the assigned Administrator will be responsible for coordinating the Court by tracking and screening referrals, compiling statistical data, preparation and management of Treatment Court dockets, soliciting community support through education and linkages in an effort to enhance services available to the participant.

ADULT PROBATION AND PAROLE DEPARTMENT - TREATMENT COURT ADMINISTRATIVE ASSISTANT: As a member of the York County Treatment 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 Treatment Court fees and attend all meetings and record minutes.

ASSISTANT DISTRICT ATTORNEY: As a member of the York County Treatment 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. Additionally, prior to a defendant's plea into the program, the ADA will determine what appropriate misdemeanor or a felony offense will reduce to upon the defendant's graduation from Treatment Court. This information will be included in the admission order.

VICTIM/WITNESS COORDINATOR: As a member of the York County Treatment 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 Treatment Court program. The Victim/Witness Coordinator will contact each victim to explain the program and will monitor restitution payments throughout a defendant's participation in the program.

ASSISTANT PUBLIC DEFENDER: As a member of the York County Treatment Court team, the assigned Assistant Public Defender will complete orientations on all defendant's accepted into the program, 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 offenders 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 PROGRAMS - DRUG AND ALCOHOL CASE

MANAGEMENT SPECIALIST: As a member of the York County Treatment 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 team by providers, participate in weekly staffings, and make treatment recommendations to the Court. In addition, the Case Management Specialist will identify and provide continuum of care for participants while advocating on behalf of the client and for the integrity of the Court.

YORK/ADAMS DRUG AND ALCOHOL PROGRAMS – DRUG AND ALCOHOL CASE MANAGER:

As a member of the York County Treatment Court Team, the designated Case Manager will conduct case management screenings on all program participants, If a participant is found in need of service in any of the above listed areas, the Case Manager will provide information and referral to resources within the community. The Case Manager will assist the participant in becoming engaged in services with referral agencies. The Case Manager and the participant will develop a goal plan with action steps in place to reach their identified goals. The Case Manager will monitor the progress of the participant until all goals are achieved. Additionally, the Case Manager will participate in weekly staffings and Court sessions and make recommendations to the Court.

ADULT PROBATION AND PAROLE DEPARTMENT – ADULT PROBATION/PAROLE OFFICER:

As a member of the York County Treatment 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 staffings and Court sessions and make recommendations to the Court as to appropriate sanctions and incentives.

SHERIFF'S DEPARTMENT: As a member of the York County Treatment Court team, the Sheriff's Department will provide Court room security during Treatment Court sessions and provide transport of incarcerated defendants 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 York County Treatment Court Team, the assigned Clerk will docket all information relevant to the Treatment 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 Treatment Court Coordinator. The purpose of the session is to review the operations of a treatment court program. Each team member will have access to the treatment court manuals and NDCI publications and trainings. They will also be required to watch NDCI sponsored training videos.

TREATMENT COURT APPROVED RECOVERY HOUSE LISTING

DUITC APPROVED RECOVERY HOUSE LISTING

Male Recovery Houses

Madison Recovery House: Owner: Mike Kushla: 542-6791 ©

Main Office: 601-603 E. Prospect St. York, PA 17403 843-5411/843-4403/848-1013

2nd Main Office: 756 W. Market St. York, PA 17401 Phone: (717) 848-9111

258 S. Belvidere St. York, PA 17404 Phone: 852-0370

221 E. Philadelphia. York, PA 17404 Phone: 812-8386

55 Colombia Ave York, PA 17403 Phone: 699-0702

555 Madison Ave York, PA 17404 Phone: 852-7876

121 N. Penn St. York, PA 17404 Phone: 815-8414

Choices Recovery House Owner: Kathy Sorandes: 854-5445

825 S. Duke St. York, Pa.

CRS House (Sober House) Owner: Keith Emery- (717) 424-3444 ©
437 W. Market St. York, PA 17404 - (717) 848-5240

SEES THE DAY Owner: Dave Dunkle- 854-7337

1200 E. Market St.
York, PA 17403

Life's Beacon Foundation
506 N. George St.
York, PA 17404

Owner: Robert Allen- 577-0553

Female Recovery House

Choices Recovery House

Owner: Kathy Sorandes: Office 854-5445

702-703 Pennsylvania Ave. York, PA 17404

Madison Recovery House

Owner: Dani Kushla- 542-4441

149 N Quenn St. York, PA

Phone: 846-6850

929 W. Poplar St. York, PA

Phone: 846-3934

Jefferson Shelter

Pam Wampler- 845-5947

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

Phone- 845-5947

SEES THE DAY

Owner: Dave Dunkle- 854-7337

1200 E. Market St.
York, PA 17403

All Treatment Court clients that are mandated to live in a recovery house as part of their treatment plan will complete a minimum of six months in the recovery house.

The Treatment Court team will meet with the approved recovery house programs on a bi-monthly basis to maintain open lines of communication and ensure compliance with the program. Any recovery house program that does not comply with the standards of the Treatment Courts will be removed from the list of approved recovery houses and participants of the program will not be allowed to reside in those houses. The team will evaluate any potential new recovery house programs at the request of the owner.

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

GRADUATION

Participants who have achieved program goals, who have remained drug/alcohol free continuously for a minimum of six months, and who have participated in the program for no less than eighteen months are eligible to graduate. Upon graduation, defendant's cases will be transferred to a specially designated Probation Officer in the DUI Unit of the Probation Department. These defendants will be seen monthly for the first six months. For the next six months period, defendants will be seen bimonthly. For the remainder of their supervision, they will be seen every three months.

During this period of supervision, defendants will be subject to random unannounced visits and drug/alcohol screens. The Probation Officer will monitor payments, arrest reports, conduct telephone and home visits and conduct drug testing.

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 supervision risk will be terminated from the DUI Treatment Court Program.

PROVIDERS

The Adult Treatment Courts will host an annual provider day. All approved providers will be invited to attend and will be provided lunch. The Treatment Court programs will be reviewed at this time. Additionally, the requirements and expectations of the providers will be reviewed, as well as what the provider can expect from the program. Any provider not willing to work within the requirements of the program will be excluded from working with program participants.

Additional providers not listed below would include Father's/Mother's Workshop, OVR, Literacy Council and the Rescue Mission Women's Shelter.

Sustainability

The York County Treatment Courts plan for sustainability has a multiple option approach. The York County Treatment Court has the county Judges and commissioner's support for funding of the programs due to the proven cost savings. All three 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 to not only the cost savings to the county but also the low recidivism rates of all three programs. The York County Treatment Courts also apply for grant funding for different aspects of programming such as scam, incentives, treatment, and initial funding of staff positions. In 2011 the treatment courts, through grant funding, obtained a community resource coordinator. The resource coordinator is responsible for promoting the treatment court programs in the community, seeking in-kind and monetary support and the advertising/media relations of the York County Treatment Courts.

YORK/ADAMS DIRECTORY OF SERVICES

Outpatient Providers

Adams/Hanover Counseling Services Hanover	(717) 632-4900
Adams/Hanover Counseling Services Gettysburg	(717) 334-9111
Adams/Hanover Counseling Services Delta	(717) 456-5578
Adams/Hanover Counseling & Education	(717) 843-0800
Atkins House	(717) 848-5454
Colonial House Outpatient	(717) 792-2036
Cornerstone Counseling and Education Services	(717) 632-6555
Gaudenzia West Shore	(717) 766-8517
New Insights, Inc. Lemoyne	(717) 303-2035
New Insights, Inc. York	(717) 845-2079
Pennsylvania Counseling Services York	(717) 848-6116
Pennsylvania Counseling Services Gettysburg	(717) 337-0026
T.W. Ponessa & Associates Counseling Services	(717) 840-6444
Wellspan Behavioral Health	(717) 851-1500

Intensive Outpatient Providers

Colonial House Outpatient	(717) 792-2036
Gaudenzia West Shore	(717) 766-8517
Pennsylvania Counseling Services York	(717) 848-6116
Pennsylvania Counseling Services Gettysburg	(717) 337-0026
T.W. Ponessa & Associates Counseling Services	(717) 840-6444
Wellspan Behavioral Health	(717) 851-1500

Partial Hospitalization Providers

Cornerstone Counseling and Education Services	(717) 632-6555
New Insights, Inc. Lemoyne	(717) 303-2035
New Insights, Inc. York	(717) 845-2079

Residential Partial Hospitalization

New Insights, Inc. Lemoyne	(717) 303-2035
White Deer Run of Williamsport	(570) 321-6127

Halfway House

Clem-Mar House, Inc.	(570) 288-0403
Clem-Mar House for Women	(570) 674-1579
Cove Forge Renewal Center at Johnstown	(814) 539-0836
Daystar Center for Spiritual Recovery	(717) 230-9898
Gatehouse for Men	(717) 626-9524
Gatehouse for Women	(717) 285-2300
Halfway Home of Lehigh Valley	(610) 439-8713

Harwood House	(610) 853-3440
New Directions Male Halfway House of White Deer Run	(814) 536-2071
Pyramid Healthcare, Inc.	(814) 940-0407

Detox

Bowling Green Inn Brandywine	(610) 268-3588
Conewago-Wernersville	(610) 685-3733
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Common Ground	(717) 238-5553
Mirmont	(610) 744-1400
New Perspectives at White Deer Run	(717) 270-3900
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health	(717) 532-4217
Valley Forge Medical Center	(610) 539-8500
White Deer Run at Lancaster	(717) 396-0650
White Deer Run, Inc.	(570) 538-2567

Short Term Inpatient

Bowling Green Inn Brandywine	(610) 268-3588
Colonial House, Inc.	(717) 792-9702
Conewago Place	(717) 533-0428
Conewago-Wernersville	(610) 685-3733
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Common Ground	(717) 238-5553
Mirmont	(610) 744-1400
New Perspectives at White Deer Run 3900	(717) 270-
Nuestra Clinica	(717) 431-1435
Pyramid Healthcare	(814) 944-3035
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health 532-4217	(717)
Valley Forge Medical Center	(610) 539-8500
White Deer Run, Inc. 538-2567	(570)
White Deer Run at Lancaster	(717) 396-0650

Moderate Term Residential

Colonial House, Inc.	(717) 792-9702
Conewago-Wernersville	(610) 685-3733
Eagleville Recovery Program	(610) 539-6000
Gaudenzia Harrisburg Concept – 90	(717) 232-3232
Gaudenzia, Inc. / People with Hope	(215) 238-0632
Nuestra Clinica	(717) 431-1435
Treatment Trends, Inc. / Keenan House	(610) 439-8479
Valley Forge Medical Center	(610) 539-8500

Long Term Residential

Bowling Green Inn Brandywine	(610) 268-3588
Gaudenzia Vantage House	(717) 291-1020
Resources for Human Development / Woman Space	(610) 649-8136
Treatment Trends, Inc. / Keenan House	(610) 439-8479

Medically Managed Detox

Eagleville Recovery Program	(610) 539-6000
Valley Forge Medical Center	(610) 539-8500
York Hospital Crisis Intervention:	(717) 851-5320

Medically Managed Inpatient

Eagleville Recovery Program	(610) 539-6000
Valley Forge Medical Center	(610) 539-8500

Dually Diagnosed Inpatient

Bowling Green Inn Brandywine	(610) 268-3588
Cove Forge Behavioral Health System	(814) 832-2121
Eagleville Recovery Program	(610) 539-6000
Mirmont	(610) 744-1400
Pyramid Healthcare	(814) 944-3035
Roxbury Behavioral Health	(717) 532-4217
Valley Forge	(610) 539-8500
White Deer Run, Inc.	(570) 538-2567

Job Descriptions

Drug and Alcohol DUI Treatment Court Case Manager

The administrative case manager reviews drug and alcohol evaluations on all DUI Treatment Court referrals to ensure that treatment has been arranged. This position is located within the Adult Probation office located at the Judicial Center at 45 North George Street, 2nd floor, York, PA. The case manager handles all paperwork and treatment correspondence during the client's time in treatment.

The case manager attends DUI Treatment court meetings, court proceedings and trainings. If it becomes necessary to address any issues with the Judge, the team, or the client, the case manager may do so on the days designated for DUI Treatment Court.

In addition, if the DUI Court team requests a re-evaluation for any clients, based on drug and alcohol relapses, a re-evaluation is completed and the appropriate treatment is set up and managed by the case manager.

The case manager maintains all treatment provider relations used in DUI Treatment Court, and periodically will provide the team with treatment updates regarding clients. Finally, the administrative case manager authorizes funding for all DUI Court clients who use SCA funding for their treatment. It may be necessary at times to provide the team with financial updates in regards to treatment.

DUI Court Administrative Assistant Job Description

The Administrative Assistant is responsible for typing and distributing Court information from the Probation Officers in this unit and processing and tracking applications for clients applying to the DUI Treatment Court Program. The Administrative Assistant tracks all rejections and acceptances into the program. The Administrative Assistant processes and forwards referral information to the District Attorney, Public Defender and the Drug and Alcohol Assessor, schedules court sessions for clients that have been accepted into DUI Court, copies plea agreements and other court related information from the Clerk of Courts Office and accepts payments from DUI Court participants. Additionally, the Assistant tracks payment histories for participants and processes Court orders, orders supplies, bus passes, gift incentives, schedules meetings and appointments for the Court, records minutes from meetings and court sessions, reconciles bills for the program and plans and organizes DUI Court graduations.

FORMS

PHASE I CHECK SHEET

CLIENT _____

DATE ENTERED PROGRAM _____

PHASE 1 (3 months minimum/6 months maximum)			
Requirements:	Date:		Date:
Attend support groups daily (every day except for days with counseling)		30 hours of employment, community service and/or job programming, or a combination of both weekly	
Attend and participate in drug/alcohol treatment		Pay Balance of DUI Court Fees	
Case Management Screening and Mental Health Screening Completed and comply with services if appropriate		Sign Wage Attachment/Payment Agreement and begin making payments on Court Costs and Restitution Amount Paid: Date of Last Payment:	
Attend Alumni Panel Date Attended:		Obtain a Sponsor	
At least one Home Visit		Physical Health Evaluation Completed	
6 weeks consecutive clean drug tests/compliance with testing Date of Last Use:		Complete DUI high risk offender assessment (BADDS)	
Enroll in GED classes or provide copy of diploma if already obtained		Begin Community Service Hours (5 hours required in Phase 1, 50 total hours) Hours Completed:	
Make Regular Payments on SCRAM fees Amount Paid: Date of Last Payment:		Workbook Requirements for Phase Completed	
PO:	Date:	Client:	Date:
Supervisor:		Date:	

PHASE II CHECK SHEET

CLIENT _____ DATE ENTERED PHASE _____

PHASE 2 (6 months minimum/9 months maximum)			
Requirements:	Date:		Date:
Maintain full time employment or 30 hours community service/job programming weekly		8 weeks of Consecutive clean drug tests/compliance with testing Date of last use:	
Attend and participate in drug/alcohol counseling as required		Continue to make regular payments towards Court costs, fines and restitution Amount Paid: Date of Last Payment:	
Schedule GED Pre-test or Take GED test		Pay Balance of DUI Court Fees	
Continue to attend at least 4 support groups weekly/sponsor		Continue to make regular payments on SCRAM fees Amount Paid: Date of Last Payment:	
Continue Mental Health Counseling and/or Case Management services, if applicable		Continue community service hours (15 hours in Phase II, 50 hours total) Number of hours completed:	
Workbook Requirements for Phase Completed		Physical Completed/Continue Medical Care	
		At least two home visits	
PO:	Date:	Client:	Date:
Supervisor:		Date:	

PHASE III CHECK SHEET

CLIENT _____ DATE ENTERED PHASE _____

PHASE 3 (6 months minimum/12 months maximum)			
Requirements:	Date:		Date:
Maintain full time employment or 30 hours community service/job programming weekly		6 months of consecutive clean test/compliance with testing Date of Last Use:	
Obtain GED results. Take GED test 2 or 3 copies if needed with results. Provided copy of successful GED completion.		Attend minimum of 4-5 support groups per week	
Complete community service hours (30 hours) Hours completed:		Making regular payments on court cost, fines and restitution Amount Paid: Date of Last Payment:	
Continue medical care		Pay Balance of DUI Court Fees	
At least 3 home visits		Paid SCRAM in full Amount Paid:	
Comply with case management and mental health services, if applicable		ACT 122 paperwork submitted Date:	
Workbook Requirements for Phase Completed		Complete Graduate Application and BADDs	
<i>PO:</i>	<i>Date:</i>	<i>Client:</i>	<i>Date:</i>
<i>Supervisor:</i>		<i>Date:</i>	

Which component did you enter as a dui court participant? ___ Outpatient ___ Residential

Please enter the month and year of your graduation? ___ Month ___ Year

GRADUATION SURVEY FOR DUI COURT CLIENTS

Directions: Please complete all of the following questions to the best of your ability. All responses are confidential.

Part I. Circle the answer that best describes how you feel about the **Judge** in your case.

1. The Judge treated me with respect.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
2. The Judge was fair.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
3. The Judge was concerned about me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
4. Visits with the Judge helped me to stay drug free.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
5. The Judge expected too much of me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree

Part II. Circle the answer that best describes how you feel about your **Probation Officer**.

1. The Probation Officer treated me with respect.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
2. The Probation Officer was fair.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
3. The Probation Officer was concerned about me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
4. Visits with the Probation Officers helped me to stay drug free.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
5. The Probation Officer expected too much of me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree

Part III. Circle the answer that best describes how you feel about the **Treatment Staff**.

1. The Treatment Staff treated me with respect.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
2. The Treatment Staff was fair.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
3. The Treatment Staff was concerned about me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
4. Visits with the Treatment Staff helped me to stay drug free.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
5. The Treatment Staff expected too much of me.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree

Part IV. Circle the answer that best describes how you feel about the **overall experience in DUI Court.**

1. It helped me to appear in court on a regular basis.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
2. It helped me to report to my Case Officer on a regular basis.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
3. It helped me to attend treatment on a regular basis.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
4. DUI Court was easier than jail or prison.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
5. DUI Court was easier than regular probation.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
6. I think that my participation in the DUI Court will help me avoid drug use in the future.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
7. In general, I am better off for participating in DUI Court as opposed to other court sanctions.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree
8. I was personally helped through participation in DUI Court.	Strongly Agree	Agree	Disagree	Neutral	Strongly Disagree

Part V. Please rate each of the following programs by circling the answer that best describes your opinion. If you did not participate in the program as part of drug court, circle did not participate.

1. Residential treatment	poor	good	excellent	did not participate
2. Intensive Outpatient Treatment	poor	good	excellent	did not participate
3. Community Service	poor	good	excellent	did not participate
4. Drug Testing	poor	good	excellent	did not participate
5. AA/NA/CA	poor	good	excellent	did not participate

Part VI. Please answer the remaining questions.

1. Have you been in trouble with the law before? Yes No
2. Have you been in substance about treatment before? Yes No
3. What did you like **best** about the DUI court?
4. What did you like **least** about the DUI court?

Please complete at least one week prior to graduation and return to Michael L. Stough. Your answers will remain confidential.

York/Adams Drug and Alcohol Program
Resource Coordination/Intensive Case Management Referral
Referrals may be faxed to the RC/ICM Supervisor at @717-840-4135
For Direct Contact Call 717-840-4207

PLEASE PRINT

Today's Date: _____
County of Residence: _____

CLIENT INFORMATION

Name: _____ Birth/ Maiden: _____ Gender: M / F
First Middle Initial Last

DOB: _____ SS#: _____ Race: _____

Home address: _____ **Telephone #'s**
Street Home: Work:

_____ *City/Town State*

Zip Code

Emergency contact: _____ Phone #: _____

Marital status: Never Married / Married / Divorced / Separated / Widowed (Circle one)

Number of dependent minors: _____ Number currently living with you: _____

Does the client speak English: Y / N If no, what language: _____

Veteran : Y / N

Social Security: Retirement / SSI / SSD DPW: Cash Assistance Other: _____

Employed : Y / N If yes, full-time / part-time Employer: _____

Insurance: Y / N If yes, name of provider: _____

Medical Assistance: Y / N Name of Plan: _____

ELIGIBILITY CATEGORIES

PLEASE CHECK ALL THAT APPLY

____ Pregnant _____ Intravenous Drug User
____ Woman w/ Children _____ Dual Diagnosis
____ Adolescent _____ Children & Youth Services
____ Criminal Justice _____ Recurrent user of the treatment system
____ Codependent, living with a substance abuser

Drug of choice _____

DUI TREATMENT COURT REFERRAL

Referring PO: _____ Telephone #: _____ 771-9602 _____

Address: _____ 45 North George Street _____
Street
_____ York PA _____ 17401 _____
City/ Town State Zip Code

LEVEL OF CASE MANAGEMENT DETERMINATION

DUI COURT

CLIENT NAME: _____

The purpose of this section is to determine the need for a referral for intensive case management services. If there is a need, identified during the assessment, in six or more of the following domains (one of which must include the drug and alcohol domain), the client must be offered a referral for intensive case management services.

INTENSIVE CASE MANAGEMENT DOMAINS *note that the corresponding section of the evaluation tool is indicated in parentheses	Based on the information provided during the assessment, to include client and clinician perceptions, is the client in need of assistance in the following areas? <i>(assessor should check only those that apply)</i>
EDUCATION /VOCATION (2)	
EMPLOYMENT (3)	
PHYSICAL HEALTH (5)	
DRUG AND ALCOHOL (6, 7 & 8)	
EMOTIONAL/MENTAL HEALTH (9)	
FAMILY/SOCIAL (10)	
LIVING ARRANGEMENTS / HOUSING (11)	
LEGAL STATUS (14)	
BASIC NEEDS (food, clothing, utilities) (15 & 16)	
LIFE SKILLS (15&16)	
CHILD CARE (16)	
TRANSPORTATION (16)	

Domains identified: ___/12	Referred for intensive case management: ___ YES ___ NO
	ICM Referral Accepted by Client: ___ YES ___ NO
	Referred for resource coordination: ___ YES ___ NO
	RC Referral Accepted by Client: ___ YES ___ N

Clients Name: _____

Violation	Date/Sanction	Date/Sanction	Date/Sanction	Date/Sanction
Positive Drug Test				
Missed Drug Tests				
Missed Probation Appointments				
Missed Counseling Sessions				
Missed Community Service				
Missed NA/AA or Other Meeting				
Missed Payment				
Other				

YORK COUNTY DUI TREATMENT COURT PROGRAM
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 12-step sponsor?

3. How long have you had this sponsor?

4. What step are you working on currently?

5. Has having a sponsor been helpful to you?

If so, how was your sponsor helpful?

6. Besides your sponsor, describe your support system?

7. What is your home group in AA? 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 Treatment Court Program:

13. Describe how your life is different today after Treatment 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?

18. Additional Comments/Suggestions:

Probation officer use only

- Drug Court fees, SCRAM and other expenses up to date.
- Court cost/Restitution paid in full
- Consistent payments being made
- Not applicable

Accepted _____
Probation Officer

Accepted _____
Treatment Court Administrator

YORK COUNTY DUI TREATMENT COURT PROGRAM
COURT OF COMMON PLEAS
NINETEENTH JUDICIAL DISTRICT
45 NORTH GEORGE STREET
YORK, PA 17401

TELEPHONE
(717) 771-9602



FAX NUMBER
(717) 771-9775

Graduate Contract

Congratulations on your successful completion of the York County DUI Treatment Court Program. Your graduation ceremony has been scheduled for _____. We hope that your participation in the program has been rewarding and you have gained the tools necessary to maintain a sober lifestyle.

Upon graduation, you will transfer to a specially designated DUI Probation Officer for the remainder of your period of supervision. During this period of your supervision, you must:

- Obtain no new arrests or convictions
- Maintain a sober and drug-free lifestyle – There can be no alcohol in your residence, on your person, vehicle or property.
- Report to DUI Probation Officer monthly for a period of six months, bimonthly for the next six months and every three months for the remainder of your sentence. You may have to report to the Court for status hearings.
- Submit to drug testing when required
- Notify your DUI Probation Officer of any changes to your address or phone number
- Cooperate with DUI personnel, and program policy and procedures
- Attend Family to Family sessions weekly
- Pay any restitution, Court costs, fines and SCRAM fees in full

**YORK COUNTY COURT OF COMMON PLEAS
DUI COURT REFERRAL FORM**

DEFENDANT: _____ OTN: _____

ADDRESS: _____

DOB: _____ SS#: _____ TELEPHONE #: _____

CHARGES: _____ BAIL/YCP: (circle one)

VETERAN: **Y / N** HAVE YOU SERVED ACTIVE COMBAT: **Y / N** ARE YOU A PURPLE HEART RECIPIENT: **Y / N**

MAY WE SHARE YOUR NAME AND CONTACT INFORMATION WITH THE VETERAN'S ADMINISTRATION: **Y / N**

Presumptive Qualifying Characteristics.

_____ An individual charged with any Tier Three Third Offense, Tier Three Second Offense, or Tier Two Third Offense DUI. Eligible offenses include 3802(c) BAC .16 or higher, 3802(a1) Implied Consent Violation and 3802(d) Controlled Substances.

_____ The individual states to the police or Magisterial District Judge that he/she is an alcohol/drug abuser at the time of arrest.

_____ The individual's family, friends, attorney, or probation officer, etc. indicated that he/she is a alcohol/drug abuser.

Please process the "DUI Court 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 DUI Court Referral Form.
3. Attach the CRN evaluation. If the CRN evaluation has not yet been completed, follow the procedure outlined in the *DUI CRN Referral* received from the Magisterial District Judge.
4. Attach the DUI Status Form with the drug & alcohol evaluation results. The evaluation must be completed at one of the agencies listed on the attached *DUI Court Drug & Alcohol Evaluation Referral*.
5. Forward via mail or fax (771-9775) to the Treatment Court Administrator's Office, 45 N. George Street, York, Pa. 17401, as soon as possible after preliminary arraignment.
6. Any questions please call Lindsay Keller DUI Court Administrative Assistant at 771-9602 x251 or Michael Stough, Treatment Court Administrator at 771-9602 x226

Preparer's Name & Title: _____ Date: _____

Comments: _____

FOR DUI COURT USE ONLY:

_____ Eligible _____ Ineligible due to: _____

_____ Eligible outside guidelines due to: _____

(FORWARD TO TREATMENT COURT ADMINISTRATOR)

YORK COUNTY ADULT DUI TREATMENT COURT CONDITIONS

Participants in the York County Adult DUI Treatment Court Program (DUI) 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 must comply with these conditions:

- 1. Telephone the Probation Department every day to determine if you are to report for drug testing. Cooperate fully with drug testing.**
- 2. Report to your Probation Officer as directed by your Probation Officer or the Court.**
- 3. Attend mental health or drug and alcohol treatment sessions as scheduled**
- 4. Have your residence approved by your Probation Officer. Obtain prior consent from your Probation Officer to change your residence.**
- 5. Obtain prior permission from your Probation Officer to leave York County.**
- 6. Obtain and maintain regular, full-time employment. Comply with job search directives by your Probation Officer until obtaining regular employment. If your Probation Officer determines you are unable to be employed or unable to be employed full-time, complete community service hours as directed by your Probation Officer or the Court.**
- 7. Attend all DUI court sessions as directed by your Probation Officer or the Court.**
- 8. Not furnish any false statements, either written or oral, to the DUI Team, Probation Officer, potential or current employer, treatment provider, law enforcement official, the Court, 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 Probation Officer within 48 hours.**
- 10. Abstain from the use of alcohol, possession or consumption of any illegal drugs, or being in the presence of anyone using illegal drugs or alcohol during your entire term of supervision. There can be no alcohol or illegal substances on your person, place of residence, vehicle or property during your entire period of supervision.**
- 11. The use of narcotic medications, including Tramadol, Benzodiazepines, muscle relaxers, or sleep aids is forbidden while in the program. Participants must obtain approval from your Probation Officer before taking any prescription medication and provide a written statement from the prescribing physician with respect to medication regiment.**

____Defendant'sInitials

12. Not possess, carry, or transport any firearm or weapon as defined by Pennsylvania statutes.
13. Pay any applicable DUI Court fees including a minimum fee of \$5.00 per week. Defendant's will be responsible for all cost associated with house arrest with electronic monitoring and the use of SCRAMx. Pay all treatment fees as incurred.
14. Pay all court costs, fines, fees, and restitution on any prior cases and the cases for which the Defendant has applied or been accepted into DUI Court. Payment shall be on a regular basis in an amount directed by your Probation Officer or the Court.
15. Attend regular meetings (NA, AA, Family to Family, etc.) as directed by your Probation Officer or the Court. Obtain a sponsor.
16. Complete required 30 hours of community service and any additional hours of community service that may be required by the program, and comply with conditions of curfew established by your Probation Officer.
17. Comply with the terms and conditions of SCRAMx and Electronic Monitoring.
18. If directed to do so by your Probation officer 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 York County DUI Treatment 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 York County DUI Treatment 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 or have had read to me and understand the above DUI Court Conditions.

Date: _____ Defendant's Signature: _____

