OUTAGAMIE COUNTY
FAMILY
RECOVERY COURT

Participant Handbook

Judge Mitchell Metropulos
11:00 am on Mondays
Outagamie County Courthouse
320 S Walnut Street
Appleton, WI 54911

TABLE OF CONTENTS

Family Recovery Court Team....3
Welcome to Family Recovery Court....4
Mission of Outagamie County Family Recovery Court....5
Family Recovery Court Team....5
Family Recovery Court Schedule and Courthouse Rules....5
Confidentiality....6
Benefits to Family Recovery Court....6
Criminal Charges....6
Probation and Parole with DOC....6
Clinical Treatment....6
Find a Sponsor/Mentor....6
Support Meetings/Sober Events....7
Drugs/Alcohol Testing....7
Prescribed Medications....8
Daily Planner....8
Rule of 40 Weekly Log....8
Parenting Time....8
Incentives and Responses....9
Milestone Advancement....10
Milestone 1....10
Milestone 2....11
Milestone 3....12
Milestone 4....13
Milestone 5....14
Conclusion....16
Signature Page....17

Established: September 2023
Updated: September 2024

Family Recovery Court Coordinator: Dawn Schultz
Coordinator's Phone Number: 920.832.5214

CPS Ongoing Case Manager:
Phone Number:

Your SUD Counselor:
Phone Number:

Your Mental Health Counselor:
Phone Number:

Your Attorney:
Phone Number:

Your Probation Officer:
Phone Number:

Introduction

The Family Recovery Court (FRC) Program is a special program designed to help you safely, soberly and permanently parent your children. To reach that goal, you will be given tools to change your life and a chance to break the cycle of addiction. You will have regular contact with the FRC Judge, FRC Coordinator, treatment team, and probation officer, if applicable. You will participate in substance use and mental health treatment, regular FRC hearings, drug/alcohol testing, and recovery support meetings/sober events (AA/NA, etc.). Other activities should be expected because each person's path to recovery is different.

FRC will monitor the progress in your treatment programs, as well as in meeting your CHIPS court ordered conditions. FRC Team will make sure that you are having frequent parenting time with your child(ren) and help you to plan for yours and your child(ren)'s futures.

Addiction is a family disease and affects every person in the family including your child (ren), no matter how old they are. In addition to providing services to the participant, the FRC team will see what services your child (ren) may need and will help you put those services in to place.

It is very important to understand that compliance with FRC Program requirements does not guarantee that your child (ren) will be returned to you. There may be circumstances in which, even with full compliance, the Court determines that returning home is not in the best interest of the child (ren).

The FRC Program consists of 5 milestones and takes a minimum of 12 months to complete. Everyone progresses at their own pace. It will seem overwhelming at first, but you will be surprised by what you can accomplish.

FRC's goal is **RECOVERY**, not just sobriety. "Recovery" is a process of change through which individuals improve their health and wellness, and live manageable self-directed lives.

You must follow the rules of Family Recovery Court and the directions given by the FRC Judge and Team. **Read this Handbook carefully.** It tells you what to expect in FRC. This handbook is designed to provide you with the information you need to be successful in the FRC program. You can share this handbook with your family and friends.



The Judge and Team are here to help you, but **the final responsibility is yours.** We know that with your **hard work, honesty, and commitment to recovery** ***you can be successful!***

Mission Statement of Outagamie County Family Recovery Court

Support the recovery of parent (s) from substance use disorder, to strengthen the overall functioning of the family, and to improve safety, well-being, and permanence for children and their families.

Family Recovery Court Team

The FRC Judge makes all the final decision about your FRC case, with help from the FRC Team. The FRC Team members are:

- Judge Mitchell Metropulos
- Coordinator Dawn Schultz
- Outagamie County Social Worker/Case Managers
- Prosecutor ADA Michelle Swardenski
- Defense Attorney Alaina Fahley
- Guardian ad Litem Kate Seifert
- SUD/MH Provider Kimeko Hagen
- Probation and Parole Officers Jennifer Schubart and Alexis Talbot
- Outagamie County DHHS, Children, Youth, and Families Supervisor Rebecca Spulak
- Peer Support Specialist

FAMILY RECOVERY COURT SCHEDULE & COURTHOUSE RULES

FAMILY RECOVERY COURT: 11:00 AM MONDAYS

Outagamie County Courthouse Branch 3

The hearings typically take one hour. As you advance through milestones, you may be required to attend less often. Even in the higher milestones of the program, if the team is worried about you, or you are going through a major transition, you may be asked to attend more often. You may get incentives (rewards) if you are doing well, and responses for not meeting expectations. If an emergency comes up, please contact the FRC Coordinator right away.

The FRC staffings and hearings are closed to the public. Occasionally, FRC participants Attorney's, children of the participants, sponsors/peer support specialists, and friends/family of participants are encouraged to attend the FRC hearings. Guests will be required to complete/sign a Confidentiality Statement form.

- **Be on time!**
- **Even though you will find FRC to be different from other court hearings, it is still a court proceeding:** Be respectful to the Judge, the Team, and your fellow participants.
  - Turn off your phone
  - Be quiet and pay attention
  - No sleeping
  - Dress appropriately, including but not limited to no hats, sunglasses, clothes with drug or alcohol logos or gang symbols, or clothes that show your underwear
- **Be supportive** of your fellow participants, encourage them with applause.
- **Speak up** when Judge is talking to you.
- **Stay seated** in the courtroom during the entire hearing, unless the Judge excuses you.

- **Be HONEST!** It is important for you to be **honest** about any relapses or problems you are having so that the team can develop strategies to help you in your recovery. The team and the Judge cannot help you if they do not know the truth.

Follow all directions of the Family Recovery Court Team

- **Confidentiality:** State and Federal law requires that your identity and privacy be protected. You will be asked to sign a release of information so that members of the Family Recovery Court team and other agencies can work together to help you and your family. You will also be asked to sign a confidentiality agreement so information heard during a review hearing is kept confidential.

- **Benefits to Family Recovery Court**
  - Frequent appearances before the Judge to show commitment
  - Access to substance use treatment services
  - Improved chance of reunification
  - Access to additional services, like individual counseling, employment and education counseling, and specialized services for you and your child (ren).
  - Support from other parents in FRC going through the recovery process. You are not alone!

- **Criminal Charges:** For those participants who have an open criminal referral or case, the District Attorney's office may take into consideration a client's participation in the Family Recovery Court; however this does not mean there will be no prosecution of the criminal referral or case. The FRC Coordinator will have participants sign a Release of Information so the FRC Coordinator can communicate with the District Attorney's office regarding their criminal referrals or cases, and update when the participant graduates or is terminated from the program.

- **Probation and Parole with DOC (If applicable):** If you are on probation with the DOC, you are expected to follow all rules of probation and parole. Attending FRC may be a condition of your probation; if you fail to comply with FRC, there may be consequence imposed by your Agent.

- **Clinical Treatment:** At the beginning of your participation in FRC, you will be expected to get an AODA assessment and Mental Health assessment, or a Clinical assessment. You are then expected to follow all recommendation of the provider(s), which may include attend an inpatient program, intensive outpatient program, outpatient program, etc.

- **Find a sponsor/mentor to help your recovery program:** You need to find a recovery sponsor or mentor, and start working a recovery program as soon as possible. The individual you pick will help you on your path to recovery.
- **Attend support meetings or sober events:** Research, along with many people in long-term recovery, discuss the importance of support meetings/sober events. FRC wants

to ensure you are connected to sober support before you complete the program. For this reason, you are expected to attend, each week, a support meeting and/or sober events. You must keep track of all support meetings/sober events on the Rule of 40 log provided, and bring this with you to your meetings with the FRC Coordinator and hand it in at Monday's FRC hearings.

- ❖ Acceptable Support meetings/Sober events include but are not limited to:
  - NA/AA/CMA Meetings
  - Faith-Based Community Meetings
  - Support Groups (for example: Mental Health, Domestic Violence, etc.)
  - Parenting Groups (for example: Mommy and Me, Daddy and Me, SFP 10-14, etc.)
  - Spending time with sober friends/family
  - Parenting time with your child (ren)
  - FRC or other court hearings

- ➢ **Do not use/have drugs and/or alcohol:** Drugs (including marijuana and over-the-counter mind-altering substances) and alcohol are NOT allowed. Do not use or have any drugs, substances that may be inhaled, or alcohol with you, on your person, in your home, or in your vehicle. Do not go to places where alcohol is the primary item of sale (bars).

- ➢ **Submit all drug/alcohol tests as directed:** Drug/alcohol testing helps you with sobriety goals. There may be urinalysis testing, hair follicle testing, or other testing method may be used if you are under supervision of the DOC or if otherwise deemed appropriate.

  Testing location: Options Lab
  4000 W Spencer Street
  Appleton, WI 54914

  - ❖ FRC uses a Random UA Color Line. You will be assigned a color upon starting in FRC. You will call 920-832-5224, Monday – Friday between 8:30 am – 4:30 pm to check if your color was identified for that day. If it is your color, you are expected to report to Options Lab to provide an observed random UA. Options Lab is generally open Monday – Friday, 9 am – 5 pm, excluding holidays.

    - You do not pay for UAs.
    - A missed or diluted screen **is viewed by FRC as use, and may considered a positive test,** and your Days of Sobriety (DOS) may be reset to zero.
    - UA's test for many substances, as well as creatinine levels, which show if you are diluting or contaminating your urine. If your urine sample requires confirmation testing, you may be charged for the costs of testing if it is positive.

  - ❖ **Days of Sobriety:** Your days of sobriety will be calculated based on your first clean urine screen and are determined by negative drug tests. Days of Sobriety are one

measurement of success in the program. Your days of sobriety may be reset to zero if you have a positive, missed, diluted, or altered screen, or with admission of use.

- **Tell your treatment providers and FRC Team about all prescribed medications, over-the-counter medications, and supplements you are taking:** Sometimes you may need medications, and that is okay. You will be asked to sign a release of information so that the FRC Team can communicate with your physician/provider to inform them that you struggle with addiction and have a history of Substance Use so they can make informed decisions about your care. However, in an emergency, follow your doctor's orders.

  - **You are responsible for what is in your body!** You need to insure the medicine you are taking and what you are eating/drinking will not affect drug/alcohol testing.

☹ Do not take medicine or use products that contain alcohol, stimulants, or opioids
☹ Do not eat poppy seeds or hemp seeds
☹ Do not take CBD, Kratom, or Delta-8 products
☹ Do not use synthetic substances (K-2, Spice, Bath Salts, MDMA, Mushrooms, Etc.)
☹ Do not take diet pills, herbal supplements or cold/allergy medication without permission



- **Use and update your daily planner:** Write all your appointments, meetings, court, parenting time, children's appointments/school functions, and daily sober activities in your FRC planner. **Always** carry your planner with you; check it often. Your FRC Coordinator and/or Team will check your planner regularly and the Judge may ask to see it in court.

- **Document all sober events on the Rule of 40 Weekly Log:** Be engaged in sober activities out of your home for no less than 40 hours per week, such as all medical, dental, MH, AODA, PO appointments, attending church, FRC meetings, Support Meetings, submitting UA's, Parenting Time, etc. Keep track of all your sober events/activities you did during the week on the Rule of 40 Weekly Log provided to you each week. This will enable you to change destructive lifestyle patterns.

- **Parenting time with your Child (ren):** The time your child (ren) has with you is so important, and the FRC team will support you in making this time a priority in your schedule.

  - Be on time or early if possible.
  - Be prepared for your parenting time with supplies (food, toys, and diapers, etc.).
  - Engage in activities with your child (ren) like games, meals/snacks, crafts, and homework.

RESPONDING TO BEHAVIOR – INCENTIVES AND RESPONSES

The team uses incentives to reinforce program rules, your progress, and expectations. You will earn incentives for positive choices and healthy behavior. The team uses responses when you are not in compliance or otherwise in violation of program requirements.

INCENTIVES

Positive Behavior (but are not limited to)

- Honesty
- Attending all appointments
- Having a positive attitude
- Accomplishing a goal
- Advancing to a new milestone
- Obtaining Housing
- Finding a support person/sponsor
- Completing the Rule of 40 log and planner

Potential Incentives

- Applause
- Verbal praise or recognition
- Certificates of achievement
- Decreased court appearances
- Milestone Advancement
- Gift Cards
- Recovery bracelets or tokens
- Fishbowl drawing
- Commencement

RESPONSES

Negative Behavior (but are not limited to)

- Dishonesty
- Disrespectful behavior
- Not participating in treatment
- Not using your planner
- Not using your Rule of 40 log
- Not attending sober events/support meetings
- Testing positive for drugs and/or alcohol
- Missing appointments

Potential Responses

- Verbal warnings or reprimand
- Increased/enhanced sober supports/activities
- Delayed in milestone advancement
- Letters of apology
- Writing assignments
- Community Service work
- Increased court appearances
- Therapeutic adjustments

There are five milestones in the FRC Program, listed below. The time frames show the minimum amount of time it takes to complete each milestone. These are **estimates**; the actual time it takes will depend on each parent's circumstances and progress. Typically, the program takes 12-18 months to complete.

Milestone advancement:

- You must complete each task with documentation give to the FRC Coordinator at the hearings
- The Judge makes final decision regarding milestone advancement. You will submit a milestone proposal to move into milestones 3, 4, and 5 (Recovery Commencement). This proposal will help the Judge make the decision about whether you are ready to move to the next milestone.

Milestone 1: Orientation

Identify and Address Family's Needs

Objectives of Milestone 1: Orientation is for the Family Recovery Court (FRC) Team to learn about the family, FRC Coordinator to share information about Family Recovery Court (FRC) requirements, and prepare the parent for FRC. If the parent's basic needs are not being met (food, clothing, housing, emergency medical/dental care, mental health crisis), the Team should focus on meeting those needs before other needs.

Minimum Length of Milestone ~ 30 Days

Expectations

- Complete all paperwork and sign releases of information with the FRC Coordinator
- Attend FRC hearings weekly or as directed by the FRC Team
- Comply with all forms of drug testing, including calling in daily to the UA Color Line, and submit UA's as scheduled
- Start abstinence from all illegal drugs or alcohol, or any mind altering substance
- Check in with the FRC Coordinator weekly, or as scheduled
- Attend all scheduled family interaction

- You must be sober and engaged during your parenting times
- Meet with your Probation Officer as required, if applicable
- Complete all required assessments, including but not limited to AODA, Mental Health, and Parenting.
- Begin recommended treatment, including but not limited to inpatient treatment,
- Outpatient treatment, outpatient groups, therapy, AODA/MH classes, and parenting classes
- Attend three self-help activities per week, i.e. AA/NA meetings, church, sober activities
- Complete Rule of 40 Weekly Log daily and submit to FRC Coordinator at court
- Work on identifying a sponsor/support person
- Start using your planner (provided by the FRC Coordinator)
- Create a housing plan
- Comply with scheduled/unscheduled home visits with assigned CHIPS Case Worker
- Have an identified employment or education plan (do not need to be employed or enrolled in school)
- Comply with CHIPS case

Advancement Criteria

- Satisfactory compliance with milestone expectations
- Satisfactory treatment progress
- Satisfactory compliance with program requirements
- Honesty
- Program Team Approval

Milestone 2: Stabilization

Address Stabilization Needs

Objectives of Milestone 2: Stabilization is to help the parent and child achieve stability

Minimum Length of Milestone ~ 60 Days

Expectations

- Demonstrate 30 consecutive days of sobriety
- Attend FRC hearings weekly or as directed by the FRC Team
- Comply with all forms of drug testing, including calling in daily to the UA Color Line, and submit UA's as requested
- Check in with the FRC Coordinator weekly, or as scheduled
- Attend all scheduled family interaction
    - You must be sober and engaged during your parenting times
- Attend three self-help activities per week, i.e. AA/NA meetings, church, sober activities
- Complete Rule of 40 Weekly Log daily and submit to FRC Coordinator at court

- Use planner for organization and to map out all responsibilities, appointments, work schedules, parenting times, and self-help attendances. Submit planner to FRC Coordinator at court
- Comply with services ordered or recommended in the CHIPS case and demonstrate progress towards meeting those goals
    - Attend and participate in all treatment as recommended by service provider(s), including but not limited to inpatient treatment, outpatient groups, therapy, AODA/MH classes, and parenting classes
    - Demonstrate skills learned in treatment, groups, or classes into everyday behavior
    - Begin developing an aftercare plan for completion of treatment
    - Recognize the need for assistance in treatment and parenting, utilize assistance as needed
- Follow housing plan
- Comply with scheduled/unscheduled home visits with assigned CHIPS Case Worker
- Participate in education on budgeting and financial management
- Follow Employment/Educational plan
- Meet with your Probation Officer as required, if applicable
- Develop a plan to obtain driver's license and/or reliable transportation, as needed
- Secure a sponsor/support person

Advancement Criteria

- Satisfactory compliance with milestone expectations
- Satisfactory treatment progress
- Satisfactory compliance with program requirements
- Honesty
- Write a letter as to why you believe you should move to Milestone 3; Team Approval

Milestone 3: Treatment Needs

Address Treatment Needs

Objectives of Milestone 3: For the parent to make progress on their treatment needs

Minimum Length of Milestone ~ 90 Days

Expectations

- Demonstrate 60 consecutive days of sobriety
- Attend FRC Hearings every two weeks, or as directed by the Team
- Comply with all forms of drug testing, including calling in daily to the UA Color Line, and submit UA's as requested
- Check in with the FRC Coordinator every two weeks, or as scheduled
- Attend all scheduled family interaction

    - You must be sober and engaged during your parenting times
    - Arrive with all necessary supplies for your child(ren)
- Attend at least three self-help activities per week, i.e. AA/NA meetings, church, sober activities
- Complete Rule of 40 Weekly Log daily and submit to FRC Coordinator at court
- Continue to use planner for organization and to map out all responsibilities, to include your child(ren)'s activities. Submit to the FRC Coordinator at court
- Comply with services ordered or recommended in the CHIPS case and demonstrate progress towards meeting those goals
- Attend and participate in all treatment as recommended by service provider(s), including but not limited to inpatient treatment, outpatient groups, therapy, AODA/MH classes, and parenting classes
- Meet with your Probation Officer as required, if applicable
- Obtain/Maintain employment or education
- Following housing plan
- Continue to comply with scheduled/unscheduled home visits with assigned CHIPS Case Worker
- Continue to develop an aftercare plan for completion of treatment
- Continue to demonstrate ability to cope with parenting while maintaining sobriety, using healthy support systems, and coping skills
- Weekly contact with sponsor/support person
- Maintain realistic budget

Advancement Criteria

- Satisfactory compliance with milestone expectations
- Satisfactory treatment progress or completion
- Satisfactory compliance with program requirements
- Honesty
- Establish pro-social behaviors
- Application for advancement completed and accepted by the Team

Milestone 4: Maintenance Needs

Transition – Address Maintenance Needs

Objectives of Milestone 4: To return the child (ren) home (if not already accomplished) and support what can be a difficult and emotional process. Determine "ongoing treatment needs" and a plan for ongoing support.

Minimum Length of Milestone ~ 90 Days

Expectations

- Demonstrate 90 consecutive days of sobriety

- Attend FRC Hearings every two weeks, or as directed by the Team
- Continue to comply with all forms of drug testing, including calling in daily to the UA Color Line, and submit UA's as requested
- Check in with the FRC Coordinator every two weeks, or as scheduled
- Maintain stable housing
- Continue to comply with scheduled/unscheduled home visits with assigned CHIPS Case Worker
- Meet with your Probation Officer as required, if applicable
- Attend all scheduled family interaction, if still in out of home care
- Continue to attend at least three self-help activities per week, i.e. AA/NA meetings, church, sober activities
- Complete Rule of 40 Weekly Log daily and submit to FRC Coordinator at court
- Continue to use planner for organization and to map out all responsibilities, to include your child(ren)'s activities. Submit to the FRC Coordinator at court
- Maintain consistency/participation in aftercare treatment
- Comply with all CHIPS Dispositional Order goals and demonstrate the behavioral changes learned utilizing those services
- Maintain employment or education
- Actively and independently parent your child(ren) in your home
- Be responsible for meeting your child(ren)'s needs
    - Take to medical and/or dental appointments and maintain schedule
    - Participate in your child (ren)'s schooling or daycare with active communication, if applicable
    - Have contact with child (ren)'s counselor and attend counseling sessions with child (ren), if applicable
- Weekly contact with sponsor/support person
- Maintain realistic budget

Advancement Criteria

- Satisfactory compliance with all milestone expectations
- Satisfactory treatment progress or completion
- Satisfactory compliance with all program requirements
- Honesty
- Establish pro-social behaviors
- Application for advancement completed and accepted by the Team

Milestone 5: Independence

Independence - Aftercare

Objectives of Milestone 5: Monitor the family with little intervention. Transition from Program, close out Division-funded services, and transition into services and support that will be available to the family after commencement.

Minimum Length of Milestone ~ 90 Days

Expectations

- Demonstrate 90 consecutive days of sobriety
- Attend FRC Hearings once per month, or as directed by the Team
- Continue to comply with all forms of drug testing, including calling in daily to the UA Color Line, and submit UA's as requested
- Check in with the FRC Coordinator once per month, or as scheduled
- Maintain stable housing
- Continue to comply with scheduled/unscheduled home visits with assigned CHIPS Case Worker
- Meet with your Probation Officer as required, if applicable
- Maintain activities associated with a recovery lifestyle
- Complete Rule of 40 Weekly Log daily and submit to FRC Coordinator at court
- Continue to use planner for organization and to map out all responsibilities, to include your child (ren)'s activities. Submit to the FRC Coordinator at court
- Maintain consistency/participation in aftercare treatment
- Comply with all CHIPS case and demonstrate the behavioral changes learned utilizing those services
- Maintain employment or education
- Overnight parenting time has been consistent with no safety concerns
- Continue to actively and independently parent your child(ren) in your home
- Continue to be responsible for meeting your child(ren)'s needs
    - Take to medical and/or dental appointments and maintain schedule
    - Participate in your child (ren)'s schooling or daycare with active communication, if applicable
    - Have contact with child (ren)'s counselor and attend counseling sessions with child (ren), if applicable
- Weekly contact with sponsor/support person
- Maintain realistic budget
- Family is reunified a minimum of 3-6 months prior to commencement
- Complete an application for Commencement Ceremony Proposal

Advancement Criteria

- Satisfactory compliance with milestone expectations
- Honesty
- Successful completion of program requirements
- Complete all exit paperwork
- Application for Commencement completed and accepted by the Team

If your child (ren) are removed due to safety concerns in Milestone 5, there may be additional treatment and FRC requirements in order to achieve Recovery Commencement and successfully complete FRC. For example, you

may be asked to complete a treatment assessment or reassessment or participate in additional services (mental health services, domestic violence services, etc.).

You will have a Family Engagement Meeting to discuss next steps, additional services and/or requirements in order to have your child (ren) home with you, parent, without restrictions and successfully complete FRC.

Conclusion

The function of the FRC program is to help you achieve sobriety and to have a lifelong recovery by providing support, connecting you with the resources and services you and your children need, and helping to lower some of the barriers that keep you from living the life you deserve. FRC seeks to provide you with extensive opportunities to break the cycle of addiction and achieve a better life for you and your children.

The final responsibility for your success is your own. You are the own who must do the hard work and you are definitely the one who will receive the credit when graduation occurs.

Your feedback is crucial to this program's success. Please feel free to share your thoughts with any of the FRC team members. Finally, do not forget your family, friends, and other members of the community you will assist you along the way. Be sure to start developing and expanding your support system with positive influences as soon as possible. Their influences will be crucial to your success.

If you are ready, then we are ready to help you!

Outagamie County
Family Recovery Court
Participant Handbook

By signing below, you acknowledge that you have received this participant guide and have been instructed to read or have someone read to you its entire contents. This guide contains the rules and expectations of FRC. Failure to comply with these rules may result in consequences up to and including termination from the program and/or termination of your parental rights.

Date: _____

Participant Signature: _____

Print Participant Name: _____

FRC Coordinator Signature: _____