Policy and Procedure Manual

CJCC Operations Committee

Andrea Nodolf
District Attorney / CJCC Chair 2023-2024

Judge Christina M. Mayer – Branch II
CJCC Vice Chair 2023-2024

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Dunn County Manager

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Michelle Bero
Wisconsin DOC Field Supervisor

Paula Winter
Dunn County Human Services Director

Purpose: The purpose of the Dunn County CJCC Operations Committee is to monitor ongoing operations; identify critical issues and priority areas; provide oversight to collaborative programs and grants; gather and evaluate information; consider and recommend actions and propose policies to the Executive Committee with final approval by the council.

FAMILY TREATMENT COURT OPERATIONAL TEAM

Christina Mayer
Circuit Court Judge (Branch 2)

Vacant
Assistant District Attorney

Lori Radcliffe
Family and Children's Services Manager

Sara Benedict
Criminal Justice Director

Melisa Berg
Family Treatment Court Coordinator

Loretta Olson

CPS Social Worker

John Welch
CPS Social Worker

Tontiana Strong
Clinical Substance Abuse Counselor
Arbor Place

Stacy Plumer
Licensed Clinical Therapist
Dunn County Human Services

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INTRODUCTION

Dunn County Family Treatment Court (FTC) began in August 2019. Family Treatment Court is an alternative to regular dependency court and is designed to improve the safety and well-being of children in the child welfare system by providing parents access to drug and alcohol treatment, judicial monitoring of their sobriety, and individualized services to support the entire family.

Through a collaborative, non-adversarial approach, the Family Treatment Court integrates substance abuse treatment and increased accountability into the process. Each family has a FTC team that reviews parents' participation and recommends services. This interdisciplinary team is cross-trained and works collaboratively to resolve issues.

Parents voluntarily enter the program and agree to FTC Policies and Procedures, increased court participation, chemical dependency treatment and intense case management in order to reunite with their children. Case review hearings initially occur every other week and then become less frequent as parents progress through the program. Incentives are awarded to recognize parents' achievements and graduated responses are used when parents violate program rules. The average length of time to complete the program is eighteen months.

MISSION STATEMENT

The mission of the Dunn County Family Treatment Court is to improve child welfare system outcomes for families impacted by parental substance use through evidence-based wrap-around programming, collaborative case management, and intensive judicial monitoring.

VISION STATEMENT

Healthier families and safer communities through long-term recovery.

VALUES

Hope
Parents with substance use disorders can be effective parents even when they have abused or neglected their children in the past.

Strong Families
Both parents play a critical role in their children's lives.

Treatment
Recovery is more than a matter of willpower. Treatment offers a path forward to recovery.

Accountability
Substance use is not an excuse for avoiding individual or parental responsibilities. Behaviors have consequences.

Empowerment
Parents provide an important voice in decisions that affect their children.

Collaboration
Parents, courts, treatment providers, and child welfare professionals all play a vital part in promoting children's wellbeing and achieve the best results by working together.

Community
Healthy families are essential to strong communities.

ROLES AND RESPONSIBILITIES OF FAMILY TREATMENT COURT TEAM MEMBERS

Assistant District Attorney

1. Participate fully as a treatment court team member, committing himself to the program, mission and goals, and work as a full partner to ensure participant success.
2. Attend weekly treatment court team meetings and court immediately after. The treatment team meeting is Tuesday from 8:00A-09:30A; court is every other Tuesday 8:30am-9:30am. Yearly training is required to remain current with best practices.
3. Agree to offer family treatment court to those who would be appropriate for the program. If there are questions regarding eligibility, contact the Family Treatment Court Coordinator.
4. Ensure participants are not charged for behaviors/use shared in Family Treatment Court.
5. Familiarize staff with family treatment court program.
6. Monitor participant progress to define parameters of behavior that allow continued program participation and suggest effective incentives and sanctions for program compliance.
7. Ensure community safety concerns by maintaining eligibility standards while participating in a non-adversarial environment which focuses on the benefits of therapeutic program outcomes.
8. Remain knowledgeable of addiction, alcoholism and pharmacology generally and apply the knowledge to respond to compliance in a therapeutically appropriate manner.
9. Become familiar with any gender, age or cultural issues that may impact participants' success.

Family Treatment Court Judge

1. The Judge will participate fully as a family treatment court team member, committing herself to the program, mission and goals, and work as a full partner to ensure participant success.
2. The Judge will ensure a cooperative atmosphere for team members to stay focused on the task of providing participants with treatment and rehabilitation opportunities.
3. The Judge will ensure the integrity of the family treatment court is maintained by having an understanding of the program's policies and procedures.
4. The Judge will participate as an active member of the staffing team and will chair the family treatment court team.
5. The Judge will assist in motivating and monitoring the participants of the family treatment court.
6. The Judge will gather information from the family treatment court team and make all final decisions on incentives and sanctions that affect the participants.
7. The Judge will act as a mediator to develop resources and improve interagency linkages.
8. The Judge will contribute to the education of peers, colleagues, and the judiciary in the efficacy of family treatment court.
9. The Judge encourages participants to succeed, treats participants fairly and with respect, and is not intimidating.
10. The Judge emphasizes treatment throughout the participant's time in the family treatment court.

Family Treatment Court Coordinator

1. The Coordinator will participate fully as a family treatment court team member, committing themselves to the program, mission and goals, and work as a full partner to ensure participant success.
2. The Coordinator will assist in providing general oversight to the family treatment court to include meeting attendance, grant reporting, program support, funding solicitation, and community outreach. The responsibilities exist for the term of this Agreement, as funding permits.
3. The Coordinator will attend and participate in all staffing and court hearings by providing written and verbal reports on participant's compliance and progress with court ordered services and other obligations imposed by family treatment court.
4. The Coordinator will facilitate communication between team members and partnering agencies and service providers to provide information about the participants compliance of treatment services and provide the information in written staffing reports as well as court reports.
5. The Coordinator will review the phase requirements and advancements each week and document the participants advancements in the written staffing report and/or court report. Develop case plans to account for needs and services and review frequently.
6. The Coordinator will keep AIMS documentation up to date which includes but not limited to individual meetings, team meetings, court notes and lab results.
7. The Coordinator will meet with program participants and provide case management services based on the phase requirements to provide support, resources, encouragement as well as accountability. In addition, the Coordinator will assist with identifying and addressing needs and establishing weekly goals related to phase advancement criteria.
8. The Coordinator will assist with organizing court, events and meetings, and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
9. The Coordinator will ensure the family treatment court policies and procedures are updated annually and followed during program operations.
10. The Coordinator will ensure all team members follow confidentiality regulations and all appropriate forms are signed and circulated to the appropriate agencies.
11. The Coordinator will provide oversight of the statistical database and evaluation process of the family treatment court.
12. The Coordinator will assist in providing or seeking continuing training for the family treatment court team and will ensure all new team members receive a family treatment court orientation before participating in their first staffing.
13. The Coordinator will assist the Criminal Justice Director with data collection and information for funding opportunities.

Family and Children's Services Manager

1. The Family and Children's Services Manager will participate fully as a family treatment court team member, committing herself to the program mission and goals and work as a full partner to ensure participant success.
2. The Family and Children's Services Manager will attend weekly team meetings and any family treatment court hearings.
3. The Family and Children's Services Manager will keep confidential any personal AODA/MH information gained through family treatment court team meetings. Information may only be

shared with other individuals who are team members and agencies with a current confidential release of information on file.

4. The Family and Children's Services Manager will supervise the Family Treatment Court Coordinator, provide necessary training and certification opportunities to ensure the department remains up to date with evidence based and best practices and ensure training is implemented into the Family Treatment Court Program.
5. The Family and Children's Services Manager will encourage frequent review of family treatment court best practice standards.
6. The Family and Children's Services Manager will advocate for the program and educate the community regarding Family Treatment Court as the opportunity arises.
7. The Family and Children's Services Manager will remain knowledgeable of addiction, substance use disorders, mental health, and pharmacology generally and apply the knowledge to respond to compliance in a therapeutically appropriate manner.
8. The Family and Children's Services Manager will become familiar with any gender, age, or cultural issues that may impact a participant's success.

Social Worker/Case Worker

1. The Social Worker/Case Worker will participate fully as a family treatment court team member, committing herself to the program, mission and goals, and work as a full partner to ensure participant success.
2. The Social Worker/Case Worker will assist in identifying potential participants and refer to the family treatment court program.
3. The Social Worker/ Case Worker will be familiar with evidence-based practices and types of therapeutic treatment offered to parents and children.
4. The Social Worker/ Case Worker will keep the team aware of any significant change or needs of children, parents, or family as a whole.
5. The Social Worker/Case Worker will monitor parent progress to define parameters of behavior that allow continued program participation and suggest effective incentives and responses for program compliance.
6. The Social Worker/Case Worker will coordinate the utilization of community-based services such as health and behavioral health services, children's services, housing, entitlements, transportation, education, vocational training, job skills training, and placement to provide a strong foundation for recovery.
7. The Social Worker/Case Worker will contribute to the team's efforts in community education and local resource acquisition, including assisting with data tracking and collection related to program evaluation.
8. The Social Worker/ Case Worker will contribute to the education of peers, colleagues, and judiciary in the efficacy of the family treatment court.

Criminal Justice Director

1. The Criminal Justice Director will participate fully as a family treatment court team member, committing themself to the program, mission and goals, and work as a full partner to ensure participant success.
2. The Criminal Justice Director will attend weekly team meetings and any family treatment court hearings.

3. The Criminal Justice Director will keep confidential any personal AODA/MH information gained through family treatment court team meetings. Information may only be shared with other individuals who are team members and agencies with a current release of information on file.
4. The Criminal Justice Director will ensure the Family Treatment Court Team has access to the necessary training opportunities to ensure the team remains up to date with evidence based and best practices and ensure training is implemented into the Family Treatment Court Program.
5. The Criminal Justice Director will encourage frequent review of family treatment court best practice standards.
6. The Criminal Justice Director will advocate for Family Treatment Court, collaborate with system partner, report to the Criminal Justice Collaborating Council Operations Committee and educate the community regarding Family Treatment Court as the opportunity arises.
7. The Criminal Justice Director will remain knowledgeable of addiction, alcoholism, and pharmacology generally and apply the knowledge to respond to compliance in a therapeutically appropriate manner.
8. The Criminal Justice Director will become familiar with any gender, age, or cultural issues that may impact participants' success.
9. The Criminal Justice Director will seek out funding opportunities and collaborate with the Family Treatment Court Coordinator with data collection to report program utilization to stakeholders.

Treatment Provider

1. The Treatment Provider will participate fully as a team member, for the term of this Agreement and will work as a partner to ensure the success of family treatment court participants.
2. The Treatment Provider will operate in conjunction with the family treatment court team for the assessment and placement of participants in the appropriate level of care to meet their treatment needs.
3. The Treatment Provider will utilize a validated clinical screening and assessment tool to ensure appropriate placement of participants.
4. The Treatment Provider will provide progress reports to the team prior to staffing, so the team will have sufficient and timely information.
5. The Treatment Provider will advocate for effective incentives, sanctions, and therapeutic adjustments during staffing.
6. The Treatment Provider will provide information to the team on assessment, basis of alcohol/substance use, the impact of treatment on the participant, and the potential for relapse.
7. The Treatment Provider manages the delivery of treatment services and administers behavioral or cognitive-behavioral treatments that are documented in manuals and have been demonstrated to improve outcomes.
8. The Treatment Provider provides clinical case management, provides relapse prevention, and develops a continuing care plan with participants.
9. The Treatment Provider will contribute to the education of peers, colleagues, and the judiciary in the efficacy of family treatment court.

Behavioral Health Therapist

1. The Behavioral Health Therapist will participate fully as a Family Treatment Court team member, committing themselves to the program, mission and goals and work as a full partner to ensure participant success.

2. The Behavioral Health Therapist will attend weekly team meeting and biweekly Family Treatment Court hearings.
3. The Behavioral Health Therapist will advocate to ensure participants are receiving appropriate mental health service, provide mental health counseling to participants and/or provide updates on participants engagement with other therapists and services at the Dunn County Behavioral Health Clinic.
4. The Behavioral Health Therapist will keep confidential any personal AODA/MH information gained through Family Treatment Court team meetings. Information may only be shared with other individuals who are team members and agencies with a currently release of information on file.
5. The Behavioral Health Therapist will engage in regular training to ensure best practices in the field are being followed along with best practice standards for the family treatment court model.
6. The Behavioral Health Therapist will remain knowledgeable of addiction, alcoholism and pharmacology generally and apply the knowledge to respond to compliance in a therapeutically appropriate manner.
7. The Behavioral Health Therapist will become familiar with any gender, age or cultural issues that may impact participants

Peer Support Liaison

1. The Peer Support Liaison will participate fully as a Family Treatment Court team member, committing themselves to the program, mission and goals and work as a full partner to ensure participant success.
2. The Peer Support Liaison will attend weekly team meeting, biweekly Family Treatment Court hearings and monthly team meetings.
3. The Peer Support Liaison will recommend treatment responses with a lens of lived experience.
4. The Peer Support Liaison will provide input on how to address the needs of the consumer and/or program.
5. The Peer Support Liaison will act as a supportive liaison between other peer support providers.
6. The Peer Support Liaison will engage in regular training to ensure best practices are being followed along with best practice standards for the family treatment court model.
7. The Peer Support Liaison will assist in the planning/implementation of social events/celebrations.

ELIGIBILITY STANDARDS

1. 18 years of age or older.
2. Must have a CHIPS case in Dunn County and be able to participate in Dunn County.
3. Alcohol or other drug use must be a contributing factor on CPS screening form or petition.
4. Moderate to severe substance use disorder determined through a clinical assessment.
5. Agree to follow all program requirements.

EXCLUSIONARY CRITERIA

1. Individual has some history of violence that resulted in the death of a child.
2. Individual poses a safety concern to another participant or team member and cannot be safely managed in Family Treatment Court.
3. Individual is incarcerated and the terms or sentence will severely hinder participation in Family Treatment Court.
4. Any other factors that prevent reunification as determined by Child Protective Services.

PROGRAM RULES

Always tell the truth. Honesty is essential to your recovery and to your success in the Family Treatment Court. This rule is intended to encourage and reward upfront honesty that supports sobriety and will be applied accordingly.

Do not possess, consume, purchase, sell, or be around any alcohol, drugs, or other mood altering substances. Sobriety is the primary focus of this program. Maintaining a drug free lifestyle is very important in your recovery process. Carefully choose the people with whom you associate.

Take prescription medications as prescribed by your doctor. If any medications show up as a positive urinalysis and you have not complied with the following conditions, you will receive a treatment response. You also must not take more medication than your doctor ordered or get multiple prescriptions from different doctors. If a physician prescribes medication for you, you must first tell your treating doctor that you are participating in treatment and that you are required to abstain from mood-altering medications so that the doctor can make decisions with full knowledge of your situation. A Family Treatment Court team member will give you a form for your doctor to sign and you will need to bring this signed form to your team. Please carry it with you in case of emergency.

Follow the treatment plan. You may be ordered to do both inpatient and outpatient treatments. You must complete treatment as directed by the treatment provider and the court. This includes individual and group counseling, educational sessions, and sober-support meetings. If you leave treatment against the advice of the treatment provider, additional treatment and/or responses may be imposed. If you are

unable to attend a scheduled session, you MUST contact your treatment provider BEFORE a session is missed.

Report to your CPS Social Worker/ Case Worker as directed. If you have any problems making an appointment, contact your CPS Social Worker or the Family Treatment Court Coordinator immediately.

Attend all court hearings and plan to stay until the end. You must get permission from the Judge to leave early.

Dress appropriately for Court and treatment sessions. Dress to make a positive impression. Clothing bearing drug or alcohol related themes or promoting or advertising alcohol or drug use or violence is considered inappropriate.

Behave appropriately in court and at treatment. Violent or inappropriate behavior will not be tolerated and will be reported. This may result in termination from the Family Treatment Court program.

Participate in Dependency Court services.

Attend all visitations. You are expected to attend all visits with your children. If you are not able to do so you need to contact the supervisor, CPS Social Worker/ Case Worker, and/or Family Treatment Court Coordinator before the visit is suppose to start.

Obey all visitation rules. There are rules/guidelines for supervised visits that you are given and are expected to follow to the best of your ability.

Obey all laws. If you have contact with Law Enforcement positive or negative, please report this to the Family Treatment Court Coordinator.

REFERRAL/INTAKE

Individuals interested in Family Treatment Court can be referred by their Social Worker/ Case Worker. Program eligibility is then determined by the Family Treatment Court Coordinator through a series of assessments which include a risk/needs assessment and alcohol/drug placement assessment. These assessments must be completed by a treatment provider, Criminal Justice Assessor or the Family Treatment Court Coordinator. The Family Treatment Court Coordinator will determine eligibility and inform the team of individuals who are/are not eligible for the program. Final participation in Family Treatment Court is determined by a Judge.

Referrals When Child(ren) Remain in Home

1. Upon the filing of a CHIPS petition by the District Attorney's office, the assigned Child Protective Services (CPS) Social Worker shall determine whether substance use appears to factor into the alleged abuse or neglect.

2. If the CPS Social Worker/ Case Worker suspects the use of alcohol or other drugs contributed to the alleged abuse or neglect, the Social Worker/ Case Worker shall identify any criteria that exclude the parent(s) from Family Treatment Court (FTC) participation. Exclusionary criteria include:

    a. History of violence that resulted in the death of a child.
    b. Individual poses a safety concern to another participant or team member and cannot be safely managed in Family Treatment Court
    c. Current or impending incarceration significantly hinders participation in the FTC.
    d. Potential participant is deemed ineligible for reunification with the child(ren).

3. If a substance use disorder (SUD) is suspected and no criteria exclude the parent(s) from FTC participation, the CPS Social Worker/ Case Worker shall discuss the FTC Program with the parent(s). At minimum, this information shall include the following:

    a. Benefits of participation.
    b. Available services.
    c. FTC rules and requirements.
    d. Referral and intake processes and procedures.

4. If the parent declines further screening and assessment for the FTC Program, no referral will be submitted to the FTC Coordinator.

5. If the parent expresses interest in program participation, the CPS Social Worker/ Case Worker shall submit a completed referral form to the FTC Coordinator.

6. Upon receipt of a FTC Referral Form, the Coordinator (or designee) shall meet with the parent(s) to review basic program rules and requirements. If a parent indicates a desire to proceed to program intake, the Coordinator shall notify the CPS Social Worker/Case Worker and work with the social worker/ Case Worker to complete intake activities with the parent.

7. In addition, an otherwise eligible parent who initially declines to proceed with FTC intake activities may reconsider program entry and request a referral at any time during the CHIPS case as long as program participation would not result in a violation of applicable laws.

8. A parent may decline to proceed to or continue with intake at any time prior to admission.

9. During the intake process, the parent shall be screened for SUD severity.

    a. If the screen indicates no or low severity SUD, the Coordinator shall notify the parent and CPS Social Worker that the parent does not qualify for FTC participation. The CPS Social Worker then shall explore other services available to the parent and family.

    b. If the screen indicates a medium to high severity SUD, the Coordinator shall notify the parent, CPS Social Worker, and any attorneys directly involved in the case of program eligibility.

10. If the parent completes all intake requirements, he or she shall be admitted to the program as long as no exclusionary criteria arise, the court finds the child(ren) in need of protection or services, and the parent continues to desire program entry. In such cases, the Coordinator shall notify the CPS Social Worker of the parent's entry into the program. The CPS Social Worker also shall notify the judge of FTC admission at the CHIPS disposition hearing (if the hearing takes place after program admission).

11. If the parent does not complete intake requirements or no longer desires FTC admission, the Coordinator shall notify the CPS Social Worker and deny program entry to the parent.

Referrals When Child(ren) are Removed From the Home

1. Upon removal of a child (or children) from a home and the filing of a CHIPS petition by the District Attorney's office, the assigned Child Protective Services (CPS) Social Worker shall determine whether substance use appears to factor into the alleged abuse or neglect.

2. If the CPS Social Worker suspects the use of alcohol or other drugs contributed to the alleged abuse or neglect, the Social Worker shall identify any criteria that exclude the parent(s) from Family Treatment Court (FTC) participation. Exclusionary criteria include:

    a. History of violence that resulted in the death of a child.
    b. Individual poses a safety concern to another participant or team member and cannot be safely managed in Family Treatment Court
    c. Current or impending incarceration significantly hinders participation in the FTC.
    d. Potential participant is deemed ineligible for reunification with the child(ren).

3. If a substance use disorder (SUD) is suspected, and no criteria exclude the parent from FTC participation, the CPS Social Worker shall contact and invite the FTC Coordinator (or designee in the absence of the Coordinator) to the Temporary Physical Custody (TPC) hearing to discuss the FTC Program with the parent(s). At minimum, this information shall include the following:

    a. Benefits of participation.
    b. Available services.
    c. FTC rules and requirements.
    d. Referral and intake processes and procedures.

4. If the parent declines further screening and assessment for the FTC Program, no referral will be submitted to the FTC Coordinator.

5. If the parent expresses interest in program participation, the CPS Social Worker shall submit a completed referral form to the FTC Coordinator.

6. Upon receipt of an FTC Referral Form, the Coordinator (or designee) shall meet again with the parent to review basic program rules and requirements. If a parent indicates a desire to proceed to

program intake, the Coordinator shall notify the CPS Social Worker and work with the social worker to complete intake activities with the parent.

7. In addition, an otherwise eligible parent who initially declines to proceed with FTC intake activities may reconsider program entry and request a referral at any time during the CHIPS case as long as program participation is deemed in the best interest of the child.

8. A parent may decline to proceed to or continue with intake at any time prior to admission.

9. During the intake process, the parent shall be screened for SUD severity.

    a. If the screen indicates no or low severity SUD, the Coordinator shall notify the parent and CPS Social Worker that the parent does not qualify for FTC participation. The CPS Social Worker then shall explore other services available to the parent and family.

    b. If the screen indicates a moderate to high severity SUD, the Coordinator shall notify the parent, CPS Social Worker, and any attorneys involved in the case of program eligibility.

10. If the parent completes all intake requirements, he or she shall be admitted to the program as long as no exclusionary criteria arise, the court finds the child(ren) in need of protection or services, and the parent continues to desire program entry. In such cases, the Coordinator shall notify the CPS Social Worker of the parent's entry into the program. The CPS Social Worker also shall notify the judge of FTC admission at the CHIPS disposition hearing (if the hearing takes place after program admission).

11. If the parent does not complete intake requirements or no longer desires FTC admission, the Coordinator shall notify the CPS Social Worker and deny program entry to the parent.

PROGRAM CAPACITY

Dunn County Family Treatment Court capacity is 20 participants. This is determined by Family Treatment Court Best Practice Standards. Best Practice Standards indicate the participant should have a minimum of 3 minutes in front of the judge during Family Treatment Court hearings. Dunn County Family Treatment Court hearings are 60 minutes long. (60 minutes ÷ 3 minutes/participant = 20 participants)

FAMILY TREATMENT COURT HEARINGS

The Family Treatment Court calendar is a priority and will be a specialized, separate court, operating on a bi-weekly basis and dedicated to the assessment, treatment, and supervision of participants in the program. Family Treatment Court is held at the Dunn County Judicial Center every other Tuesday morning from 8:30am to 9:30am. These hearing are closed to the public, and attendees outside of the participants or team will need to sign the confidentially agreement provided by the FTCC. At the beginning of each court hearing the judge will acknowledge any attendees outside of the participants or team members and ask the group if they are okay with the attendants attending the court hearing.

RELEASE OF INFORMATION

Once in the program, Family Treatment Court participants will be required to sign releases of information authorizing the disclosure of health, medical, mental health, AODA, criminal, employment and educational records. Each participant will sign releases of information at the time of intake and/or beginning of the program based on needs. Failure to sign a release of information for an agency that the treatment team feels is necessary for coordination of care, could result in rejection into or termination from the program. Information collected will be used to assist with individualized case planning.

FAMILY TREATMENT COURT FILES

Family Treatment Court files are separate and distinct from the Circuit Court files and District Attorney files. All Family Treatment Court files are confidential and not open to the general public. All files shall be under the sole control of the Family Treatment Court Coordinator. Neither the Clerk of Court's Office nor other District Attorney's will have access to the Family Treatment Court files.

Items that will be included into the Circuit Court file include:

1. Eligibility determination form
2. Orders for sanctions
3. Discharge/termination form

Participants requesting a copy of their Family Treatment Court file while in the program will only be allowed access to their typed progress notes. Participants requesting a copy of their Family Treatment Court file upon graduation or termination will receive access to the typed progress notes, documentation of drug testing, and any treatment plans that were developed during the time they participated. Third party treatment records, treatment plans, or assessments will not be included. Requests will be granted only by written communication to the Family Treatment Court Coordinator from the participant. Please allow 20 days following a request to receive information.

CONFIDENTIALITY

Any information regarding Family Treatment Court participants is bound by Part 2 of Title 42 of the Code of Federal Regulations, which governs the confidentiality of substance abuse patient records.

Family Treatment Court Records

Family Treatment Court files are established separately from their underlying dependency cases. The Family Treatment Court Program Supervisor and Family Treatment Court Coordinator will maintain the program's court files, which are stored in a locked filing cabinet to be accessed by FTC team members only. Family Treatment Court files will contain the signed Release of Information, Acknowledgment of Family Treatment Court Procedures, Agreement to Participate in Family Treatment Court, Order to Participate in Family Treatment Court, Children's Division and treatment provider status reports, documentation of rewards and responses issued, staffing notes, drug testing results, and court orders. All files are confidential.

Staffing's and Hearings

Confidentiality requirements apply to client staffing's and hearings. Visitors and guests (e.g., interns, governing and funding agents, or planning committee members) at FTC staffing's and hearings are required to sign a confidentiality agreement before observing any FTC proceeding.

TREATMENT

Once accepted into Family Treatment Court it is required that individuals complete the level of treatment that was recommended by their initial substance abuse assessment. If a significant amount of time has passed between the assessment and tentative treatment start date, a re-evaluation may occur. Refusal to comply with treatment recommendations will result in the participant being reviewed by the treatment team with the possibility of discharge.

All individuals will be evaluated for mental health needs if this has not occurred within the last twelve months. If a participant has had a recent mental health evaluation and/or is participating in mental health services, records will be requested by the Family Treatment Court Coordinator.

MEDICATIONS

Participants are required to inform all doctors that they are in recovery. If medication is provided by a doctor, a release of information must be signed to obtain medical records for the reason, quantity, dose and expected length of medication. All medications must be disclosed to Family Treatment Court staff and verification of prescriptions must be provided if requested to do so. If medications are becoming problematic, a letter will be sent to the participant's primary provider stating that they are in Family Treatment Court and outlining their requirements. Medications must be stopped and started at the direction of a doctor only. If medications are not current, they will not be allowed to be taken.

DRUG/ALCOHOL TESTING

Absolute sobriety from alcohol, drugs, synthetics, inhalants, CBD products, kratom, and any other mood altering substances is expected throughout the entire program. Participants will be frequently and randomly drug and alcohol tested throughout the entire program.

Text messages are auto-generated at 5:00 am on dates that testing is required. It is important for participants to keep their phone number up to date for this reason.

Drug Test Midwest (**815 6th Ave E, Ste 3** – Menomonie, WI) is the primary testing agency that will conduct most frequent and random tests. Current testing windows at Drug Test Midwest are: Monday-Friday 7:30am-9:00am and Saturday-Sunday 7:30am-9am. The Family Treatment Court Coordinator is authorized to approve an alternative testing location.

If a participant is tested by an agency other than Drug Test Midwest (i.e. child welfare, probation, treatment providers, or third party agencies, these tests, regardless of where they occur may be used in Family Treatment Court.

Tests may include: urine samples, breath tests, oral swabs, sweat patches, hair follicle samples, or fingernail testing. Testing is observed by a same gender staff member whenever possible. Participants will be asked at each test if there has been use of any prohibited substances since the last test. It is expected that participants are honest to any person conducting testing. Please note, honesty gives the treatment team an opportunity to respond to use, dishonesty not only delays the response time, but also results in a higher level of response. Approval for participant requested vacation must be granted by the treatment team and alternative testing must be set up prior to leaving.

If there is a non-negative test, participants must complete a form indicating whether they admit or deny use of the substance detected. All non-negative tests completed at Drug Test Midwest will be sent to a toxicology laboratory for confirmation testing.

If at any time a test is not valid (e.g. does not register on the device, not enough substance to sample, creatine/pH/oxidants abnormal, temperature not within valid range), participants must remain at the testing facility until a valid test is received. If a participant leaves the testing facility, the test will be marked as missed. Failure to provide a specimen for any type of test will result in a missed test and a loss of sober days**.**

A test is considered missed when a participant does not provide a specimen within the testing window (7:30am – 9:00 am or 7:30 a.m. – 9:00 a.m. on weekends) and fails to make up the test by 3:00 pm on the day of testing, Monday through Friday. Providing a specimen outside of the testing window will be considered a late test and result in the participant not meeting requirements for the next court session. A participant's sober date will be reset if they fail to provide a make-up test by 3:00 pm on the day of testing and have not communicated their reason for missing to the Family Treatment Court Coordinator. A missed weekend test must be reported immediately to the Family Treatment Court Coordinator. Failure to do so may result in a loss of sober days. A participant's sober date will be reset if they provide a dilute or tampered with specimen. Any tampered with test may be referred to law enforcement, for criminal charges, per State Statute 961.69, possession, use manufacture, distribution, or advertisement of a masking agent. The Family Treatment Court Team may determine a missed test will not result in a loss of sober days under extenuating circumstances.

Please note, this Family Treatment Court policy regarding a missed test may differ from your CHIPS Dispositional Order. A missed or tampered with test will be documented as a positive result within the CHIPS case. All participants are expected to comply with the Dispositional Order and should consult with their assigned social worker if there are questions about the court ordered conditions.

Participants are responsible for any substance they put into their body. The drug testing contract further outlines specific substances that are prohibited while participating in programming. Furthermore, participants are responsible for who they spend their time with. "Exposure" to a substance does not excuse a positive drug test.

Drug Test Midwest Urinalysis (UA) testing procedures are as follows:

1. Upon arrival at the testing location any handbags, jackets, backpacks, etc. will be asked to be left outside of the collection area or within sight of the collector. Pockets should be emptied if the test is not being observed.

2. The collector shall be wearing gloves at all times during urine collection. The participant will open the testing cup packaging, remove the testing cup, and hand the garbage to the collector. Urine analysis cups should be filled to at least the 30mL line on the cup, the cover replaced, and handed to the collector.
3. If same sex staff is available, the individual will be observed throughout the testing process. Observation includes being able to see the urine leave the body and enter the cup. If the same sex staff is not available, they should be instructed not to flush the toilet or wash hands until the cup has been given to the tester. The tester will then check for any foreign objects in the toilet before giving them the "OK" to flush. They may then wash their hands. There should be no water running during urine testing.
4. Once the test is handed to the collector, the collector will ask "have you used anything in the last 72 hours?" This gives an opportunity for the participant to admit any use.
5. The collector will verify the temperature strip on the back of the cup. If the sample is outside of the desired 90-100 degrees F range, the sample will not be accepted and a second sample will be taken as soon as possible that same day under direct observation of a same sex collector.
6. The adulteration strip, which includes oxidants, creatine, and pH level, will then be compared to the abnormal/normal color chart. If the adulteration strip is not within normal range a second sample will be taken as soon as possible under direct observation of a same sex collector.
7. If the temperature and adulteration strips are within normal range, the collector will then ensure the test is valid by making sure there are visible lines by each "C" (control) line on the testing panel. If the control line is visible, the tester may then read the test results by looking for a line under each control line. Each drug is labeled underneath the corresponding test. If lines are visible, the test is to be considered negative. If a line(s) is not visible, the test is to be considered non-negative.
8. If the test result is non-negative, the test will be sent into the lab for confirmation testing.

FTC SOBER DATE CALCULATION

Each participant will start programming with a sober date of their program start date, unless testing indicates substance use is occurring/has occurred. Future sober dates are then calculated by time since last negative test. If an individual misses the testing window, they are asked to make up testing by 4:00 pm on that date. If make up testing is not available due to circumstances outside of the participant's control, they are asked to report directly the following morning for testing. In the case that a participant misses testing and does not make up a test, their sober days will be reset and their sober date is recalculated from the next negative test. If the participant remained in contact during the testing time and make up times, and it is suspected that use is not occurring, a Family Treatment Court team member may request that sober days not restart with the final decision being made by the Judge.

PHASES

Intake	
Components	Advancement Criteria
- Meet w/ Child Welfare Staff to Complete Family Functioning Assessment - Complete Mental Health, SUD, Trauma, and Criminality Screens - Schedule Assessment(s) Based on Screening Results - Review FTC Participation Handbook - Review All Intake Documentation - Attend/Observe Family Treatment Court (Once minimum) - Take Baseline UA - Make Child Available for Screening, Assessment, and Services (if child still at home)	- Sign Participant Contract - Sign ROIs - Sign Ex Parte Communication Waiver - Sign Medication Use Form - Apply for Any Applicable Health Insurance (e.g., Medicaid or Marketplace) - Develop Family Interaction Plan
Phase I (Minimum 45 days)	
Components	Advancement Criteria
• **Court:** Bi-weekly • Drug testing at DTMW and/or other designated testing facility • Meet with FTC Coordinator (FTCC) weekly • Meeting with the Child Protection Worker (CPS) as requested • Regular use of planner • Referral to complete any clinical assessments and further evaluations as deemed appropriate by the Treatment Team (MH) • **Wellness Slips:** Attend <u>one</u> activity a week and provide documentation to FTC Coordinator • ***Treatment activity:*** (AA, NA, CMA, SMART Recovery, MRT, etc.) • ***Wellness activity:*** (exercise classes, meditation, gym, walk/run, etc.) • ***Pro social activity:*** (church services, support groups, time with mentor/sponsor • Develop initial FTC case plan • Complete Family Assessment (NCFAS)	• 14 days' consecutive sobriety • No missed drug tests at DTMW and/or other designated testing facility • No missed FTC hearings • No missed check-ins with FTCC/CPS worker • No missed AODA/MH treatment appointments • No missed visits with children • Complete Relapse Prevention plan with FTCC • Complete substance use assessment • Bring planner to court on a regular basis. • Using planner: Organization and to map out all responsibilities, appointments, work schedules, visits, and self-help attendance.

• Develop ongoing Family Interaction Plan and comply with interaction schedule with children • Schedule and/ or attend a medical and dental appointment for all adults and children in program (if not done within last 6-12 months) • Apply for and/or obtain health insurance • Compliance with probation, parole, bond conditions, and/or civil restraining orders if applicable • Create a Recovery Toolbox	

Phase II (Minimum 60 days)	
Components	**Advancement Criteria**
• **Court:** Bi-weekly • Drug testing at DTMW and/or other designated testing facility • Meet with FTC Coordinator weekly • Meeting with the Child Protection Worker as requested • Regular use of planner • Attend visits with children (if out of home) • Follow through with all treatment as recommended • **Wellness Slips:** Attend <u>one</u> activity a week and provide documentation to FTC Coordinator • ***Treatment activity:*** (AA, NA, CMA, SMART Recovery, MRT, etc.) • ***Wellness activity:*** (exercise classes, meditation, gym, walk/run, etc.) • ***Pro social activity:*** (church services, support groups, time with mentor/sponsor • Review FTC case plan • Review Family Interaction Plan with social worker • Attend and follow through with medical and dental recommendations • Develop a plan for secure safe/stable housing • Search for gainful employment/ establish an legal income source/ Workforce Resources/DVR • Begin search for childcare providers (as needed) • Develop a plan to obtain driver's license/reliable transportation (as needed) • Secure sponsor/mentor • Explore/identify parent education as recommended	• 30 days' consecutive sobriety • No missed drug tests at DTMW and/or other designated testing facility • No missed FTC Hearings • No missed check-ins with FTCC/CPS worker • No missed AODA/MH treatment appointment • No missed visits with children • No missed Wellness Slips • Bring planner to court on a regular basis. • Using planner: Organization and to map out all responsibilities, appointments, work schedules, visits, and self-help attendance. • Review and possibly revise relapse prevention plan • Has created a recovery toolbox • Obtain sponsor/mentor' • Follow through with the mental health/AODA treatment recommendations. • Provide wellness slips on a regular basis

• Compliance with probation, parole, bond conditions, and/or civil restraining orders if applicable • Creation of the recovery toolbox • Discussion of peer support	

Phase III (Minimum 60 days)	
Components	Advancement Criteria
• **Court:** Bi-weekly • Drug testing at DTMW and/or other designated testing facility • Meet with FTC Coordinator bi-weekly • Meeting with the Child Protection Worker as requested • Regular use of planner • Attend visits with children (if out of home) • Follow through with treatment as recommended • **Wellness Slips:** Attend two activities a week and provide documentation to FTC Coordinator- **One wellness slip must be a treatment activity a week.** • ***Treatment activity*****:** (AA, NA, CMA, SMART Recovery, MRT, etc.) **One treatment activity must be in person.** • ***Wellness activity*****:** (exercise classes, meditation, gym, walk/run, etc.) • ***Pro social activity:*** (church services, support groups, time with mentor/sponsor • Review FTC case plan with FTCC • Review Family Interaction Plan with social worker • Review relapse prevention plan with FTCC • Achieve and/or maintain safe/stable housing • Achieve and/or maintain gainful employment or legal income source • Execute steps needed to obtain driver's license/reliable transportation (as needed) • Development of sober support network and relapse prevention plan staffed with team	• 45 days' consecutive sobriety • No missed drug tests at DTMW and/or other designated testing facility • No missed FTC Hearings • No missed check-ins FTCC/CPS worker • No missed AODA/MH treatment appointments • No missed visits with children • No missed Wellness Slips • Share Relapse Prevention Plan with team (to include sober support network) • Review and possibly revise relapse prevention plan • Using planner: Organization and to map out all responsibilities, appointments, work schedules, visits, and self-help attendance. • Bring planner to court on a regular basis. • Progress in recommended AODA treatment. • Secure employment and/or income source • Present recovery toolbox • Share the relapse prevention plan/ include sober support network. Answer the application question. • Regular meetings with a sponsor/mentor

• Follow through with parent education as recommended • Participate in education on budgeting and financial management • Compliance with probation, parole, bond conditions, and/or civil restraining orders if applicable • Review Recovery Toolbox	

Phase IV / Maintenance (Minimum 90 days)	
Components	Advancement Criteria

• **Court:** Monthly • Drug testing at DTMW and/or other designated testing facility • Meet with FTC Coordinator monthly • Meet with Child Protection worker as requested • Regular use of planner • Attend visits with children (if out of home) • Follow through with AODA/ MH treatment as recommended • **Wellness Slips:** Attend <u>three</u> activities a week and provide documentation to FTC Coordinator. **Two wellness slips must be a treatment activity a week.** • ***Treatment activity:*** (AA, NA, CMA, SMART Recovery, MRT, etc.) **Two activities must be in person.** • ***Wellness activity:*** (exercise classes, meditation, gym, walk/run, etc.)\ • ***Pro social activity:*** (church services, support groups, time with mentor/sponsor, attendance to FTC on non-required date.) • Review FTC case plan with FTCC • Review relapse prevention plan with FTCC • Review Family Interaction Plan with social worker • Obtain childcare provider plan in place (as needed) • Achieve and/or maintain safe/stable housing • Achieve and/or maintain legal income source • Follow through with parent education as recommended • Participation in parent education as recommended. • Compliance with probation, parole, bond conditions, and/or civil restraining orders if applicable • Regular meetings with a sponsor/mentor • Maintain Recovery Toolbox	• 60 days' consecutive sobriety • No missed drug tests at DTMW and/or other designated testing facility • No missed FTC Hearings • No missed check-ins with FTCC/CPS worker • No missed AODA/MH treatment appointments • No missed visits with children • No missed Wellness Slips • Must be at an unsupervised level of visitation if children are out of home placement. • Achieve/ maintain safe/stable housing • Maintain gainful employment • Regular meetings with a sponsor/mentor • Review and possibly revise relapse prevention plan • Using planner: Organization and to map out all responsibilities, appointments, work schedules, visits, and self-help attendance. • Bring planner to court. • Progress made in AODA treatment • Progress made in MH treatment • Present recovery toolbox on day of advancement • Regular meetings with sponsor/mentor

Phase V / Continuing Care (Minimum 120 days)	
Components	Advancement Criteria

● **Court:** Monthly ● Drug testing at DTMW and/or other designated testing facility ● Meet with FTC Coordinator monthly ● Meet with Child Protection worker as requested ● Regular use of planner ● Attend visits with children (if out of home) ● Follow through with AODA/MH treatment as recommended ● **Wellness Slips:** Attend <u>three</u> activities a week and provide documentation to FTC Coordinator. **Two wellness slips must be a treatment activity a week.** ● ***Treatment activity:*** (AA, NA, CMA, SMART Recovery, MRT, etc.) **Two activities must be in person.** ● ***Wellness activity:*** (exercise classes, meditation, gym, walk/run, etc.) ● ***Pro social activity:*** (church services, support groups, time with mentor/sponsor, attendance to FTC on non-required date.) ● Review FTC case plan with FTCC ● Review relapse prevention plan with FTCC ● Review Family Interaction Plan with social worker ● Maintain safe/stable housing ● Maintain gainful employment/ legal income source ● Complete parent education as recommended ● Compliance with probation, parole, bond conditions, and/or civil restraining orders if applicable ● Review Recovery Toolbox ● Regular meeting with sponsor/mentor	● 90 days' consecutive sobriety ● No missed drug tests at DTMW and/or other designated testing facility ● No missed FTC Hearings ● No missed check-ins with FTCC/CPS worker ● No missed AODA/MH treatment appointments ● No missed visits with children ● No missed Wellness Slips ● Revisit relapse prevention plan and share with the team ● Child(ren) have been reunified ● Using planner: Organization and to map out all responsibilities, appointments, work schedules, visits, and self-help attendance. ● Bring planner to court on a regular basis. ● Present recovery toolbox ● Regular meeting with sponsor/mentor ● Progress in AODA treatment ● Progress in MH treatment ● Share the relapse prevention plan/ include sober support network. Answer the application question. ● Use planner and bring planner to court ● Complete all necessary graduation paperwork ***If there are any of the above missed within the 90 days, and the reason is not approved by the team the 90 days will need to start over.**
Graduation	
Follow Up/Aftercare	

INCENTIVES/REWARDS

If a participant is in compliance with treatment and program requirements he or she may be rewarded by the team through incentives/rewards.

ACHIEVEMENTS		
LOW	MEDIUM	HIGH
• Begin/attend treatment • Be on time for all appointments • Expression of insight	• Attend all scheduled parenting time • Maintain sobriety • Meet all obligations for the week • Positive contribution in treatment • Demonstrate extra effort	• Reunification • Phase advancement • Obtain employment • Obtain safe and stable housing • Complete treatment • Obtain educational degree or certificate • 365 days of sobriety • Purchase vehicle • Pay off significant debt (fines, restitution, loan, etc.)

INCENTIVES		
LOW	MEDIUM	HIGH
• $5 gas only card • Applause • Verbal praise • First up in court • Candy treat	• Gift/gas card ($10-$20) • Fishbowl • Sobriety key chain (90 & 180 days)	• Gift/gas card (up to $50) • Phase advancement gifts • Letter of recommendation

TREATMENT RESPONSES/SANCTIONS

If a person tests positive for drugs or alcohol, or fails to follow other program requirements a response will be given by the team. Decreased visits will never be used as a response to non-compliance. However, visits may be limited when the safety or well-being of the children is in question.

VIOLATIONS		
LOW	MEDIUM	HIGH
• Missed appointment/court (valid reason) • Missed recovery meeting/blue-slip • Late to appointment/court • Incomplete planner	• Missed appointment/court (unexcused) • Positive drug screen • Missed testing • Incomplete assignment • Repeated low level violations	• Tampering with drug/alcohol test • Dishonesty • Forging blue-slip/community service log • Noncompliance or termination from treatment • New criminal charges • Threatening or violent behavior • Absconding • Repeated medium level violations

RESPONSES		
LOW	MEDIUM	HIGH
• Verbal warning/reprimand • Community service • Written assignment • Additional/make-up meeting • Increased check-ins • Increased blue-slips	• Additional assignments • Community service • Increased testing • Case management meeting • Additional court requirements • Increased supervision requirements	• Treatment team meeting with participant • Day reporting • Termination

ABSCONDING

Individuals who have absconded for more than 4 weeks will enter “absconder status.” At that time the Family Treatment Court Coordinator may request a termination hearing be scheduled. Time in absconder status will not count towards overall program time.

SUSPENSION

The Dunn County Family Treatment Court (FTC) seeks to help parents acquire the skills needed to attain and maintain recovery and provide a safe and stable home for their children. Consequently, parents are

expected to engage in the required components of each phase. Nonetheless, instances may arise during which parents become unavailable to participate in some or all of the program. In such instances, participants may be suspended until they become available to re-engage fully in program activities.

PROCEDURES:

1. Any member of the Operational Team may move for suspension of an FTC participant when that parent temporarily becomes unable to engage in program activities or fulfill program requirements due to:
    a. Placement in a restrictive treatment environment.
    b. Prolonged incarceration.
    c. Absconding.
    d. Hospitalization and/or a serious medical condition.
    e. Any other absence or inability to participate that is considered temporary in nature.

2. If another team member seconds the motion, the Operational Team shall vote whether to suspend the participant until he/she becomes available to resume normal program activities and requirements. A simple majority of members shall be required to move forward with the suspension.

3. In determining whether to sanction, suspend, or terminate a participant, the Operational Team shall consider the following:
    a. Whether the location of the parent is known to the team.
    b. Whether advance notice of the absence was provided to the team.
    c. The estimated duration of the parent's absence.
    d. The past number of and reasons for suspension.
    e. The expected impact of each action on family health, functioning, and unification/reunification.

4. The dates of suspension and reinstatement shall be determined by the Operational Team, and the number of days absent shall be factored into the participant's fulfillment of phase requirements.

5. The FTC Coordinator shall track the length of and reason for each suspension for purposes of data analysis.

PHASE ADVANCEMENT

To be moved to the next phase, participants must have met each performance measure in their designated phase. They will then have the opportunity to fill out an application for phase advancement to turn in to the Family Treatment Court Coordinator to be distributed to the treatment team. The team will discuss the phase advancement application in the team meeting prior to court. In court, the

participant will be asked to share what they have gained/learned since beginning the last phase and why they feel they are ready to advance. The team will be able to ask clarifying questions and the Judge will decide whether or not to advance the participant to the next phase.

GRADUATION

Upon application for graduation, participants will meet with the Family Treatment Court Team to discuss readiness for graduation. After approval by the team, the participant will have a formal graduation ceremony and be considered a Family Treatment Court graduate. Certificates from the court are presented upon successful completion of the program.

PROGRAM TERMINATION

A participant's termination from the program is at the recommendation of the Family Treatment Court team, subject to the discretion of the court. It includes but is not limited to the following:

Dismissal of Dependency/Termination of Parental Rights

A parent's participation in the Family Treatment Court program terminates upon dismissal of the underlying dependency action for which the participant is involved in Family Treatment Court or upon termination of the parent's parental rights regardless of the parent's status with the drug/alcohol treatment program or the Family Treatment Court.

Lack of Progress or Non-Compliance

A participant's continual lack of progress in treatment and/or with compliance FTC program rules, are grounds for termination from the Family Treatment Court program.

Severe Rule Infraction

Significant or severe rule infractions as identified below are grounds for termination from the Family Treatment Court program. Identified behaviors:

- New criminal charges relating to drug use
- Continuous disrespectful actions or communications to the judge
- Presenting false documents to the court
- Threats of violence to FTC team members or FTC participants
- Dealing or distributing drugs
- Severe absconding

PROGRAM DISCHARGE

The Dunn County Family Treatment Court (FTC) shall seek to provide timely notification to all parties involved in the Child Protective Services (CPS) case of participant graduations and terminations.

In addition, information regarding participant graduations and terminations shall be tracked to aid in the evaluation of program effectiveness.

PROCEDURES:

1. Upon the discharge or scheduled graduation of an FTC participant, the FTC Coordinator shall notify the following parties:
    a. Operational Team.
    b. Any attorneys directly involved in the CPS case.
    c. Probation agent (if applicable).
    d. Any other entity with a direct interest in the CPS case for whom the participant has signed a release of information.

2. For graduations, such notification shall include the time, date, location, and any other information pertinent to the ceremony.

3. In addition, the FTC Coordinator shall record and maintain information on program graduations and discharges in order to determine the following:
    a. Percent of participants who successfully complete the program.
    b. Average length of program stay for both those who complete the program and those who do not.
    c. Percent of terminations by reason.
    d. Percent of terminations by phase.

Length of time between discharge and any new CPS involvement in the future.

TERMINATION/DISCHARGE PROCEDURE

1. Any member of the Operational Team may move to terminate/discharge a Family Treatment Court participant under the following circumstances:
    a. The participant no longer meets eligibility criteria.
    b. The participant demonstrates continued unwillingness to meet program requirements, such as attendance at court, treatment, visitation, and other appointments.
    c. The participant becomes unavailable to participate in the program due to prolonged incarceration, absconding/unexplained absence, or other reasons.
    d. The participant presents a safety concern due to threatening or violent behavior.
    e. The Department of Human Services no longer finds the parent's maintenance of custody or reunification to be in the best interests of the child(ren) involved.

2. If another team member seconds the motion, the Operational Team shall vote whether to request termination/discharge of the participant due to one or more of the aforementioned reasons. A simple majority of members shall be required to move forward with the termination.

3. If the majority of the team votes against termination/discharge, the Coordinator, Child Protective Services (CPS) Social Worker, treatment provider(s), and participant shall meet to review and update the participant's integrated case plan.

4. If the team votes to proceed with termination/discharge, the Coordinator shall document the reasons in a written notice to the Judge and work with the Clerk of Courts to schedule a time for the participant in question to appear before the Judge and Operational Team to discuss the proposed termination/discharge. The Coordinator shall ascertain the availability of the participant, his or her attorney (if applicable), Judge, and Operational Team before scheduling the meeting, ensuring the majority of team members are able to attend.

5. At the scheduled time, the Judge will interview the participant regarding the reasons for termination/discharge and provide the participant and/or his or her attorney (if applicable) with an opportunity to present the participant's perspective on continued program participation. Immediately thereafter, the Operational Team shall discuss the proposed termination with the Judge. In considering whether to maintain the participant in the program, the following factors shall be considered:
    a. Any changes in eligibility status, including continued availability and willingness to participate.
    b. The number and nature of missed appointments or other program violations.
    c. The degree of safety risk to the family, other participants, team members, or members of the public.
    d. The impact of termination on family health, functioning, and unification/reunification.

6. Upon deciding whether the factors considered warrant program termination, the Judge shall alert the Coordinator of the final decision. The Coordinator then shall provide official notification to the participant, Operational Team, the Clerk of Courts, and any attorneys involved in the CPS case.

7. The participant may be terminated without appearance before the Judge if he/she does not attend the hearing or is physically unavailable to attend the hearing due to incarceration.

8. The date on which the Judge files an Order to Terminate shall serve as the participant's official termination date for data collection and analysis purposes.

FOLLOW UP

After graduation, graduates will be contacted for a 30, 60 and 90-day check-in. Family Treatment Court graduates are encouraged to attend court sessions post graduation. Incentives and sanctions are not applicable in the follow up phase. They will not be required to test nor show proof of attendance at meetings. This phase is to help others who are new in the program and recovery community.

RE-ADMISSION

If a participant is terminated from Family Treatment Court and would like to reapply, a new referral for the program should be submitted in the same format as the initial referral. All re-admissions will be individually considered by the Family Treatment Court team and a vote will be taken of whether or not to readmit the individual. The same policy applies to program graduates.