

Iberia Parish Adult Drug Court

Client Handbook

Welcome to Clients

Welcome to the Iberia Parish Adult Drug Court. We are pleased you have become a member of our program and hope you will soon be on the road to a clean and sober lifestyle.

This program plays a vital role in your recovery. Therefore, give it your effort and commitment. Together, we can make a difference

The primary purpose of our treatment program is to provide a long term, structured program designed to treat substance abuse and chemical dependency in offenders referred by the 16th Judicial District Court. Through the program you will learn better ways of coping with and adjusting to a drug-free lifestyle.

This handbook is for your general information. We encourage you to share this information with family and friends who support your recovery. The information with family and friends who support your recovery. The information contained in this handbook may be changed periodically. Any changes that occur will be effected in our continuing efforts to improve the treatment program. Changes may occur without prior notice to clients.

Most of your questions can be answered in this handbook, but if you have any other questions, please do not hesitate to ask your counselor.

Again, we are happy to welcome you into the program and wish you every success in your treatment and recovery.

Sincerely,

Lars Levy
Administrator

Michael J. Vidallier, LAC/NCAC-1
Program Director

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INTRODUCTION

PROGRAM PHILOSOPHY

The Iberia Parish Adult Drug Court is an outpatient program for the rehabilitation of substance abusing and chemically dependent adults who are referred by the 16th Judicial District Court.

The philosophy of the program is that, utilizing appropriate treatment and legal mechanisms, availing oneself of the resources of family, friends, community and treatment, and also structuring a suitable recovery environment, all people would be capable of living clean and sober lives. The Iberia Parish Adult Drug Court Clinic is designed to mentally and emotionally rehabilitate most patients within a treatment period structured to meet their individual needs. The treatment methods used are individual and family therapy, the self-help programs of AA/NA and case management in a structured and consistently disciplined environment.

Some persons who have experienced a long history of substance abuse may experience withdrawal symptoms severe enough to interfere with daily living. In that case, referrals to a detox facility, social or medical, will take place. Clients unable to maintain sobriety while participating in the program may require referral to an inpatient facility in order to provide some stability in which to cope with their substance dependence.

WHAT IS A DRUG TREATMENT COURT?

A Drug Treatment Court is a special court given the responsibility to handle cases involving drug-using offenders through a supervision and treatment program. These programs include frequent drug testing, judicial and probation supervision, group, individuals, and family counseling, educational opportunities and the use of sanctions and incentives. The Judge has much more involvement in supervising drug court offenders than just placing an individual in a probationary or diversionary program for drug treatment. At any time during your participation you could be terminated from the program and sentenced by the Drug Court Judge for not complying with the rules and treatment plan.

VIDEO SURVEILLANCE

The clinic is protected twenty-four hours per day by video cameras located both in and outside the building. Please be advised that we do not wish to invade your privacy, however the protection of the clinic and its property is very important. Therefore, please treat the facility with respect and your peers and the staff equally. Please be advised that if video confirmation of any wrongdoing is found, we will turn the matter over to the appropriate authorities for appropriate action.

PROGRAM HOURS

The Iberia Parish Adult Drug Court Clinic is open from 8:00 am to 10:00 pm, Monday through Friday and from 4pm to 7pm on Saturday and Sunday for UA collection. However, the Clinic is closed on the following Parish-observed Holidays:

- ¬ New Year's Eve
- ¬ New Year's Day
- ¬ Observance of Martin Luther King's Birthday
- ¬ Mardi Gras Day
- ¬ President's Day
- ¬ Good Friday
- ¬ Memorial Day
- ¬ Independence Day
- ¬ Labor Day
- ¬ Sugar Cane Festival
- ¬ All Saints Day (if not on weekend)
- ¬ Veterans Day
- ¬ Thanksgiving
- ¬ Day following Thanksgiving
- ¬ Christmas Eve
- ¬ Christmas Day

In the event the you find yourself in a crisis situation when the clinic is closed, you may contact Acadiana Mental Health through **232-HELP**

IMPORTANT TELEPHONE NUMBERS

Sponsor's Telephone _____

NA Hotline _____

AA Hotline _____

Other _____

PARTNERSHIP

You have joined a unique partnership with Judge, District Attorney, Probation Officer, and Treatment Professionals. The treatment team consists of an Administrator, Clinical Supervisor, Social Services Counselors, and Case Managers. We believe in recovery as the basic means for relief for all addicts and alcoholics. Our responsibility to you is to help motivate you to make the changes necessary to remain clean and sober. You will be involved in the decision making process.

The Criminal Justice Community is wishing you great success with your recovery and is dedicated to working with you to make the necessary changes. They have taken the risk effort to put this program together for you and support the decision you have made to enter this program.

EQUAL OPPORTUNITY

You have the right to receive treatment services without discrimination as to sex, race, religion, national origin, sexual orientation, marital status or physical disability.

CONFIDENTIALITY

You have the right to confidentiality. No information may be released by staff without your written consent.

Confidentiality is also essential in group therapy. Anything that is discussed in group must remain within the confines of the group. No information pertaining to any client should be discussed outside of group.

SAFETY

Safety is everybody's responsibility. The clinic joins with you in a desire to prevent the tragedy, pain and economic loss due to accidents. Safety rules are posted on clinic bulletin boards for your convenience. **NO WEAPONS OF ANY KIND WILL EVER BE TOLERATED ON THE PREMISES OF THE CLINIC. THIS IS A STATE AND FEDERAL LAW.**

ADMISSION and OPT-OUT

Upon your entry into the program you will have 14 days to discontinue your participation. The Drug Court has 30 days to decide on your participation as well. This is referred to as "Opt-Out". If you or the court decide to "Opt-Out" of the program, you will re-enter the regular court system and handle your case accordingly. No record of your time in Drug Court will appear. Any resignations or administrative discharges after the trial period will result in revocation and sentencing by the Judge.

CLIENT GRIEVANCES

All clients have the right to submit their concerns or grievances at any time to the Program Director or the Administrative Assistant. In the event of an investigation, all names will be withheld to protect the anonymity of the client and all reports will be handled in the strictest of confidence. The Program Director can be reached by calling (337) 560-1666 ext. 30.

FINANCIAL OBLIGATION

You may be required to pay all or partial costs for participation in Drug Court after consideration of your financial circumstances.

Any Drug Court participant with court related financial obligations, i.e., child support, restitution, legal aid funds, crime victims' fund will make court approved payments on a regular schedule and provide staff with documentation of payments. Unless a specific amount is ordered by the Court, amounts and payment schedule are to be established by the court and documented for the Judges's approval. If you cannot make the payment, discuss your situation with your probation officer and, if possible, other arrangements will be made. Failure to make timely payments may result in delaying your phase advancement or completion of the program.

You are required to pay for your drug testing at the clinic. This fee cannot be waived. It is in addition to your treatment fees, if any are assessed.

Treatment Fees

As a facility supervised by the Louisiana Supreme Court, we must follow State guidelines with respect to fees charged for treatment. All clients are required to bring proof of income at the time of their admission into the program. You are also required to update your employment status whenever changes occur.

All fees are assessed in accordance with the guidelines provided by the Department of Health & Hospitals sliding fee scale based on income and dependents. If you do have a fee associated with treatment we will be happy to discuss a payment plan with you. **All clients must bring a proof of income (check stub). If you fail to do so, we will have to assess a treatment fee of \$50.00 per week until we receive your proof of income.**

UA Fees

The following fee schedule will be implemented for all clients of Iberia Parish Adult Drug Court:

Phase 1 fee:	\$15.00	per week
Phase 2 fee:	\$12.00	per week
Phase 3 fee:	\$10.00	per week
Phase 4 fee:	flat monthly fee of \$30.00 payable by the 15 th of each month.	

Probation:	\$10.00	per week
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GCMS:

Benzo	\$25.00
Cocaine	\$25.00
Marijuana	\$25.00
Amphetamines	\$30.00
Opiates	\$50.00
PCP	\$25.00
ETOH	\$25.00

All treatment and UA fees must be paid in full before a client will be completely discharged from the program.

NOTE: All fees are based on charges incurred by the clinic and the testing laboratory. As charges increase, fees for UA's or GCMS may likewise increase due to increased cost to the clinic. You will be notified of changes as they occur.

EMERGENCY RESPONSE PLAN

for
Iberia Parish Drug Court Clinics
211-B & 215 West St. Peter Street
New Iberia, LA 70560

It is the policy of the Iberia Parish Drug Court Clinics to provide outpatient substance abuse treatment for individuals referred by the court in a safe and secure environment. All measures are taken to insure that the facility meets all codes and guidelines of all regulatory agencies pertaining to safety and ethical practice. No client will at any time be expected to jeopardize his or her safety in order to receive treatment.

Because of geographic location, Iberia Parish does experience natural phenomenon such as hurricanes and tropical storms on occasion. In light of these experiences we offer the following guidelines for the safety and well-being of all clients in our care:

1. All clients are encouraged to make preparations for hurricane and tropical storm conditions prior to the beginning of the season (June 1).

2. All clients are encouraged to follow all guidelines and recommendations as set forth by the National Weather Service. These guidelines appear regularly on local television, radio stations and local newspapers.

3. All clients will be informed by staff of the closure of the clinics by signs posted on the doors of the clinic as well as by recorded messages left on the toll-free UA number. The number given to all clients upon admission is: **1-866-865-3004**. This number is likewise in all client handbooks. In the event of a parish-wide evacuation, clients will be instructed to check in via this number for important messages regarding attendance, court proceedings and alternate UA collection sites.

4. The Iberia Parish Drug Court Clinics are not designated evacuation centers. No clients will be housed in the clinics during storms.

5. Since the Iberia Parish Drug Courts are an entity of Iberia Parish Government, the clinics will abide by all evacuation and warning policies of the Iberia Parish Emergency Management Office. The office is located in the basement of the Iberia Parish Courthouse. Any warnings will be passed along by word of mouth by counselors as well as the toll-free message center.

6. Because of the catastrophic events of 2005 (Hurricanes Katrina & Rita), the clinics have taken additional measures to insure adequate communication. All clients are given a laminated contact card with the toll-free UA number as well as another remote toll free number to be used in the event of an evacuation or closure of the facility for an extended period of time. In the event of a prolonged closure of the clinics all clients are to call the Iberia Parish Drug Courts Evacuation Information Line at **1-877-502-1885**. This

number is at a location removed from this area and is housed on the internet. **This number should only be used for Iberia Parish disasters and evacuations.** Clients calling this number will be given regular updates regarding program operations and instructions from the court.

PROGRAM REQUIREMENTS

GROUP AND INDIVIDUAL THERAPY

PHASE I - EDUCATION

All clients start the program by being involved in eight weeks of Education/Activities designed to make them more aware of themselves as persons who experience a serious illness. Much of the learning centers on the profound ways this illness affects all parts of daily life. Phase I groups will meet Monday through Thursday nights at 6:00 P.M.. Phase I clients are expected to remain alcohol and drug free as a condition of advancement.

Other Phase I advancement tasks appear later in this handbook.

PHASE II, III & IV

Your treatment in Phase II through IV will consist of both regular scheduled group and individual therapy with your counselor. You will be required to participate in the sessions. Non-participation will be grounds for legal sanctions given by the Judge.

A majority of your treatment will be conducted in group therapy. Your group peers soon will become as close to you as your family. By participating in group therapy, you will receive support and an awareness that you are not alone in your struggles.

Individual therapy will be scheduled regularly between your counselor and you to discuss issues that may be difficult for you.

Evening Group Schedule

Call 1-800-467-6146 daily (between 10 AM - 4 PM) to determine if you need to report to the clinic to submit

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
5:00 - 7:00 Random UA's 6:00 - 8:30 Phase I Lecture/Didactic Component and/or Process Group Gerald	5:00 - 7:00 Random UA's 6:00 - 8:30 Phase I Lecture/Didactic Component and/or Process Group Subriena 3 AA/NA meetings due every Tuesday by 6:30 PM	4:30 PM Status @ Courthouse 5:30 - 7:30 Random UA's 6:00 - 8:30 Phase I Lecture/Didactic Component and/or Process Group Rhonda	5:00 - 7:00 Random UA's 6:00 - 8:30 Phase I Lecture/Didactic Component and/or Process Group Shawn	5:00 - 7:00 Random UA's Relapse Group Sterlin 6:00 -8:30	Relapse Group Sterlin 6:00 -8:30
5:00 - 7:00 Random UA's 6:30-9:30 Group Subriena - Phase II Shawn - Phase II Rhonda - Phase II	5:00 - 7:00 Random UA's 6:30-9:30 Group Rhonda - Phase III & IV Shawn - Phase III & IV Gerald- Phase II(6 pm)	5:30 - 7:30 Random UA's 6:30-9:30 Group Subriena - Phase III & IV Shawn - Phase II Gerald - Ph. III & IV (6pm)	5:00 - 7:00 Random UA's 6:30-9:30 Group Subriena - Phase II Rhonda - Phase II Gerald - Phase II (6pm)	5:00 - 7:00 Random UA's Relapse Group 6:00 -8:30	Relapse Group 6:00 -8:30
	6:00 - 8:00 Family Group			5:00 - 7:00 Random UA's Relapse Group 6:00 -8:30	

Call 1-866-865-3004 daily (between 2 pm- 4 pm) to determine if you need to report to the clinic to

3 AA/NA meetings per week due every Tuesday by 6:30 PM

Optional - 1 church service per week can be used as an AA/NA meeting

TREATMENT PHASES

You are required to complete four treatment phases before graduating from the Iberia Parish Adult Drug Court.

Phase I: Program meets four days a week, 6:00 pm - 8:30 pm. The duration of Phase I is 8 weeks. Transition to Phase II is contingent upon regular attendance, four weeks clean drug screens, employment or Job Readiness Program, positive motivation and participation and completion of Phase I Advancement tasks.

Phase II: Program meets two days a week, 6:30 pm - 9:30 pm. The duration of Phase II is between four to six months. Transition to Phase III is contingent upon ongoing negative urinalysis results, regular attendance, ongoing work with 12 step recovery model and completion

of Phase II advancement task.

Phase III: Program meets at least once per week, 6:30 pm - 9:30 pm. The duration of Phase III is approximately three to six months. To maintain placement in Phase III, regular attendance, no positive drug screen results and identification of long term goals is required.

Phase IV: Phase IV meets at least once per week at the same time as Phase III. The duration of Phase IV is three months. Completion of Phase IV can then be followed by graduation to Probation depending on fee status.

Probation UA fees: All probation clients will continue to take UA's at the clinic as part of probation. All fees for UA's are expected to be paid prior to clients completing Probation.

****The Phase Advancement Tasks for each phase are contained in this Handbook****

PHASE I ADVANCEMENT TASKS

I. ATTENDANCE

Each Client must complete 8 weeks of Education/Experiential work as found on the lecture schedule.

A. A client can have no more than 2 excused or unexcused absence in this phase. More than 2 excused absences or unexcused absences will result in sanctions. NO SHOWs will result in immediate sanction and possible delays in advancement.

Proper documentation for absences should be from a physician or employer on company letterhead. Other excused absences must be verified by the Counselor or Case Manager.

II. MAINTAINING SOBRIETY/DRUG FREE STATUS

A. Any positive UA results will result in sanctions and possible delay in advancements.

B. Client must be sanction free by one status appearance to be considered for advancement.

III. AA MEETINGS

Clients must provide documentation of attending 3 AA/NA meetings per week.

A. Due **no later than** Tuesday's @ 6:30 pm. **No slips will be accepted in court. This rule applies to all phases.**

IV. SPONSOR

Clients must begin to identify potential AA/NA sponsor(s).

A. Staff approval required according to the following guidelines:

1. Sponsor must have at least 1 year of sobriety.
2. Must not be a family member.
3. Can not be a member of the opposite sex.
4. Sponsor cannot be a current Drug Court client

V. TREATMENT ISSUES

Clients must attend all scheduled education groups and participate in the educational and experiential process. Phase 1 is designed to introduce you to treatment concepts that you will encounter throughout your stay in the program.

VI. FEES

Clients are expected to demonstrate effort in fulfilling their obligations regarding treatment and UA fees. **UA fees cannot exceed one-hundred (100) dollars prior to phase advancement.**

PHASE II ADVANCEMENT TASKS

I. ATTENDANCE

Program meets two days a week, 6:30 pm - 9:30 pm. The duration of Phase II is between four to six months. Transition to Phase III is contingent upon ongoing negative urinalysis results, all fees paid and current, regular attendance, ongoing work with 12 step recovery model and completion of Phase II advancement task. Failure to maintain objectives of this phase may indicate demotion to Phase I.

II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- A. At least 2 months of continuous sobriety.
- B. Client must be sanction free by one status appearance to be considered for advancement.

III. AA MEETINGS

Attend a minimum of 3 AA/NA meetings weekly.

IV. SPONSOR

Show signature sheet from sponsor of on-going recovery work.

V. TREATMENT ISSUES

- A. Develop recovery plan with counselor to address issues
- B. Maintain employment/attend school
- C. Complete and present chemical history and first step guide to group and counselor

VI. FEES

Clients are expected to demonstrate effort in fulfilling their obligations regarding treatment and UA fees. **UA fee cannot exceed one-hundred (100) dollars.**

VII. Phase II Competencies

Your counselor will document in your record the following:

A. Addiction

- ☐ Client can show examples of powerless and unmanageability demonstrating clear knowledge and insight into addiction as disease.
- ☐ Demonstrates knowledge of addiction as disease and effects of drugs of choice.
- ☐ Increased insight into personal defenses and protected feelings as evidenced by daily disclosures and progress notes.
- ☐ Confronts others on defenses through personal identification.
- ☐ Daily participation in group sessions.

B. Social Development

- ☐ Identify trust issues in relationships.
 - ☐ Identify characteristics of healthy, supportive relationships
1. Identify personal areas of growth needed to become more trustworthy partner in relationships with others.
 2. Increased contact and activity with non-using friends.
 3. Demonstrate relationship skills in group setting.
 4. Demonstrate openness to feedback in group setting.

PHASE III ADVANCEMENT TASKS

I. ATTENDANCE

Program meets at least once per week, 6:30 pm - 9:30 pm. The duration of Phase III is approximately three to six months. To maintain placement in Phase III, regular attendance, no positive drug screen results, all fees paid and current, and identification of long term goals is required. Failure to maintain objectives of Phase III Advancement tasks may indicate demotion of Phase II.

II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- A. At least 3 months of continuous sobriety.
- B. Client must be sanction free by one status appearance to be considered for advancement.

III. AA MEETINGS

Attend a minimum of 3 AA/NA meetings weekly.

IV. SPONSOR

- A. Show monthly progress letter from sponsor of on-going recovery work.
- B. Written sponsor acknowledgment to step work and progress.

V. TREATMENT ISSUES

- A. Continue to update recovery plan with counselor to address issues
- B. Maintain employment/attend school
- C. Complete second and third step guide
- D. Optional; May tell life story as part of lecture to community peers.

VI. FEES

Clients are expected to demonstrate effort in fulfilling their obligations regarding treatment and UA fees. **UA fees cannot exceed one-hundred (100) dollars.**

VII. Phase III Competencies

Your counselor will document in your record the following:

A. Personal Addiction

- ☐ Demonstrate insight into personal disease concept by disclosure.
- ☐ Demonstrates knowledge of thought patterns that precede using episodes.

B. Defense Mechanisms

- ☐ Demonstrates clear insight into defense mechanisms & feelings protected.
- ☐ Remains open to feedback
- ☐ Daily participation in therapy sessions.

- 1. Demonstrates assertiveness towards achieving recovery goals.

C. AA/NA

- ☐ Continues to work steps as appropriate.
- ☐ Shows working knowledge of AA/NA text book.

SOCIAL DEVELOPMENT

A. Family

- ☐ Demonstrates emotional stability with identified issues.
- ☐ Demonstrates active coping strategies.
- ☐ Demonstrates working knowledge of family roles in personal development.
- ☐ Demonstrates willingness to openly address issues in personal life.

B. Peers

- ☐ Demonstrates significant progress in trusting support system.
- ☐ Demonstrates significant progress on being trustworthy individual.
- ☐ Shows progress on increasing in seeking support from peers.
- ☐ Demonstrates ability to distinguish healthy from unhealthy relationships.

- ¬ Demonstrates behavior characteristics of healthy relationships.

GENDER/CULTURAL ISSUES

- ¬ Identify issues to be addressed
- ¬ Identifies defenses/road blocks in addressing issues.
- ¬ Identifies underlying feelings associated with issues.
- ¬ Identifies relapse triggers associated with identified issues.
- ¬ Demonstrates work toward achieving recovery plan goals.

PHASE IV ADVANCEMENT TASKS

I. ATTENDANCE

- A. Phase IV meets at least once per week at the same time as Phase III. The duration of Phase IV is three months. Completion of Phase IV can then be followed by promotion to Aftercare or Probation depending on fee status. Graduation follows shortly thereafter.
- B. Client will attend group every other week or more frequently as counselor deems necessary. The length of Phase IV is Three (3) months. Completion of Phase IV will be based upon individual client progress on treatment plan issues, competencies of each phase and staff determination.

II. MAINTAINING SOBRIETY/DRUG FREE STATUS

- A. At least 3 months of continuous sobriety/clean time.
- B. Client must be sanction free by one status appearance to be considered for advancement.

III. AA MEETINGS

Attend a minimum of 3 AA/NA meetings weekly and provide documentation to counselor.

IV. SPONSOR

Show monthly progress letter from sponsor of on-going recovery work.

V. TREATMENT ISSUES

- A. Continue to update recovery plan with counselor to identify and address issues.
- B. Maintain employment/attend school or training.
- C. Complete Steps 4 & 5 with sponsor/pastor.
- D. Complete Continuing Care Plan and present to sponsor.
- E. Optional: May tell life story as part of lecture to peers in lower phases of care.

VI. FEES

All fees owed to clinic for treatment and UA's are paid in full and balance is current.

VII. Phase IV Competencies

Your counselor will document in your record the following:

A. Personal Addiction

- Demonstrates continued insight into personal disease by self disclosure.
- Demonstrates knowledge and strategies for relapse avoidance/prevention.
- Demonstrates a continued commitment to abstinence by absence of positive urine screens.

B. Defense Mechanisms

- Demonstrates clear insight into defense mechanisms and feelings protected.
- Remains open to feedback and provides same without prompting.
- Participates actively in therapy sessions.
- Demonstrates clear grasp of long term recovery goals by word and actions.

1. Takes responsibility for feelings, attitudes and personal integrity.

C. AA/NA

- Continues to work steps as appropriate.

- ¬ Shows working knowledge of AA/NA text(s) and steps of recovery.

SOCIAL DEVELOPMENT

A. Family

- Demonstrates emotional stability with identifies issues.
- ¬ Demonstrates active coping strategies and frustration tolerance.
- ¬ Demonstrates knowledge of his/her role in current family issues and development.
- ¬ Demonstrates willingness to address issues in personal life in group or with counselor as appropriate.

B. Peers

- Demonstrates continued progress in trusting support system.
- ¬ Demonstrates significant progress on being trustworthy individual.
- ¬ Demonstrates ability to distinguish health from unhealthy relationships and respond accordingly.

GENDER/CULTURAL ISSUES

- ¬ Has begun to address key issues with respect to recovery and relapse.
- ¬ Has identified defense and blocks to recovery from gender/cultural standpoint.
- ¬ Has understanding of feelings associated with issues and their impact on recovery.
- ¬ Has demonstrated effective coping skills associated with relapse triggers based on gender and/or culture.
- ¬ Has identified resources to assist in continued growth and recovery.

MEETINGS

You are expected to attend and participate in all treatment meetings required. You are also required to present verification of AA/NA attendance. Regular attendance will be seen as a measurement of your recovery. The fellowships will help you see how others with similar problems have achieved continuous, long term recovery. Very few alcoholics and addicts maintain recovery without a support system. All Phases are required to attend at least 3 AA./NA meetings per week and to provide written proof.

FAMILY COUNSELING

Family counseling will be conducted for family members of all clients on a weekly basis. Issues will be addressed that will increase your family's understanding of addiction, help to reestablish trust and encourage support throughout your recovery. Family education sessions are held every Tuesday from 6 pm to 8 pm and are led by a counselor. There are a total of twelve (12) sessions required for this program. **If for some reason your family does not wish to participate or is unable to participate you will be required to do two (2) extra AA meetings per week so that you may obtain support elsewhere.** Once the twelve session mark has been passed, you will be allowed to return to 3 meetings per week.

GENDER-SPECIFIC COUNSELING

Clients have issues that are specific to their gender. It is often difficult, if not impossible, for some clients to share their issues in mixed-gender groups. Gender-specific groups, in addition to regular scheduled groups are provided to address these issues.

GRADUATION

A client's completion of all treatment phases, a relapse prevention plan and payment of all related clinic fees (UA's and /or treatment fees) and attainment of a minimum of ninety (90) days uninterrupted clean time / sobriety qualifies him or her to successfully graduate from the treatment program. Graduates of the program will be then be required to complete their term of probation as per court stipulations. You will continue to be randomly tested for alcohol and drug use as a condition of your probation.

DISMISSAL OF CHARGES/EXPUNGEMENT

All matters concerning dismissal of charges or expungement of the clients record will be handled by the Probation Officer and the Judge. Clients requesting this information are instructed to contact the Probation Officer for Drug Court with all questions and requests having to do with these matters.

CASE MANAGEMENT

The Case Manager will work in cooperation with the counselors to meet identified client needs. Such assistance may be educational, employment, financial, housing, etc... You are required to seek employment and will be required to have obtained or be in the pursuit of a GED or trade school certificate to graduate from the program. Local programs are available to assist with job training and education. The Case Manager will be the person assisting you with this process and monitoring your participation in these programs. The case manager will also coordinate appointments for medical exams and other services. You are expected to keep all appointments. If you are unable to keep an appointment, you are expected to contact the Case Manager to make arrangements or re-schedule the appointment.

REFERRAL SOURCES

Iberia Parish Adult Drug Court will make referrals for clients in need of additional treatment services.

Clients in need of intensive chemical dependency treatment are referred to a 28 or 30-day inpatient treatment facility. If additional treatment is needed after clients' complete inpatient, referrals are made to halfway houses in which the length of time varies depending on the facility for someone who had a relapse to monitor the clients' medical condition before being admitted to an inpatient facility.

Outpatient referrals are usually made to state mental health facilities or to a psychiatrist for someone needing treatment for dual-diagnosis.

Referrals are also made for clients interested in parenting classes to a local provider. These programs educate and teach the importance of parenting skills through educational lectures and role plays.

PHYSICIAN PHYSICALS/ LAB WORK

Physicals are required within twenty-one days of admission in the program. Physicals may be taken by personal physician or physician contracted to the treatment clinic. Employment physicals could be used with written consent of release from client.

The PPD skin test, which test for tuberculosis, is required within twenty-one days of admission in the program. This test may be administered by either public health clinic or personal physicians. The PPD skin test must be read within 72 hours of administration.

Anyone having a positive result for either tests will be referred to the nearest public health clinic or to their personal physician. Anyone having symptoms of tuberculosis (e.g., fatigue, weight loss, feeling ill, fever, or night sweats, cough, chest pain and/or coughing up blood) will be exempt from group until a chest examination is completed and the results are negative.

All testing and results are kept strictly confidential.

HIV/AIDS EDUCATION

South West Louisiana Health & Education Center will provide on-site testing and education. Any reactive (positive) results are handled through their agency. The Case management system of SWLAHEC will make referrals to support groups and services for anyone testing positive.

All testing and results are kept strictly confidential.

PREGNANCY TESTING/EDUCATION

The Iberia Parish Adult Drug Court provides referral in reference to all the do's and don'ts of prenatal care during pregnancy to all clients. Female clients requesting to be tested for pregnancy will be required to sign a consent form. Those female clients who test positive will be referred to public health clinics or to their personal physician for immediate prenatal care.

PROOF OF INCOME

You will be responsible for providing proof of income within fourteen days of admission. This is to assess whether you will have to pay a fee for treatment in addition to the fee charged for urine drug testing. If you change jobs or your pay increases, you will also be responsible for providing proof of income to be assessed whether you will have to pay a fee for treatment.. This clinic operates according to the Louisiana Department of Health & Hospitals sliding scale fee structure which set fees based on ability to pay. **If you fail to provide proof of income you will be charged a fee of \$50.00 per week until such proof is provided. (Check stubs, etc.)**

EMPLOYMENT

It is your obligation to inform your employer of your participation in the Drug Court program and make necessary arrangements for court appearances, groups, meetings, etc. Staff must be notified of any changes in your employment immediately. Employment will be verified routinely by the Case Manager either through a phone contact or paycheck stub. On-site visits may also be conducted. If you lose your job, you will be given a time frame in order to obtain appropriate employment.

OFFSHORE WORK POLICY

Statement of intent:

In an effort to provide for maximum benefit of participants in the 16th JDC Drug Treatment Court the treatment team recognizes the need for employment, specifically offshore employment for some clients. While this presents a positive opportunity for many clients, it also presents a problem of consistent supervision for the treatment team and the court. In an effort to provide consistency and accountability for all parties involved, we enact the following policy with regard to seeking, obtaining and maintaining offshore employment while engaged in the Drug Treatment Court Program. **The following policy applies to regular Adult Drug Court and Re-Entry Clients:**

1. All clients seeking offshore employment must meet the following guidelines:
 - I. Client must be in Phase 2 of treatment for a period of four (4) to (6) weeks before any serious discussion of such employment may begin.
 - II. Client must have consistent attendance in all groups with no more than two (2) absences (excused or un-excused) during Phase 2 involvement.
 - III. Client must have no positive UA's in the last two (2) months and no pending GCMS activity.
 - IV. All relevant assignments must be current and up to date.
 - V. Client must develop (with counselor) a plan of participation in the program including make up sessions and assignments to be completed.
 - VI. Client will sign a treatment plan stipulating specific objectives to be accomplished and time frames for completion.
 - VII. Client will also present a copy to prospective employers informing them of Drug Treatment Court participation and the parameters for same as well as contact numbers of key personnel in the event of schedule changes, etc.
 - VIII. It will be the primary responsibility of the client to inform IPADC Case Management of any changes to schedule and attendance at groups in a timely manner. Failure to do so may result in sanctions imposed by the court which could ultimately lead to the client leaving this employment.

Every effort will be made to accommodate the client's need for work however, IPADC will consider the client's long-term needs (safety, health, family, etc) over immediate financial issues of employment.

IPADC reserves the right to contact employers via Case Management and Police Liaison activity as to client work schedules and attendance as stipulated in signed consents completed prior to client departure. These consent forms will be stored in the clients file and updated annually or as employment changes deem necessary.

VERY IMPORTANT:

In all cases (Adult DC and Re-Entry) the maximum time allowed for offshore work is 14 days. Absences longer than 14 days **must** be cleared by the clinic. Failure to clear this with the clinic will result in disciplinary action and possible loss of employment privilege. Clients must contact Case Management or their primary counselor to discuss the need to remain offshore longer.

Any failure to follow through with these procedures can result in the loss of the offshore work privilege.

DRUG SCREENING

You are required to provide a urine sample on a regular basis to monitor progress. Specimens will be supervised by a same-sex staff member or lab worker. A client who challenges urinalysis results may pay for a confirmation test by a certified lab. At times, you will also be required to submit to other recognized monitoring techniques such as sweat patched or oral swabs testing. Urinalysis results and/or other monitoring techniques will be documented and made available to the court. Any positive urine screens or stalls can be grounds for legal sanctions given by the Judge. **If you choose to use, you choose to have consequences.**

If you are absent on the day you are scheduled for a treatment session or scheduled urine screen collection for any reason, you will be responsible for submitting a urine screen and breath test within 24 hours. Proper documentation for absence should be from a physician or employer on company letterhead. Non attendance will be grounds for sanction.

You are expected to pay for your drug screens weekly. The fees for urine screens are \$15.00 for Phase I clients, \$12.00 for Phase II clients and \$10.00 for Phase III. Phase IV clients will assessed a fee of \$30.00 per month Aftercare \$30.00 a month, Probation will be \$10.00 a week. GCMS cost are for Cocaine and Marijuana will be \$25.00, Amphetamines will be \$30.00 and for Opiates will be \$50.00. All testing fees are to be paid in full before advancing to Probation.

PHASE COLORS

SECON employees will be collecting specimens between the hours of 5 pm and 7 pm on Monday, Tuesday, Thursday, Friday, Saturday, and Sunday. On Wednesdays, collection will begin at 5:30 until 7:30 due to Status Hearings. **You must have a picture ID to provide a specimen.** We have purchased equipment to make ID's. **If you do not have an ID, see one of clerks to get this done right away. NO ID + NO UA = POSITIVE.**

You will be responsible for calling the toll-free number **every day** to check on the colors for the day.

To review, the colors are as followed:

Phase 1: **RED**

Phase 2: **(Subriena, Rhonda) BLUE**

Phase 2: **(Shawn, Gerald) GREEN**

Phase 3 & 4 **(Subriena, Rhonda) ORANGE**

Phase 3 & 4 **(Shawn, Gerald) YELLOW**

Probation: **PURPLE**

Monday, Wednesday, Friday UA clients

Please be advised that if you have UA's on MWF you will still be expected to call in on the other days for color identification and collections. **If the color of your group is called you must report between 5pm and 7pm for a UA.** Any missed UA will be counted as a POSITIVE.

STALLED URINALYSIS

A “stall” is the inability to provide a urine specimen of sufficient quantity to be processed by the lab. The procedure for handling a “stall” is as follows:

If you are unable to provide a specimen of sufficient quantity (30 ml) at the first attempt, you will be allowed to try again during the regularly scheduled break. If this second attempt is not successful, the specimen will be listed as a “stall”. This will be reported to the court in the usual manner and be subject to sanctions as designated in the Client Handbook.

30 ml is the minimum acceptable quantity of urine for collection. A graphic of this amount relative to the collection cup is posted in the testing hallways and the collection rooms. Please familiarize yourself with this information.

Wee

Weekend Drug Screens

Requests to be excused from drug screens on the weekend must be put in writing, submitted to and approved by the probation officer, Rachel Huval prior to the date of leave. At Ms. Huval's discretion, she will submit and fax the clinic her approval or denial.

I, _____ am requesting to be excused from submitting a drug screen if randomly required on the following date(s) _____ . The reason for this request is:

(Please include the event, time, place and dates of departure and return. Also include an address and phone number indicating where you will be on the above mentioned date(s). **Be very specific and detailed**).

I understand that a sweat patch (\$32) is required in lieu of not submitting drug screens on the above dates if granted permission.

Client Signature

Date

Probation Officer Signature

Date

STATUS HEARINGS

You are required to attend regular scheduled status hearings to notify the Judge of your treatment progress. Your group counselor will complete a status report in conjunction with each scheduled court date. Rewards and praise are given for progress. Sanctions are issued out for non-compliance.

Family and friends are invited to attend your status hearings. Do not bring children to court without an additional adult.

SANCTIONS & INCENTIVES

Sanction means that if you fail to follow through with your responsibilities, there will be consequences. There are a wide range of sanctions available that the Judge can impose, ranging from a verbal reprimand to dismissal from the program and serving your jail sentence.

Sanctions will be determined by the sanction schedule inserted in the handbook. Incentives are rewards for responsible and positive behaviors. These rewards could range from public praise in court from the Judge to advancements to the next treatment phase.

*These Sanctions will usually be followed.
However, the Judge has the right to alter any according to the circumstances.*

SANCTION SCHEDULE FOR IBERIA ADULT OUT-PATIENT DRUG COURT

I. Positive Screens

- | | |
|---------------------------------------|---------------------|
| 1.) 1 st Positive Screen | Weekend in Jail |
| 2.) 2 nd Positive Screen | 2 weekends in Jail |
| 3.) 3 rd Positive Screen | 6 days in Jail |
| 4.) 4 th Positive Screen | 1 week in Jail |
| 5.) 5 th Positive Screen | 1 & ½ week in Jail |
| 6.) 6 th Positive Screen | 2 weeks in Jail |
| 7.) 7 th Positive Screen | 2 & ½ weeks in Jail |
| 8.) 8 th Positive Screen | 3 weeks in Jail |
| 9.) 9 th Positive Screen | 3 & ½ weeks in Jail |
| 10.) 10 th Positive Screen | Revoke |

II. Inpatient Treatment and Half-way House

- | | |
|-------------------------|------------------|
| 1.) Leave for discharge | 14- 90 days Jail |
|-------------------------|------------------|

III. Falsify Drug Screens

- | | |
|-----------|--|
| 1.) First | 14-90 days in jail or re-entry or revoke |
|-----------|--|

IV. Falsify Community Service

- | | |
|---------------------|---------------------------------------|
| 1.) 1 st | 14-90 days Jail or re-entry or revoke |
|---------------------|---------------------------------------|

V. No Show for Treatment (Unexcused)

- | | |
|------|------------------|
| 1.) | 8 hours C.S. |
| 2.) | 10 hours C.S. |
| 3.) | 15 hours C.S. |
| 4.) | 20 hours C.S. |
| 5.) | 25 hours C.S. |
| 6.) | 30 hours C.S. |
| 7.) | 1 week Jail |
| 8.) | 1 & ½ weeks Jail |
| 9.) | 2 weeks Jail |
| 10.) | Revoke |

VI. AWOL

At discretion of Judge

VII. Stall

- | |
|---------------------------------|
| 1.) Same sanction as a positive |
|---------------------------------|

VIII. Missed AA Meetings or Failure to Turn In

- | | |
|---------------------|-------------------|
| 1.) 1 st | 8 hours C.S. |
| 2.) 2 nd | 16 hours C.S. |
| 3.) 3 rd | Weekend |
| 4.) 4 th | 4 days Jail |
| 5.) 5 th | Week Jail |
| 6.) 6 th | 1 ½ weeks in Jail |

IX. Unemployed

- | | |
|------------------------------|----------------------------------|
| 1.) After 30 days in program | 25 hrs C.S. weekly |
| 2.) After 60 days in program | 40 hrs C.S. weekly |
| 3.) After 90 days in program | 40 hrs C.S. and weekends in jail |
| 4.) After 15 days losing job | 25 hrs CS. Per week. |

X. Unauthorized use of Prescription Medication

- | |
|---------------------------------|
| 1.) Same sanction as a positive |
|---------------------------------|

XI. No Show Monthly Probation Meeting

- 1.) 1st 24 hrs C.S.
- 2.) 2nd Weekend Jail
- 3.) 3rd 2 weeks Jail
- 4.) 4th 1 & ½ weeks Jail

XII. Missed UA

A.) UA taken next day with excuse

Nothing unless chronic

B.) NO UA next day or no excuse

Same sanction as a positive.

XIII. Forged AA Meetings

- 1.) 14 to 90 days Jail or re-entry or revoke

IV. Diluted UA

- 1.) Warning
- 2.) 8 hours community service
- 3.) Weekend in jail
- 4.) 2 weekends in jail
- 5.) 1 week in jail

XV. Curfew Violations

- 1.) 8 hours community service
- 2.) 16 hours community service
- 3.) 32 hours community service
- 4.) 40 hours community service
- 5.) Weekend in jail
- 6.) 2 weekends in jail
- 7.) Week in jail
- 8.) 10 days in jail
- 9.) 2 weeks in jail

CLIENT RESPONSIBILITIES

DRESS CODE

Clients have a responsibility to dress and appear in the clinic and on the grounds according to standards of propriety, safety and health. The rules and regulations of the dress code standards are attached to this handbook. Male clients are expected to remove caps, hats, while in the building.

Due to the diverse population at Iberia Parish Adult Drug Court, it is necessary that certain specific rules be made and adhered to by clients. The rules and regulations set fourth below must be followed by all clients. Failure to do so may result in disciplinary actions, including but not limited to, discharge or denial of privileges.

DRESS CODE: Clients have a responsibility to dress and appear in the program and on the grounds according to standards of propriety, safety, and health.

- ↯ Clients will be fully attired at all times.
- ↯ Tank shirts or undershirts (as outer garments) are not acceptable.
- ↯ Men must wear shirts at all times. Shirts with square tails must be long enough to cover the stomach. No bare midriffs for men or women.
- ↯ Loose fitting slack, shorts, skirts, and jeans are acceptable. Pants must be worn at waist, not around hips. Shorts and skirts must be no more than 5 inches above the knee.
- ↯ Footwear with soles must be worn. No slippers or flip flops.
- ↯ No clothing displaying alcoholic beverages, illegal drugs, nude pictures, or obscenity, which may be offensive to the other clients or staff will be allowed.
- ↯ No hats, caps, bandanas, sweat bands, or other head gear will be permitted in the building at any time. No sunglasses indoors.
- ↯ Women must wear appropriate underwear, such as bras.

TARDINESS AND ABSENTEEISM

It is your responsibility to be on time for all treatment sessions. You will not be allowed to enter scheduled sessions if you are late, thus acquiring an un-excused absence. The only absences that will be excused are for doctor appointments and work. To excuse an absence, there must be a written verification on medical or a company letterhead. No handwritten notes will be accepted. Un-excused absences will be reported to the judge and sanctions may be imposed.

CONDUCT

You are asked to take both the time and effort to be polite to everyone. You should show respect to staff and peers at all times. Maintaining appropriate behavior is indicative of the progress you are making toward your recovery.

Inappropriate sexual behavior or harassment toward staff will not be tolerated. Relationships between clients will also not be tolerated. Clients are expected to refrain from dating, engaging in intimate, physical relations or living with other clients.

SMOKING AREAS

This facility prohibits smoking. Smoking is allowed outside, on the patio. Cigarette butts are to be disposed in ashtrays only. Please do not smoke in front of the building (lobby door).

PERSONAL TELEPHONE CALLS

Personal telephone calls will not be allowed on clinic phones without prior permission. Cell phones are not allowed in court or group sessions.

FOOD & BEVERAGES

Snacks and beverages are allowed in the waiting area only.

PRESCRIPTION MEDICATION

Any medication prescribed by a physician or taken over-the-counter needs to be reported to your counselor or treatment staff. Mood altering prescriptions are prohibited, unless approved by staff. The client must produce the actual medicine container or prescription for staff approval. All medications will not automatically be accepted. Failure to comply with proper procedure or a positive screen may result in sanctions by the Drug Court Judge. **Individuals requiring long-term use of controlled substances may be deemed inappropriate for treatment at the clinic and referred back to the criminal justice system for processing.**

Change(s) of Information

Please submit changes of address, phone number and/or employment to Case Manager immediately.

Date: _____

Name: _____

Address:

Phone Number: _____

Employment: _____

Employer's Address:

Employer's Phone #: _____

Supervisor's Name: _____