MEMORANDUM OF UNDERSTANDING

FOR THE WALWORTH COUNTY FAMILY TREATMENT SPECIALTY COURT PROGRAM

BETWEEN WALWORTH COUNTY HEALTH AND HUMAN SERVICES

AND

THE WISCONSIN DEPARTMENT OF CORRECTIONS

SECTION I – PARTIES TO THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made by and between the State of Wisconsin Department of Corrections, whose principal business address is 3099 East Washington Ave., P.O. Box 7925, Madison, WI 53707-7925, ("DOC"), and, Walworth County Family Treatment Court, 1800 County Road NN, Elkhorn, WI.

The DOC employee responsible for administration of this MOU will be Lisa Yeates as the "Contract Administrator" whose principal business address is 4911 88th Ave Suite B, Kenosha, WI. In the event that Lisa Yeates is unable to administer this MOU, DOC will designate a new Contract Administrator.

The Walworth County employee responsible for administration of this MOU will be Lisa Broll as the "Contract Administrator" whose principal business address is 1910 County Road NN, Elkhorn, WI. In the event that Lisa Broll is unable to administer this MOU, Walworth County will designate a new Contract Administrator.

SECTION II - PURPOSE OF MOU AND THE MISSION STATEMENT OF THE PROGRAM

The parties agree that the following should be the mission of the specialized court: "The mission of the Walworth County Family Treatment Specialty Court is to provide substance abuse treatment in a non-adversarial setting distinct and separate from the traditional criminal and juvenile justice systems. Family Treatment Court provides a comprehensive approach to individuals whose substance use has impacted their family. The central focus of the program is on treatment and recovery; however, the ultimate goal of the program is to help participants make changes in all aspects of their lives in order to achieve and sustain permanence and stability for their family."

The parties to this MOU support and endorse the goals and mission of the Walworth County Family Treatment Specialty Court in order to help participants make changes in all aspects of their lives in order to achieve and sustain permanence and stability for their family.

For this program to be successful, cooperation must occur within a network of systems in order to facilitate and achieve the mission of the Walworth County Family Treatment Specialty Court.

SECTION III - PRINCIPAL AGENCY ROLES AND RESPONSIBILITIES/STAFF COMMITMENTS

Now, therefore, it is agreed:

Walworth County Family Treatment Court (WCFTC) Judge:

1. Preside over the WCFTC sessions and to provide oversight and guidance for the WCFTC Team.
2. During WCFTC court sessions, motivate participants towards success in their programming while holding them accountable for their actions.
3. Ensure that all cases are staffed prior to court sessions.
4. Monitor participants' progress in relation to his/her case plan and address compliance by delivering incentives and sanctions.
5. Promote collaborative, non-adversarial and power sharing relationships between treatment team members.
6. Serve as the final arbiter of factual controversies and make final decisions concerning the imposition of incentives, sanctions, terminations, and commencements that affect the participant's Children's Court case.

Walworth County Circuit Court- Clerk of Courts

1. Provide support staff and courtroom facilities necessary for the WCFTC program.
2. Provide and maintain case file management.
3. Arrange for WCFTC participants who are in the custody of the Walworth County Sherriff's Department to appear at WCFTC court sessions.
4. Schedule and calendar cases for court review.
5. Oversee the coordination of services and funding for Walworth County Court-Appointed Attorneys and Walworth County Court-Appointed Gaurdians Ad Litem

Walworth County Department of Health and Human Services, (WCDHHS)

Behavioral Health Division:

1. Assist in the referral process for the WCFTC.
2. Review screening/assessment information and make recommendations for admission to the WCFTC treatment team.
3. Assess all assigned WCFTC participants and provide, in a timely fashion, treatment recommendations to the WCFTC team. These recommendations are to include, but are not limited to: level of care, initial substance abuse treatment goals and objectives, diagnoses, identified ancillary services (individual counseling, group counseling, family counseling, medication management, evaluations, etc.), specific treatment program outline.
4. Provide quality substance abuse treatment services according to the parameters of the WCFTC Program.
5. When needed, help identify and facilitate referrals to other care providers and assist in the follow up treatment planning.
6. Provide the primary treatment case management support for participants and their families involved in the WCFTC.
7. Oversee the coordination of services and funding for such services provided.
8. Develop, revise, and maintain individual specific treatment plans.
9. Coordinate collection and compilation of status reports from all treatment team members to use at team meetings and court reviews.
10. Information and data are entered into an electronic database and records management system by the WCDHHS staff are owned by the WCDHHS.
11. Provide authorized services to WCFTC participants in accordance with standards established by relevant state guidelines.
12. Make referrals for other services, including Comprehensive Community Services (CCS), and other relevant services.

Children and Families Division:

1. Assist in the referral process for the WCFTC.
2. Provide primary case management support for families involved in the WCFTC.
3. Oversee the coordination of funding for services provided.
4. Generate and maintain case plans and permanency plans.

5. Make referrals for other services, including parenting services, supervised visitation, drug testing, CCS, etc.
6. Document participant contacts and other related information in eWISACWIS.
7. Assure compliance with grant requirements.
8. Continuously assess participants for protective capacities and limitations to ensure child safety.

Treatment Court Coordinator Position:

1. Facilitate the referral process for WCFTC.
2. Conduct screenings/assessments/follow ups for all WCFTC referrals and share results with appropriate team members.
3. Schedule team case staffing's, Operational Team Meetings, Advisory Committee Meetings, and Steering Committee Meetings.
4. Maintain all records for the WCFTC in Accountability Court Case Management System (ACCM).
5. Perform case management activities for participants.
6. Coordinate collection and compilation of status reports from all team members to use at team meetings and court reviews.
7. Facilitate coordination and communication between team members and partner agencies.
8. Collect and maintain follow up data to ensure program evaluation.

Walworth County Corporation Counsel's Office

1. File necessary legal paperwork with the court.
2. Ensure ASFA timelines are followed.
3. Aid in the achievement of the participant's goals.

Walworth County Court Appointed Attorneys

1. Advocate and work with assigned WCFTC participants according to existing professional and ethical practices.
2. Consult with participants to assist them in understanding the WCFTC requirements and advise them of their rights within the WCFTC program.
3. Advocate for the rights and best outcomes of the participant.
4. Aid in the achievement of the participant's goals.
5. Encourage participants to be honest with the judge and other WCFTC team members.
6. Monitor sanctions imposed to insure that they are within the WCFTC program guidelines.

Walworth County Court Appointed Guardians Ad Litem (GAL)

1. Regularly attend WCFTC pre-staffings to obtain information about WCFTC participants in order to advocate for the best interest of the child/ren.

Southeastern Monitoring Inc. (SEM)

1. Provide random, observed by appropriate gender, drug testing, to include urine collection, oral swabs, and/or breathalyzers as directed by the WCFTC Team.
2. Provide onsite drug testing during court hearings if requested.
3. Promptly report to the treatment team the results of drug tests administered to the WCFTC participants no later than 48 hours.
4. Promptly notify the WCFTC team of any missed or tampered drug screens within 48 hours.
5. Provide avenues for test confirmation through an alternative method when requested by the WCFTC team in a timely manner.
6. Provide supervised visitation services (family time) to WCFTC participants and their families. Immediately report any concerns with supervised visits to the WCFTC team.
7. Provide WCFTC participants with parenting and life skills services.

Wisconsin Department of Corrections The mission is to enhance public safety through management and reduction of offender risk by providing supervision of offenders and collaboration with community partners to assist offenders to change their behavior and repair the harm they have done.

The Wisconsin Department of Corrections, Division of Community Corrections will act as a member of the Specialty Court team by providing at a minimum of one probation and parole agent per court. When individuals are in the Specialty Court and on supervision with the Department of Corrections, the Department of Corrections will:

1. Provide community supervision of participants and maintain a supervision file for each Specialty Court participant, in compliance with the requirements of the Department of Corrections' policies and procedures and Wisconsin State Law, including following confidentiality regulations.

2. Be guided by Evidence Based Practices when making decisions pertaining to the supervision and treatment of DCC offenders participating in the Specialty Court. (Wisconsin Treatment Court Standard 1)

3. Prohibit agents from engaging in the role of Court Coordinator for the Specialty Court. The Court Coordinator maintains the overall management of the Specialty Court Program. This includes administrative assistance to the Specialty Court Judge, coordinating the selection and admission of the Specialty Court participants, coordinating Specialty Court team agendas and staffing program participant compliance. The Coordinator maintains documentation on paper and electronic files regarding the collection of random urinalysis tests, treatment compliance and coordinates collaboration between all of the participating agencies involved in the Specialty Court.

4. Refer participants to community resources if available and, when appropriate and in consultation with the Specialty Court team, maintain collateral contacts to follow participant progress.

5. Provide drug/alcohol testing as part of normal standards of supervision. Extensive and random AODA testing specific to the Specialty Court will be the responsibility of that court. Agents can assist with this task on occasion; however, will not exceed one AODA test per week on any given participant. (Wisconsin Treatment Court Standard 13)

6. Provide input for decisions regarding incentives and sanctions and impose incentives and sanctions where appropriate and in accordance with Department of Corrections' policies and procedures, Wisconsin State Law and Evidence Based Practices. (Wisconsin Treatment Court Standard 14)

7. Attend treatment team meetings and Specialty Court at a maximum of one team staffing/Specialty Court session per week and one special team or advisory board meeting per month. As the participant progresses forward in the Specialty Court phases, it is expected the agent's responsibilities for that participant will be reduced along with the classification and contact standards for the individual participant. This may be subject to change based on staffing and availability.

8. Provide updates on participants' adjustment to supervision with the Department of Corrections.

9. Identify potential candidates for alternatives to revocation.

10. Coordinate with law enforcement and other agencies as needed.

Participating agencies of the Specialty Court agree to the following:

1. DOC resources and supervision tools will only be available to Specialty Court participants who are on active supervision with the Department of Corrections.

2. The Specialty Court shall not employ a person who is on active probation, parole, extended supervision, lifetime supervision or an inmate who is supervised by Intensive Sanctions for any position where the primary duties and

responsibilities involve contact or work with offenders/inmates OR involves access to offenders/inmates' records or funds. .

3. This MOU implies no fiscal responsibility for DOC. Other than in-kind services of DOC's representatives, no DOC funds may be expended, pledged, contracted for, or spent without the approval of DOC Administration. DOC will have the right to annually review its participation and any financial commitments made.

SECTION IV - GENERAL PROVISIONS

In addition, all Agencies and staff agree to follow the attached Policies and Procedures (Exhibit 1) of the Walworth County Family Treatment Court and to abide by the following:

A. SPECIALIZED COURT ADVISORY BOARD

All parties agree to continue to be represented in this group. This group will be responsible for modifying and amending this MOU. They will address problems and issues as identified and develop policy and program modifications. Clearly identify sanctions and incentives controlled by the group and identify who has final say. Coordinated strategy governs specialty court responses to participants' compliance ensuring compliance with state statute and Department of Corrections Administrative Code.

B. CONFIDENTIALITY

All parties agree assigned participants of their respective agencies shall attend all scheduled specialized court staffing's and advisory board meetings. They shall maintain the confidentiality of the details and content of the Specialty Court team and advisory board discussions, and the votes of the individual Specialty Court team and advisory board members. No Specialty Court team member shall disclose this confidential information to any third person absent agreement by the majority of the Specialty Court team members, or pursuant to court order. No agency, advisory board or Specialty Court team member shall disclose confidential information regarding participants without the consent of such participant and approval of the specialized court treatment team.

C. MODIFICATION

Any individual agency wishing to amend/modify the policies and procedures of the Specialty Court or this MOU will notify the Court Advisory Board of the issue(s). The Court Advisory Board will address the issue(s) for purposes of modifying/amending the issue(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

D. HOLD HARMLESS

Any individual agency will indemnify and save harmless the DOC and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the County, or of any of its contractors, in prosecuting work under this MOU.

E. NONDISCRIMINATION /AFFIRMATIVE ACTION

In connection with the performance of work under this MOU, the individual agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined ins. 51 .01(5), Wis. Stats., sexual orientation as defined in s. 111. 32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to

sexual orientation, the individual agency further agrees to take affirmative action to ensure equal employment opportunities.

F. CANCELLATION

DOC reserves the right to cancel any MOU in whole or in part without penalty due to non-appropriation of funds or for failure of the individual agency to comply with terms, conditions, and specifications of this MOU.

G. TERMINATION

Individual agencies contemplating termination of their participation in this MOU shall first notify the Court Advisory Board of their concern. The advisory board will attempt to resolve the problem to ensure continuation of the specialized court. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this MOU by notifying all other agencies in writing a minimum of 90 days prior to such termination.'

H. EFFECTIVE DATE

This MOU is effective on FEBRUARY 21, 2020 through MARCH 1, 2021

I. RENEWAL

This MOU will be automatically renewed for subsequent years unless terminated by an individual agency as indicated in Section III, G. Termination.

J. MISCELLANEOUS

This MOU shall be construed and governed by the laws of the State of Wisconsin. In the event of any dispute arising from this MOU, the parties agree to submit to the exclusive jurisdiction of the Circuit Court for Dane County, Wisconsin, or the federal court sitting in Madison, Wisconsin.

In Witness Whereof, the parties have, through dually authorized representatives entered into this MOU. The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

WISCONSIN DEPARTMENT OF CORRECTIONS

By: _____ Date: _____
Kevin A. Carr, Secretary
Wisconsin Department of Corrections

FAMILY TREATMENT COURT JUDGE

By: _____ Date: 9/25/20
David Reddy, Judge
Walworth County Circuit Court

WALWORTH COUNTY CIRCUIT COURT-CLERK OF COURTS

By: Kristina M. Secord Date: 09-23-2020
Kristina Secord, Clerk of Courts
Walworth County Circuit Court-Clerk of Courts

WALWORTH COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES (WCDHHS)

By: _____ Date: 9/17/2020
Elizabeth Aldred, Director
WCDHHS

WALWORTH COUNTY CORPORATION COUNSEL'S OFFICE

By: _____ Date: 9/28/2020
Estee Scholtz, Deputy Corporation Counsel
Walworth County Corporation Counsel's Office

SOUTHEASTERN MONITORING INC

By: _____ Date: 9.24.20
Julie Bonogofsky, Director
Southeastern Monitoring Inc. (SEM)

WALWORTH COUNTY COURT APPOINTED ATTORNEY REPRESENTATIVE

By: _____ Date: 9/25/20
Steve Harvey, Court Appointed Attorney
Walworth County Court Appointed Attorney Representative

WALWORTH COUNTY COURT APPOINTED GUARDIANS AD LITEM

By: Dianne Soffa (signed electronically) Date: 9/17/20 9/29/20
Monika Schmeiden, Dianne Soffa, Gaurdians Ad Litem
Walworth County Court Appointed Guardians Ad Litem

I. Introduction

Mission Statement: The mission of the Walworth County Family Treatment Court (FTC) is to provide substance abuse treatment in a non-adversarial setting distinct and separate from the traditional criminal and juvenile justice systems. Family Treatment Court provides a comprehensive approach to individuals whose substance use has impacted their family. The central focus of the program is on treatment and recovery; however, the ultimate goal of the program is to help participants make changes in all aspects of their lives in order to achieve and sustain permanence and stability for their family.

Values: The core of the Walworth County Family Treatment Court relies on three distinct, set values to which the program heavily relies upon including:

- **Equality**: To provide a program for all individuals regardless of age, disability, national origin, race, color, religion, sex, sexual orientation, ethnicity, or socio-economic status.
- **Fiscal Responsibility**: To provide a program that decreases taxpayer costs and better utilizes resources in Walworth County.
- **Teamwork**: Provide a multi-disciplinary, multi-agency, approach to address the problem of parental substance use that affects child safety.

The Walworth County Family Treatment Court operates with a 3 tier governance structure in accordance with the Family Treatment Court Best Practice Standards. These levels of oversight include the Advisory Committee/Oversight Body, the Steering Committee, and the Operational Team.

The Family Treatment Court Advisory Committee: The FTC Advisory Committee has policy and program oversight of the Family Treatment Court. It consists of key agency stakeholders from the Courts, Public Defender's Office, Health and Human Services, Corporation Counsel, Clerk of Courts, Attorneys, Guardians Ad Litem, contract agencies, and community organizations and reports to the Walworth County Criminal Justice Coordinating Committee (CJCC). The FTC Advisory Committee will meet quarterly and when needed.

The Family Treatment Court Steering Committee: The FTC Steering Committee will meet on a bi-monthly basis and when needed, and will consist of middle management representatives from various Walworth County departments. The Steering Committee is responsible for providing direction to other team members, problem solving, and overcoming barriers in accordance with Family Treatment Court Best Practice Standard 1D.

The Family Treatment Court Operational Team: The FTC Operational Team will meet on a bi-monthly basis and will consist of the FTC team members who have regular contact with FTC participants, including treatment providers, case managers, family case managers, and contracted service providers. The FTC Operational Team is responsible for discussing concerns related to policies and procedures, and overcoming participant barriers in accordance with Family Treatment Court Best Practice Standard 1D.

The Family Treatment Court Team: The Family Treatment Court team is comprised of representatives from all partner agencies involved in Family Treatment Court and will make all decisions regarding participation in FTC with input from the FTC Team. In addition to the Judge, the team consists of the following members:

- Court Appointed Attorney representative
- Treatment providers
- Child welfare workers
- Family Treatment Court Coordinator
- Clerk of Court representative
- Guardians Ad Litem (GAL)
- Corporation Counsel representative
- Case managers
- Contracted service providers

Family Court Team Staffings: Staffing meetings occur prior to every court session. During these meetings, FTC Team members discuss the status of all participants including deciding appropriate incentives and sanctions to be applied to

participants on an individual basis. All attendees must sign an observer log prior to each staffing agreeing to confidentiality requirements. All FTC staffings are non-public and confidential.

Cultural Competence: FTC proudly identifies itself as a culturally competent program by demonstrating sensitivity to and understanding of cultural differences in program design, implementation, and evaluation. FTC accommodates for this trait by:

- Acknowledging culture as a predominant force in shaping behaviors, values, and institutions;
- Acknowledging and accepting that cultural differences exist and have an impact on service delivery;
- Believing that diversity within cultures is as important as diversity between cultures;
- Respecting the unique, culturally defined needs of various client populations;
- Recognizing that concepts such as "family" and "community" vary in differing cultures and can vary for subgroups within cultures;
- Understanding that people from different racial and ethnic groups and other cultural subgroups are usually best served by persons who are a apart of or understand their culture and recognize the potential impact of one's cultural values on one's response to the Family Treatment Court Treatment Program;
- Completing staff trainings related to culture and diversity.

I. Goals

Goals: The Walworth County Family Treatment Court has the following primary goals:

Goal #1: Reduce the amount of time needed to achieve permanence and reduce the number of removals post-reunification.

Goal #2: Reduce the impact of substance use on child well-being and the community.

Goal #3: Enable participants to become responsible and productive members of their family and society.

II. Program Entry

Target Population: The FTC's target population has the following characteristics:

- A parent or guardian of minor children;
- Involvement in the child welfare system
- Concerns related to alcohol or other substance use

Eligibility: This program is designed to serve individuals who have a substance use disorder . In order to be determined eligible to participate in the FTC, the participant must meet the following criterion:

- An adult,
- Walworth County must have jurisdiction;
- Completion of all necessary assessments and forms during a FTC intake.

Capacity: Currently, there is no maximum capacity of the FTC Program to allow for expansion of the target population and increase the number of participants. The FTC will accept applicants as long as funding is available; as funding becomes limited, the number of participants allowed into the program will become limited. Following funding limitations, it is possible that a waiting list may be implemented.

Disqualification Criteria: In addition, persons **will NOT be considered** if they meet the following:

- Outside the Court's jurisdiction;
- A screening shows the prospective participant does not have a substance use disorder;
- Any other reason(s) that would deem a participant inappropriate for the FTC as determined by the FTC Team.

I. Referral Policy and Screening

Referral Process: The following procedure exists to ensure consistent treatment of participants who request entrance into the FTC.

- Referrals to FTC shall take place as soon as possible following the identification of a potential program participant to ensure critical intervention and immediate introduction of AODA treatment. (Refer to eligibility guidelines). Referrals may originate from, but are not limited to the following sources:
    - Defense Attorneys
    - Walworth County Department of Health and Human Services
    - Division of Community Corrections
    - Corporation Counsel
    - Children's case managers
    - Guardians Ad Litem
- When Health and Human Services deems a participant eligible for program participation, the potential participant's request may be further reviewed by the FTC Team for final approval or rejection.
- The Walworth County Family Treatment Court Judge shall hold sole discretion in accepting a participant to enter the program.

Screening and Assessment: The Walworth County Family Treatment Court requires that participants be screened in order to assess the risks and identify the needs of each program participant.

All potential FTC participants are required to meet with an employee of Health and Human Services to determine eligibly for the program. All participants are required to review and sign the FTC Consumer Waiver and Agreement as well as;

- Complete the Walworth County Family Treatment Court Eligibility Screener and the Global Appraisal of Individual Needs (GAIN-SS) to measure for both mental illness and substance use disorders.
- Complete the Outcome Questionnaire (OQ) to measure the risk of suicide potential, substance abuse, and potential violence at work.
- Complete the Alcohol Use Disorder Identification Test (AUDIT) and Drug Use Disorder Identification Test (DUDIT)

Upon entrance to the FTC, all participants are required to complete additional assessments at the respective intake appointments. Participants will be asked to complete additional assessments every 3 months to measure participant progress. Upon discharge from the program, participants will be asked to complete a discharge assessment.

Participant Agreement and Consent for Disclosure of Confidential Substance Abuse Information: All participants entering the program are required to sign and abide by the program Consumer Waiver and Agreement, the Consent for Disclosure of Confidential Substance Abuse Information, the Authorization for Release of Medical Information, and the Consent for the Release and Exchange of Information.

I. Program Criteria

Phases:

The FTC program is designed to meet the specific needs of each participant while progressing participants through their child welfare case. The focus of FTC is to achieve permanence for the child/children; therefore, each phase contains milestones the participant must achieve to advance to the next phase. The phase structure includes 5 phases and is based on Family Treatment Court Best Practice Standard 7D. There are no specific time limits related to each phase, however there are recommended time frames for each phase outlined below. Some participants will be able to complete their required objectives in each phase and complete the program in 12-15 months, while others may take longer due to setbacks, relapses, sanctions, or suspension periods. A participant must successfully complete each phase before transitioning to the next phase.

Phase Advancement: When a participant has met the requirements of a phase, they are required to complete a "petition to phase" document, in which they will answer questions about milestones completed during the phase. The FTC will review the petition prior to approval of phase movement. The FTC Judge has the ultimate discretion to approve or deny any petitions. Participants are required to submit their "petition to phase" document to their Family Case Manager or other FTC team member at least 2 days prior to their court review hearing. A 'petition to phase" is required to advance to each phase with the exception of Phase I to Phase II. Each phase also has a designated worksheet that must be completed and turned in with the "petition to phase" for review by the FTC Team.

Phase I– (30-60 Days)

This phase focuses on participant engagement, orientation, and stabilization.

Phase II– (60-90 Days)

This phase focuses on clinical stabilization and healthy family interactions. The participant should begin to recognize the need for some change related to recovery. Participants must demonstrate a minimum of 14 consecutive days of sobriety.

Phase III -(90-120 Days)

This phase focuses on motivation, insight, and skills to engage in activities that demonstrate the participant's ability to recognize and respond to the safety and well-being of their children. This phase also focuses on making positive choices that support a recovery lifestyle. Participants must demonstrate a minimum of 60 consecutive days of sobriety.

Phase IV– (90-120 Days)

This phase focuses on the participant's ability to demonstrate a solid foundation for stable recovery and permanence for their child/children. The participant will improve his or her life and that of their children by meeting the developmental needs of their child/children. Participants must demonstrate a minimum of 90 consecutive days of sobriety.

Phase V Requirements – (90-120 Days)

This phase focuses on activities that ensure child safety, well-being, and permanence. Participants will be able to use their informal supports to continue to maintain a prosocial life, foresee their child/children's needs, and maintain stable recovery. Participants must demonstrate a minimum of 90 consecutive days of sobriety.

Graduation Requirements

Successful completion of all 5 phases, completion of participant treatment plan, completion of a long term safety plan, completion of Celebrating Families! Group (FTC Judge may in his/her sole discretion waive the completion of Celebrating Families upon proper petition by a FTC participant), and the ability to assist in a permanency decision regarding the participant's child/children.

Incentives and Sanctions: Incentives and sanctions are standardized to the point of exhibiting fairness, but are also tailored based on an individual participant's situation. Short term and long term goals will be considered when making therapeutic adjustments, phase advancements, suspension, or termination. Each violation will be considered for a sanction individually, to relate each behavior to a specific consequence. The use of graduated sanctions and positive reinforcement will be used whenever possible to ensure the best outcomes.

Issues of compliance/noncompliance will be addressed at bi-monthly staffings where the FTC team will collectively discuss and determine an appropriate incentive/sanction. Sanctions and incentives as well as participant progress will be discussed during bi-monthly court hearings. The FTC Judge will facilitate ongoing judicial interaction with each drug court participant to enforce compliance, encourage appropriate behavior, and solidify the Family Treatment Court Program. The Judge has the discretion to apply incentives and sanctions as found suitable.

Incentives:

- Phase promotions awarded with certificates;
- Positive recognition from Judge/FTC team member(s), including applause and praise;
- Ability to leave court early;
- Permission to travel out of area;
- Gas cards
- Drawing of gift cards with biweekly and/ or monthly compliance;
- Commencement ceremony, including certificate and snacks

Sanctions: The FTC has a range of sanctions of varying magnitudes that may be administered in response to violations in the program. For goals that are difficult for participants to accomplish, such as abstaining from substances, the sanctions increase progressively in magnitude over time. For goals that are relatively easy for participants to accomplish, such as being truthful or attending counseling sessions, higher magnitude sanctions may be administered after only a few violations. It is best practice to sanction each program violation separately.

- Verbal warning
- Additional programming

- Community service
- Increased drug testing
- Written reports
- Delay in phasing
- Suspension
- Termination

Suspension Criteria:

The program design is one which makes it difficult for participants to be suspended from the program. Suspension factors are focused on noncompliance with sanctions/expectations. There are certain participant behaviors may cause the Judge or FTC Team to consider suspension. Suspension behaviors include, but are not limited to: warrants or new arrests for a significant crime (felony); missing several or having a series of positive drug or alcohol tests; producing adulterated drug tests; any chronic abuse of rules, such as failing to cooperate with the treatment program; or any violence or threat of violence directed at treatment staff, other participants, or other clients of the treatment providers.

A participant may be suspended from FTC for non-compliance with program requirements. Failing to appear for two consecutive court sessions will result in an automatic suspension. Participants may file a written petition for reinstatement at any time.

Any member of the FTC Team may make a motion for suspension of a participant from the program. If a motion for suspension is made, and seconded,; the Judge will decide to accept or deny the motion. If the participant is present in court, the Judge will inform them of the decision. Final decision for suspension will remain with the FTC Judge. The suspended participant shall not have any appeal rights to the suspension decision.

However, the suspended participant shall have the right to petition the court for reinstatement. Final decision for reinstatement will be in the FTC Judge's discretion, and participants shall not have any appeal rights to the reinstatement decision.

Termination Criteria:

A participant may be terminated from FTC for habitual non-compliance with program rules, extended incarceration, arrest for a serious felony, or termination of parental rights. Participants may file a written petition for reinstatement at any time. The petition must include a safety plan.

Note: Suspension or termination does not relieve the parent of other obligations in the Dispositional Order.

Court Observer Policy

FTC review hearings are confidential and closed hearings. The only people permitted in FTC review hearings include FTC enrolled participants, the FTC team, and other Walworth County employees. Professional visitors and other observers are allowed to attend FTC staffings and review hearings at the discretion of the FTC Judge.

Risk/Need Tiers

FTC will operate under a 4 tier system:

High Risk Track (Tier 1): This will include anyone with a Child in Need of Protection or Services (CHIPS) order who is also on supervision with the Department of Corrections or has significant criminal history, and/or significant substance use disorder (cocaine, heroin, methamphetamine, opiates). This can also include anyone with a significant child protective services history including prior removals or CHIPS orders and a significant substance use disorder.

Low Risk Track (Tier 2): This will include anyone with a CHIPS order who is not under supervision with the Department of Corrections or has a moderate or mild substance use disorder. (If there are 2 parents involved in FTC that need to be separated, the lower risk parent will be in this group even if they meet criteria for the high risk group)

Low Risk/Low Needs (Tier 3- Informal Dispositional Agreement (IDA), Consent Decree): This includes anyone with an open child welfare ongoing case with an IDA or Consent Decree order. It can include any severity of SUDs. The case plan, needs, and services will be identified based on the individual prognostic needs.

Low Risk/Low Needs (Tier 4- Diversion): This includes any parent who has an identified substance use disorder need and would benefit from services on a voluntary basis. These parents have some level of risk related to their substance use, but have been identified as able to keep their children safe. It can include any severity of substance use disorders. The case

plan, needs, and services will be identified based on the individual prognostic needs of the individual. The FTC Coordinator will serve as the case manager and liaison to services.

The prognostic needs will be identified for each participant. These prognostic needs will help identify services and interventions for each participant, as every participant will have different needs. Prognostic needs will include: prior treatment episodes, parenting skill deficits, lack of stable housing, co-occurring psychiatric conditions and/or lack of supports and resources, direct service and treatment needs, substance use disorder severity, parental use of certain substances of abuse, socioeconomic issues, deficits in parent-child attachment, parental stress, lack of employment skills, and lack of daily living skills.

*The FTC team may change a participant's tier as needed based on changing circumstances.

I. FTC Protocol

Treatment Protocol: Family Treatment Court treatment programming shall be provided by Walworth County Department of Health and Human Services.

The Family Treatment Court treatment program consists of several components. All participants will attend intake and complete a full AODA/Mental Health Assessment. Determinations of treatment needs will be made after these assessments have been completed. Referrals could include residential treatment, outpatient group treatment, individual treatment, family therapy, medication management, physiatrist referrals, and any other intervention that may be appropriate.

The use of medication assisted treatment (MAT), as determined from a dually trained addiction psychiatrist or addiction physician is supported by the Walworth County Family Treatment Court Program. Participants who have been identified and referred for MAT will be required to comply with all conditions set forth by the FTC, including medication compliance drug testing, physical exams, frequent and regular visits with prescribing physician, signing appropriate releases of information, and any other conditions determined by the FTC Team.

Alcohol and Drug Testing: Drug and alcohol testing will be conducted on a random basis unless otherwise decided by and agreed upon by the FTC team. Participants will not know that that they need to submit to a test until the day of the test. Random Drug screens will be conducted multiple times per week. Drug testing will be conducted by means of a call-in system. All participants will be required to submit a breath test, direct observation urine sample, and/or oral swab at each visit. Drug testing will begin when a participant begins FTC or as determined by the FTC team. Furthermore, FTC team members will make every effort to conduct these procedures in the most discreet and respectful manner that is possible. All drug and alcohol testing will take place at any of the following locations: Southeastern Monitoring, Inc., Walworth County Health and Human Services Building, Walworth County Judicial Center, participant's residence, or any other location as determined by the FTC Team.

II. Assessment Design

Evaluation: The Walworth County Family Treatment Court program will be rigorously evaluated for its effectiveness. The implementation team is committed to an objective review of the program, dissemination of the results of this review, and a program of continuous quality improvement in order to maximize the effectiveness of the court. The non-bias program evaluation will measure relevant processes and practices and provide measurable feedback of the FTC program. Monitoring and evaluation of program goals and gauging effectiveness will be faithfully carried out between a collaborative effort from the program evaluator and the Family Treatment Court Coordinator.

The FTC database captures relevant historical, legal, and demographic data. At the time of screening for participation in the program, each individual will complete a face-to-face interview conducted by an employee of Walworth County's Health and Human Services and will also complete brief, written screening instruments. Participants will continue to complete screening instruments throughout the program to assess individual and programmatic progress. At the time of successful completion of the program, each participant will be asked to complete an evaluation form that provides feedback on the format and content of the program. Ratings will also be obtained from the participant's therapist. Objective outcome data will include reunification rates and re-entries into out of home care. An independent evaluation will be used to assess the effectiveness of the program, and multivariate analysis will be utilized to identify other factors that may be related to success or failure in the program. When available, data from matched control subjects that do not participate in the FTC program will be collected for comparison purposes.

Additionally, the FTC will provide bi-annual reports to the FTC Oversight Body and comply with all reporting requirements of the SAMHSA Grant award. Specific program data will be collected and entered into the required database by the reporting deadlines.

III. Ethics and Confidentiality Statement

The Walworth County Family Treatment Court has established guidelines for maintaining client confidentiality based upon the requirements of 42 USC Section 290dd-2.

- Information relating to the identity, diagnosis, prognosis or treatment of any participant will not be disclosed to anyone other than the FTC Team including the Judge, treatment providers, Family Treatment Court Coordinator, Court Appointed Attorneys, Guardians Ad Litem representative, Cooperation Counsel, as well as random site checking agencies, after appropriate consent has been obtained. Information used for evaluation purposes will not disclose the identity of any participant.
- Due to prohibitions of the re-disclosure of information regarding identity, diagnosis, prognosis or treatment, information transmitted or received by any of the parties set forth above shall be subject to the same restrictions.
- Participants will be provided with a copy of the Consent for Disclosure of Confidential Information. Notice of confidentiality requirements is also given to participants orally. The Consent of Disclosure form stipulates it is effective until the participant completes the program or is terminated from the program. The participant will have an opportunity to consult either his or her own attorney or a court appointed attorney prior to signing the consent forms.
- All participants are required to sign the Participant Waiver and Agreement that give consent for counseling, alcohol and/ or drug use testing results and progress reports to be made available to FTC Team members. Furthermore, participants will sign a Consent for Disclosure of Confidential Information from treatment to all team members and to any member of the public who may be present during the court review sessions. Information released may involve areas such as eligibility, attendance, prognosis, compliance and progress.
- Consent to disclosure of information is irrevocable. Participants are informed that consents are irrevocable, but not permanent.
- A copy of the waiver form will be sent along with the results of the screening to the appropriate treatment provider.
- Federal regulations allow the disclosure of information under the following circumstances:
    - Medical emergencies where the participant's well-being may depend on the discloser of treatment-related information to medical personnel, including participant reports of risk of suicide, self-harm, or homicide.
    - In the event of crimes on the program premises or against program staff, information concerning the details of the incident and the participant's name and whereabouts may be revealed.
    - Information necessary for a central registry to prevent patients from enrolling in multiple clinics
    - Outside auditors and researchers may be allowed to review information that identifies participants in order to evaluate the program. However, these persons or agencies must protect any covered information they receive. Before removing such information from a program's premises, they must submit written plans outlining their procedures for ensuring confidentiality.
    - Information necessary to comply with Wisconsin's reporting requirements for suspected abuse or neglect of a child
    - Information necessary to comply with Wisconsin laws concerning the collection of information relating to causes of death
- All written FTC records will be stored in a secure room or locked cabinet. Treatment program records are not available to the public and will be kept separately from other court records. Staff of the FTC will be regularly educated about procedures and the rationale behind them.
- Upon termination from the FTC, consent to disclosure expires and all paper records will be transferred to a more restricted storage facility.