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NOTE:

This project was supported by Grant Number 38650 awarded by the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS). Points of view or opinions contained within this document are those of the author and do not necessarily represent official position or policies of the TDMHSAS. This sub-grant was awarded by the TDMHSAS.

GLOSSARY OF TERMS:

ASI:	Addiction Severity Index
ASAM PPCII:	American Society of Addiction Medicine, Patient Placement Criteria II
AOD:	Alcohol, and Other Drugs of abuse
ATOD:	Alcohol, Tobacco and other Drugs.
DAG:	District Attorney General.
DAG Review:	Each referral to the Knox Recovery Court shall be submitted to the Office of the Knox County District Attorney General for review. The DAG Office will consider the applicant's legal eligibility (non-violent offender) for the program and will also consider other eligibility criteria. These other areas include but are not limited to past/present drug sales and number of times the candidate has absconded. The DAG Office shall submit a written report to the Coordinator of the Knox Recovery Court stating the official position of the DAG regarding the applicant's request for admission to Recovery Court. This report shall be received by the Coordinator of the Knox Recovery Court within two working days of the DAG receiving the application. A copy of the DAG Review will be provided to the individual, or to their counsel if they are represented.
DOT:	Department of Transportation.
DSM-V:	Diagnostic Statistical Manual of Mental Disorders, fifth edition
IOP:	Intensive Outpatient Treatment
ITP:	Initial Treatment Plan
Director:	The member of the Recovery Court Team that is responsible for the overall operation of the program and is directly responsible for the day to day supervision of the participants assigned to them. The Director will report directly to the Recovery Court Judge.
Case Manager:	Recovery Court Staff responsible for AOD Assessments, tracking participant progress, entering most of the data into the MIS, tracking Performance Measures.
Probation Officer:	State and County Probation Officers responsible for supervising Recovery Court Participants and acting as Liaisons to their respective offices to gather and disseminate information about Recovery Court participations supervised by other probation officers not assigned specifically as Recovery Court Team Members. Also provides referrals, input into admissions, and PSI's reports, when possible, on candidates.

- MTP:** Master Treatment Plan
- MIS:** Management Information System
- MMS :** The Modified Mini Screen (MMS) is a 22-item scale designed to identify persons in need of an assessment in the domains of Mood Disorders, Anxiety Disorders and Psychotic Disorders. The questions are based on gateway questions and threshold criteria found in the Diagnostic and Statistical Manual IV₁ (DSM-IV), the Structured Clinical Interview for Diagnosis (SCID) and the Mini International Neuropsychiatric Interview (M.I.N.I.).
- PHT:** Partial Hospital Treatment
- RANT:** Risk and Needs Triage assessment instrument helps Recovery Court by matching drug-involved offenders to the optimal level of supervision and treatment.
- Referral:** A referral consists of a written request made to the Knox Recovery Court Director asking that an individual be allowed to participate in Recovery Court.
- RTP:** Revised Treatment Plan
- SASSI:** Substance Abuse Subtle Screening Inventory
- TCU Drug Screen II:** The TCU Drug Screen II (TCUDS II) is a standardized 15-item screening tool that helps identify individuals with a history of heavy drug use or dependency.
- TDMHSAS:** Tennessee Department of Mental Health and Substance Abuse
- TN-WITS:** An encrypted web based database used by State-funded substance abuse and mental health treatment providers for tracking participants through the program and for collecting statistics for program improvement. In 2013, this database took the place of the Microsoft Access MIS system.

MISSION STATEMENT:

The mission of the Knox Recovery Court is to promote public safety and health by providing aggressive treatment and supervision to citizens with legal and substance abuse problems through partnerships between local government, law enforcement, the legal community and other community agencies in a non-adversarial process.

GOALS:

The goals of the Knox Recovery Court are as follows:

1. To fairly and justly adjudicate appropriate offenses that have been committed by individuals who are addicted to substances.
2. Increase levels of abstinence and sobriety among program participants.
3. To reduce drug-related criminal activities among program participants.
4. To reduce court crowding.
5. To reduce incarceration levels in the Knox County detention facilities.

MEANS:

The Knox Recovery Court presents the participants with a prescribed range of drug treatment services , as well as other social service programs, in a three-tiered, highly-structured case-management approach.

GOAL MEASUREMENT:

Measurable Performance Indicators:

1. Attendance in Recovery Court, group therapy , and community service programs;
2. Feedback from therapists, case managers, court monitors, investigators, and counselors;
3. Results of urine tests, breathalyzer tests and collateral monitoring reports;
4. Length of time between arrest and re-arrest; and,
5. Maintaining employment or continued enrollment in educational programs.

Additional performance measures collected and reported include the State-Wide Recovery Court Performance Measures which have been adopted by the Tennessee Department of Mental Health and Substance Abuse. These indicators are used to help evaluate effectiveness and efficiency of the Knox Recovery Court and to assist in program improvement. Recovery Court staff collects the data on a day-to-day

basis and enter the data into TN-WITS. The Director or his designee works with TDMHSAS to compile the data in a usable and reportable form. Data is used (at least on an annual basis) by the Knox Recovery Court and TDMHSAS to make changes to improve effectiveness and efficiency.

ELIGIBILITY GENERALLY:

A person is legally eligible for participation in the Knox Recovery Court if:

1. They are a mentally stable, and
2. They have a substance abuse or dependence as determined by the screening results and applying the ASAM PPC2 criteria and the DSM-V; and
3. They have been charged with, and/or convicted of, an offense that does not involve violence according to T.C.A. 16-22-103 (as amended on 4/18/12 by the State of Tennessee) ; and,
4. They have no substantial history of drug sales; and,
5. They agree to voluntarily participate in Recovery Court.

The TCA 16-22-103. (as amended on 4/18/12 by the State of Tennessee) Chapter definitions. —

As used in this chapter:

- (1) "Chemically dependant" means a maladaptive pattern of substance use leading to clinically significant impairment or distress as manifested by two (2) or more of the pre-determinate symptoms occurring at any time in the same twelve-month period;
- (2) "Drug court treatment program" means any drug court treatment program created within the state that follows the general principles referenced in § 16-22-104 and that is established by the judge of a court in this state exercising criminal jurisdiction or by the judge of a juvenile court. A "drug court treatment program" shall have the same powers as the court that created it;
- (3) "Nonadversarial approach" means that the district attorney general and the defense attorney work together for the benefit of the drug court treatment program participants and the program. Any disagreements are to be resolved prior to court and not in front of the participants; and
- (4) "Violent offender" means a person who:
 - (A) Is convicted of an offense, during the course of which:
 - (i) The person carried, possessed or used a firearm or dangerous weapon;
 - (ii) There occurred the death of or serious bodily injury to any person; or
 - (iii) There occurred the use of force against the person of another; or
 - (B) Has one (1) or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

(C) In determining whether a defendant is a "violent offender" under subdivision (A), it does not matter whether one (1) or more of the circumstances described in subdivision (4)(A)(i), (4)(A)(ii), or (4)(A)(iii) is or is not an element of the offense for which the person is convicted.

APPLICATION/ADMISSION TO THE KNOX RECOVERY COURT:

Application/Admission to the Knox Recovery Court is accomplished in the following way:

1. Referral to the Knox Recovery Court (this may include a self-referral)
2. The Defense Counsel advises applicant (candidate) of his/her rights, signs a release form, and through this counsel, screens candidates for eligibility
3. A copy of the referral is sent to the District Attorney General (DAG)
4. The DAG conducts a DAG review of the current charge and arrest history.
5. Applicants who are not deemed legally ineligible or otherwise excluded by the DAG review through their screening process, undergo a screening.
6. The Recovery Court Director or his designee then reviews the application paperwork, the DAG referral form review, and the screening results. The Recovery Court Judge makes a final determination regarding admission to the Recovery Court Program.
7. Individuals recommended for admission to Recovery Court are notified of the date of their first appearance in Recovery Court by the staff of the Knox Recovery Court. If an individual is represented, counsel will also be notified of court dates and times.
8. The Recovery Court Judge informs the candidate in open court of the court's decision upon accepting the candidate into Recovery Court including outcomes of completing and not completing Recovery Court.

The target population for this program is adults, 18 years of age and older, who have current legal charges in Knox County, are substance abusers or chemically dependent, nonviolent offenders, and who show a willingness to participate in this voluntary program. The program is accessible to all individuals who meet the above criteria regardless of race, religion, gender or gender identity, ethnic origin, sexual preference, marital status, age, financial status, or physical and/or mental disability. The Recovery Court Judge may waive the payment or the Director may defer the payment for participants who are not financially able to pay Recovery Court fees, depending upon potential for future ability to pay.

Once admitted into the Recovery Court program, the case proceeds through the program with participants in Phase I and II appearing in court weekly, participants in Phase III will appear in court once every

other week unless otherwise advised by the Recovery Court Judge and participants in Phase IV and V will appear in court once every month. The scheduling of appearances may vary and are dependent on the assessment results showing supervision level needed and success in the program. Once Phase V has been successfully completed, the participant graduates from the Recovery Court program and his/her disposition will be entered consistent with the agreement between the participant's counsel and the state, or, in the case of the unrepresented participant, between the participant and the state.

REFERRAL TO KNOX RECOVERY COURT:

Referral paperwork consists of

- A) the two-page Application for Admission documentation which asks for data such as the applicant's DOB, race, gender, name of close relatives, military history, medical information and probation information;
- B) the Referral Form which is completed by the DAG for non-violent offender identification, and
- C) the defense attorney's release of confidential information form.

Referrals for Recovery Court participation may originate in any of the following ways:

1. A referral may be submitted by Counsel for the applicant/client;
2. The Knox County Public Defender's Office, after reviewing the daily arrest reports, may determine that an individual will benefit from placement in the Knox Recovery Court and submit a referral to the Recovery Court. A copy of this referral will be immediately forwarded by the Recovery Court Office to the District Attorney General.
3. The State Probation and County Probation Offices may refer a person to Recovery Court by submitting the referral paperwork to the Knox Recovery Court. The Referral Form for this referral will be forwarded immediately by the Recovery Court to the DAG for a DAG review.
4. After reviewing the daily arrest reports, the staff of the Knox Recovery Court may determine that an individual will benefit from Recovery Court and generate a referral that is immediately forwarded to the DAG so they may perform a DAG Review;
5. The staff of the DAG's Office may likewise review the daily arrest reports and conclude that an individual will benefit from Recovery Court and conduct a DAG Review. A copy of their review would then be submitted to the Knox Recovery Court and the individual's attorney;
6. An un-represented person may request, in writing, to the Knox Recovery Court Director, that he or she be considered for admission into the program. This self-referral will be forwarded immediately by the Recovery Court to the DAG for a DAG review; or,
7. Any Knox County Criminal Court Judge or General Sessions Court Judge may refer a person to Recovery Court by submitting a referral to the Knox Recovery Court. The Referral form for this referral will be forwarded immediately by the Recovery Court to the DAG for a DAG review.

All employees and treatment providers of the Knox Recovery Court recognize and honor the sanctity of

the attorney client relationship. Consequently, Knox Recovery Court personnel will not contact represented persons without the express written consent of the individual's counsel. In the event Knox Recovery Court staff receive a written request by an unrepresented individual, seeking admission into the Recovery Court Program, the staff will verify that the individual has waived his or her right to counsel in writing and obtain a copy of that waiver. Only at that time will the Knox Recovery Court staff have direct contact with the applicant. Following admission into the Recovery Court program, the participant and his or her counsel will execute a waiver allowing Recovery Court personnel and treatment providers to contact the participant without notice to their attorney.

A referral may be made to the Knox Recovery Court at any time. It is intent of the Knox Recovery Court through it's referral/application/screening process that the referrals are made as soon as possible after arrest or at the time of the offender's initial court appearance. Early entry into treatment increases the likelihood of success.

Pre Judgment Referrals

Individuals whose cases are pending, pre judgment, in any Knox County Criminal Court or General Sessions Court, may be referred for participation in Knox Recovery Court by any Criminal Court Judge, Sessions Court Judge, the Office of the District Attorney General, District Public Defenders Office, private defense counsel, Knox Recovery Court or by an unrepresented person's own request.

The District Attorney General's Office, the Recovery Court Judges, and the Recovery Court Team each retain independent authority to reject a pre-judgment applicant's request for acceptance into the Recovery Court.

Post Judgment Referrals

Persons, whose cases are pending in the Knox County General Sessions Court or Criminal Courts, post judgment, may be referred for participation in Knox Recovery Court by any Criminal Court Judge, Sessions Court Judge, the Office of the District Attorney General, District Public Defenders Office, private defense counsel, County and State Probation Offices, or by an unrepresented individual.

Persons who are before the Criminal Court or Knox County General Sessions Court on a violation of probation should not be contacted directly by Knox Recovery Court personnel until Recovery Court personnel first contacts the attorney who represented the individual on the underlying charge and/or the probation officer

to inquire about the possibility of Recovery Court participation for his or her client. However, in those rare circumstances where a person has been arrested for a violation of probation and are unrepresented, the Knox Recovery Court personnel may initiate first contact that unrepresented individual, in writing only, limiting the exchange of information to advising them of their eligibility to participate in the Recovery Court.

DISTRICT ATTORNEY GENERAL'S ROLE IN DETERMINING ELIGIBILITY:

Following the receipt of an initial referral, the Office of the District Attorney General shall, in all cases, conduct a DAG review. This review should be completed within two working days. The District Attorney General's Office has independent authority to reject a pre-judgment applicant's request for acceptance into the Recovery Court.

SCREENING AND ASSESSMENTS:

The candidate completes the Application for Admission form. The application form includes such information as name, address, race, gender, and other data such as emergency contact, alias, next court date . The candidate and defense attorney read and sign the release of confidential information for allowing the Recovery Court and defense attorney to speak to each other about the candidate. At this same time, the Referral Form is submitted to the Office of the District Attorney General. The Office of the District Attorney General reviews the candidate's arrest history from NCIC and Knox County's JIMS (the Justice Information Management System). After the Office of the District Attorney General has completed the DAG review and files all necessary legal documents, and determined that the applicant is a suitable person (non-violant offender as defined in TCA 16-22-103 (4) et.seq) to participate in Recovery Court, the trained Recovery Court staff, under the supervision of a LADAC, QCS, shall then proceed to conduct a SASSI, MMS, TCUDD2 and possibly other screening instruments to determine the applicant's substance use/abuse/dependency status. At this screening, the candidate receives a handbook outlining program requirements and the relative merits of participating in Recovery Court. Responses to compliance and non-compliance are outlined in this document and reviewed verbally before admission. Additionally, sanctions and incentives list is posted in the Recovery Court Office bulletin board for candidates and participant's review. Later, a more in-depth assessment is used to determine severity of addiction, supervision level needed, type and level of services

needed and to match area resources to these needs. The results of the assessment, and recommendations of the Case Manager, are submitted to the Knox Recovery Court Coordinator as soon as practical.

The Knox Recovery Court personnel recognize that some individuals may choose not to continue to pursue admission in the Recovery Court program during this screening process. Knox Recovery Court personnel immediately terminates the admission process at any time the applicant indicates that he or she no longer wishes to participate in the process or be considered for participation in the Recovery Court. Consideration of these individuals for entry into the Recovery Court Program ceases at that time.

When a person removes themselves from consideration for the Recovery Court Program, their case(s) is continued on the regular docket of the General Sessions Court and/or Criminal Court. None of the records or information collected during the referral, screening or assessment process are released or otherwise disclosed to anyone without the written consent of the individual.

After completion of the referral paperwork, the DAG review, the applicant's screening results are reviewed by the Recovery Court Director. Any recommendations are forwarded to the appropriate General Sessions or Criminal Court judge, with jurisdiction over that case, for the final decision on admission to the Recovery Court program.

The results of the assessment and evaluation, along with all supporting documentation, are provided directly to the client's counsel or directly to the unrepresented person who is also advised regarding the Knox Recovery Court personnel's recommendation for the individual's suitability for participation in the program. In the event that the individual is not accepted into the program, the individual and their counsel are immediately notified. Individuals who are admitted to Recovery Court are notified of the date of their first appearance in court by the staff of the Knox Recovery Court.

In-depth clinical assessments are scheduled by the Knox Recovery Court staff. Staff have training in interviewing, administering of the ASI, SASSI, TCUDD2, and MMS instruments, and interpreting ASAM PPC2 before they can conduct in-depth clinical assessments.

The clinical assessment consists of a bio-psychosocial assessment of the applicant includes to include at a minimum, the Addiction Severity Index (ASI) and RANT. Preliminary assessment results are based on ASAM PPCII (American Society Addiction Medicine Patient Placement Criteria II) and the Diagnostic Statistical

Manual of Mental Disorders, fifth edition (DSM-V). An individual's suitability for admission into the Recovery Court program are discussed during the review process with the Director or his designee. An initial treatment plan is then developed. Admission paperwork, including release of information forms and participation agreements are presented to all partnering agencies which will provide services to the new participant. Applicants may be admitted to the Knox Recovery Court Program on his or her next scheduled court appearance following the Recovery Court Team meeting. At this court appearance, participants are informed that they are expected to begin participating in treatment immediately upon admission.

CONFIDENTIALITY OF ASSESSMENTS & AOD ABUSE PATIENT RECORDS:

The Recovery Court staff and Recovery Court team recognizes rights of confidentiality for alcohol and other drug abuse patient records. Therefore, all identifying information of Recovery Court participants are protected by the Recovery Court staff at Recovery Court Team in accordance with 42 CFR, part two of the federal regulations governing confidentiality of AOD abuse patient records and applicable state statutes.

Recover Court personnel are given periodic trainings about confidentiality and adhere to the state and federal regulations regarding substance abuse treatment patient confidentiality.

TIME FRAMES GENERALLY:

Once a referral is received by the Knox Recovery Court, it is the hope of all involved that the DAG Review, the Knox Recovery Court's substance dependence assessment, and a final determination by the Recovery Court regarding the candidates admission will be made within 7 working days.

DATA COLLECTION:

Knox Recovery Court staff collect data on participants in compliance with the TDMHSAS requirements and protects that information in accordance with confidentially regulations. Knox Recovery Court personnel enter all admissions into the TN-WITS where the TDMHSAS maintains admissions of Knox Recovery Court participants.

MAINTENANCE AND DESTRUCTION OF RECORDS:

The documents created and collected by the Knox Recovery Court will include material that is very sensitive and will be protected from unauthorized dissemination. Access to the records of the Knox Recovery

Court will be limited to persons whose access to the records is essential to the functioning of the Recovery Court program.

THE RECOVERY COURT TEAM:

The Knox Recovery Court Team will be composed of:

1. The Recovery Court Judge oversees the court, actively plays a role in the treatment progress, including frequently reviewing the treatment progress, responds to each participant's positive efforts as well as to noncompliant behavior, and make final determinations on all actions by the court;
2. The Recovery Court Director who will oversee the day-to-day administration of the Recovery Court including employee management, employee reviews, oversee psychosocial assessment administration, oversee case management and utilization review and coordinate all Knox Recovery Court - TN-WITS activities;
3. DAG and defense counsel may assign representatives. The DAG representative acts as a liaison and ensures the DAG Review is completed, assists with details of ensuring that sanctions can be fulfilled, and provides input to the Team regarding candidates and participants.
4. Defense Counsel representative(s).
3. The Recovery Court Case Manager II(s) who will track the participant's progress in both the therapeutic programs and the court activities and work closely with the participant to see that program expectations are fulfilled. Case Manager IIs also provide ongoing assessment of participant progress and needs, coordinate referrals to services in addition to primary treatment, including housing, education, vocational training, legal services, money management/budgeting, cognitive behavioral therapy to address criminal thinking patterns, anger management, transitional housing, social and athletic activities, meditation or other techniques to promote relaxation and self control, provide structure and support for individuals who typically have difficulty using services even when they are available, and ensures communication between the court and various service providers;
4. The Recovery Court Counselors who provide substance abuse treatment for those participants that are not receiving substance abuse treatments from partnering agencies. The Counselors also oversee the collection of urine samples and administer breathalyzer tests, and conduct collateral monitoring checks;
5. Representatives from State Probation and County Probation.
6. Designated representatives of other agencies who have agreed to partner with Recovery Court, who has entered into MOU or the representative has signed a confidentiality statement, and who have contributed significant manpower and resources to Recovery Court participants.

The Recovery Court Team meets weekly to discuss the participants' progress and noncompliance, and recommend sanctions/incentives as well as applications to phase advancements and graduations.

Discussions at these meetings include consideration of new participants for admission, progress of each participant, and best course of action to bring to bare resources to increase likelihood of success for each participant. The Recovery Court may meet even if all members are not present. The Recovery Court Judges

and the Recovery Court Director may excuse the absence of any team member who is not needed for a particular meeting or for any other valid reason.

Prior to the meeting, partnering service agencies submit Weekly Reports to the Recovery Court Office showing the progress of each participant. This report is to be submitted by 10:00 AM the day before Recovery Court. A docket is developed which includes information on the Weekly Reports. Information from these reports is also entered into the TN-WITS. The information on the Docket also includes participant's full name, IDN, admission date, current Phase, living environment, treatment provider, Probation Officer, ADA, Defense Attorney, Docket Number(s), compliance with Recovery Court guidelines, Treatment progress, anticipated phase advancement/graduation date, reason for changes in the anticipated phase advancement/graduation date, positive drug screens. Positive drug test results, failure to submit sample, adulterated and samples tampered with (such as submitting sample other than one's own) are immediately communicated with the probation officer, Judge, case manager and treatment provider. Lab drug test results are typically received within 5 business days. Each Recovery Court Team member receives a copy of this Recovery Court docket at the beginning of the Recovery Court Team Meeting. All Recovery Court Team members have access to the Weekly Reports and Recovery Court Docket, which are kept on file at the Recovery Court office. Additionally, throughout the week, counselors, case managers, probation officers and others serving the participant are in communication identifying compliance/non-compliance and beginning to formulate recommendations at the Recovery Court Team Meeting.

The Recovery Court TN-WITS provides statistically valid data on caseload levels, recidivism rates, and drug test results. Members of the Recovery Court staff will input the information into the TN-WITS through secured internet access. This information may also be used to aid the evaluation of the Recovery Court Program.

TRAININGS

The Knox Recovery Court encourages continuing training of its employees, and the Recovery Court Team.

Cross trainings will be provided to develop a shared understanding of the values, goals, and operating procedures of both the treatment and justice system components. Recovery Court employees are required to attend all cross trainings. The Recovery Court Judge and Director must have attended one NADCP Conference and One State-Wide Drug Court Conference.

The Recovery Court also encourages its employees to attend outside trainings, both regional and national, and where possible obtain credits for continuing professional education . Trainings that Team members are encouraged to participate as a team when feasible include TAADAS sponsored trainings, the State Wide Drug Court Annual Conference, and the NADCP Annual National Conference. The Recovery Court may pay for such training if 1) the training will increase the employees performance in his/her present position, 2) the Director authorizes payment of the training expenses, 3) the Recovery Court budget allows for the expenses to be paid, 4) other upcoming trainings authorized by the Director. Additionally, the Director will semi-annually identify training needs of the Recovery Court employees and Recovery Court-related training needs of the Recovery Court Team. The Cross trainings for the Recovery Court Team interdisciplinary in nature and are designed to promote effective and efficient Recovery Court operation using, as much as practical, best practices and evidence-based practices. The Director requires Recovery Court employees to attend some trainings based on the identified needs. Recovery Court employees scheduled to attend trainings must attend the training and provide proof of attendance as evidenced by a certificate or letter of training attendance provided by the training sponsor. The Director may also schedule trainers to present trainings to the Recovery Court Team based on the identified needs. The Director or his designee makes accessible trainings known to Team members on at least an annual basis that includes a curriculum to cover the cultural competence (annually), Recovery Court's goals, policies and procedures as well as a plan to provide Recovery Court specific training to every Recovery Court team member. Some trainings are general while others are Recovery Court specific in nature

TREATMENT CONTINUUM AND PLAN:

The Knox Recovery Court seeks and encourages agreements the recovery court and treatment providers to ensure that services are immediately available throughout a participant's treatment. These agreements are based on firm budgetary and service delivery commitments. Typically, the service provider has its own funding strategies that are based on both governmental and private sources at national, state and local levels. Usually, these services are available to Recovery Court participants at no charge to the Recovery Court.

Payment of fees, fines, and restitution is part of program participation.

The Recovery Court Case Manager creates the Initial Treatment Plan (ITP) prior to the participant's first

appearance in Recovery Court. The ITP is based on the screening results. The ITP includes specific goals stated in measureable behaviors and other items of usefulness for the participant to acclimate to the program during his/her first 30 days.

An individualized Master Treatment Plan (MTP) is then requested from the primary therapist within the participant's first 30 days in the Recovery Court program. Revised Treatment Plans (RTP) are requested from the primary therapist at least every 90 days, or sooner if needed. Participants are staffed at treatment team meetings at the same rate they attend the Recovery Court, when a new problem arises, or when a participant changes phases. Participants progress and treatment need/level at these treatment team meetings is based on ASAM PPC2.. The ASAM PPC2 identifies strengths/weaknesses and specific issues in 6 dimensions of the participant's life, which can affect on-going sobriety. Changes to treatment are based on the most recent ASAM-PPC2. Treatment adjustments are communicated to the Recovery Court Team by use of the Weekly Report and discussed (when needed) at the next Recovery Court Team Meeting.

A crucial component of the Recovery Court program is the successful referral of the participants to treatment programs/modalities best suited to deal with their problems. The Recovery Court Case Manager works closely with the treatment provider, whether the provider is a partnering agency or the Recovery Court Counselors. The Recovery Court Case Manager uses this information as well as information from the other Recovery Court Team members who have been also monitoring the progress of each participant; to ensure the participant is receiving the correct type and level of treatment.

Direct service providers are licensed where required and/or have education, training, and ongoing clinical supervision provided to treatment staff.

The Knox Recovery Court provides, or has provided, a range of services. These services include substance abuse assessment, residential treatment, transitional housing, half-way house, intensive outpatient treatment substance abuse, outpatient treatment substance abuse, mental health treatment, drug screening, supervision, case management, and ancillary services including but not limited to GED, parenting classes, job hunting, job skills training, literacy classes, community service supervision, and anger management. Fifteen years of Recovery Court assessments show that the majority of all Recovery Court participants have needed residential or intensive outpatient treatment at admission. A small number

(less than 1%) of participants have needed medical detoxification for which they have received at a partnering agency. When assessment results determine that the candidate needs medical detox, that person is immediately referred to an area treatment agency, which is qualified to provide detox services. Once released from detox services after successfully completing that level of treatment, the participant then enters the Recovery Court IOP, or IOP coupled with structured living environment. Recovery Court participants have access to other treatment and ancillary resources on an as-needed, as –available basis through Recovery Court partners. These services include Group counseling, Individual and family counseling, Relapse prevention, 12-step self-help groups, Preventive and primary medical care, General health education, Medical detoxification, Domestic violence programs, Anger Management, Treatment for long-term effects of childhood physical and sexual abuse, Specialized services include: Services for co-occurring AOD problems and mental health disorders, Medication monitoring for participants with co-occurring disorders, special women’s treatment, detox, and acute residential.

The treatment services at the Recovery Court office are accessible for persons with physical disabilities and are on public transportation lines. Accommodations have been made for those not fluent in English. Specifically in the event that a participant is not fluent in English there are treatment services at Helen Ross McNabb for individuals with interpreters and the courts have interpreters. Additionally, a Recovery Court partner provides accommodations for individuals needing child care. Finally, the Recovery Court staff understand and are sensitive to the fact that some participants have limited literacy. In these cases, staff work more closely in individual sessions with these participants and offer referrals to adult education for literacy classes and GED.

All treatment providers enter into a contractual agreement or MOU with the Knox Recovery Court specifying the Provider-Recovery Court relationship and confidentiality. After admission, the ASI is also completed to make adjustments to treatment level and type if needed. Initial treatment level placement of participants is determined by the results of the completed screening using the ASAM-PPC2 Criteria. All participants needing IOP treatment services enter Recovery Court on Phase I must successfully complete the requirements of each phase before moving on to the next phase. The specifics of the treatment reductions are based on the most recent

ASAM-PPC2 results.

PROGRAM PHASES:

The phases are the supervision level of the program. Supervision level is based on the RANT, criminal history and Court order.

Listed below are minimum requirements for each participant for each phase. These minimum requirements are also listed in each participant's Program Handbook. Any addition(s) to the minimum requirements is addressed on participant's treatment plan or case manager's checklist. Participants complete Orientation in Phase I. this consists of viewing informational videos which describes the staff roles, the KRC/KCVTC, Supervision, treatment, and if unemployed, the Day Program. At the time of phase advancement, participants also view a phase up presentation which describes the phase advancement process. As participants advance through the Phases, the intensity of their participation in Recovery Court is reduced. Specifically, the number of required drug screens is reduced, the frequency of attending Recovery Court is reduced, and supervision intensity is reduced. The specifics of the supervision reduction are based on criminal history, and court order.

NOTE: Moving residences, and phase advancements (supervision reduction) will not coincide in the same 30-day period for any Recovery Court participant.

PHASE I:

Treatment services will be intensive out patient treatment or IOP and Structured living environment. This need will be determined by use of instruments such as the SASSI, MMS, TCUDD2, RANT, and ASI. The clinical goal for Phase I is for the participant to admit the effects of drug abuse and gain acceptance of the need for lifestyle changes. The individual session begins with a weekly case manager session then after two (2) weeks, the participant begins weekly individual sessions with the treatment therapist. The treatment program during Phase I consists of between 3 and 9 hours of group sessions and one hour of individual session per week Intensive Outpatient Treatment (IOP) and one (1) hour of individual counseling per week with a therapist.

Supervisory services for all phase I participants will be based on the results of the RANT. As a

default, participants are required to appear before the Knox Recovery Court Judge once a week to report on their progress and receive sanctions and/or incentives. During this phase, the participant will submit to at least three (3) random urine screens and/or random breathalyzer tests (supervised by the Recovery Court Counselor(s) per week. In addition, the participant will be required to spend two hours a week doing an approved community service. The Phase I participant will continue to undergo at least three (3) random urine screens and/or breathalyzer testing. Periodic monitoring of employment with verification calls may be conducted as needed. Or if the participant is not employed full time (32 hours to 48 hours per week) the participant is required to participate in the Day Program. Curfew is 6 PM.

The Recovery Court Team will meet weekly to review the Phase I participant's progress.

New participants will view Orientation sessions which covers the Program Handbook in detail, confidentiality, prescription and over the counter medications, Phase I requirements. Each session concludes with the participant taking a post-test. The participant must receive at least 90% correct answers to pass each session.

New participants must:

- have physical examination results submitted to the Performance Measures Team within 30 days from admission,
- have TB test results submitted to the Performance Measures Team within 30 days from admission,
- have HIV/AIDS test results submitted to the Performance Measures Team within 30 days from admission,
- attend at least three (3) AA/NA (or other self-help addiction group) meetings per week,
- have at least 1 sponsor within the first 30 days from admission,
- attend all groups and individual sessions on his/her schedule,
- attend Recovery Court when scheduled,
- complete two (2) hours per week of community service

The length of time, spent in Phase I, is based on particular needs of each participant and how quickly each participant accomplishes his or her individual goals and objectives for Phase I, but participants are expected to complete Phase I requirements in approximately 10 to 12 weeks.

Treatment during Phases may vary depending upon participant needs. The **Minimum** requirements for each phase are listed below. Most participants will be involved at a greater level than what is described below. The exact level of involvement is outlined on each participant's treatment plan. Participants are always encouraged to contact their counselor with questions they may have about their treatment.

Phase I Minimum Requirements:

Expected Length:	About 10 to 12 weeks, depending on participant progress
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Drug Screens:	At least 3 random urine screens or 1 patch and 1 random urine screen per week
Recovery Court:	Once per week
Treatment:	At least 9 hours per week of group and educational sessions gradually stepping down to 5 hours as the participant completes each level of treatment. Participants start with Relapse Prevention, Early Recovery, and Family Groups *
Individual Sessions:	1 per week and reducing to 1 every 2 weeks based on screening/assessment results
Case Manager Sessions:	At least 2 (participants need to see their case manager about this)
Paperwork:	Must have submitted physical exam, TB test results, HIV test results within 30 days of admission
Employment	Employed full time as evidenced by submission of copy of paycheck stub within 3 workign days (if no job or job lost for any reason, participant must participate in the Day Program in addition to Phase 1 treatment requirements)
Support Groups	3 Meetings per week (AA, NA, Celebrate Recovery, or alternative group at Recovery Court office)
Family Groups:	Weekly 1.5 hour groups until the 12 week groups have been completed
Community Service:	2 hours per week
Have submitted proof of a cost agreement with Clerks Office	All applicable courts, includes child support orders
Cost Agreement Payments	Submit proof of payments toward all cost agreements
Financial	Have current (90 days or newer) budget completed with Performance Measures Team and signed by participants. Included in the budget are the Recovery Court Fee and drug screen fee payment schedule agreed.
Home Visits:	To be determined by Treatment Team

*Other factors play a part in determining Group and Education hours

Requirements to complete Phase I include completion of the requirements in the above table, completion of Steps 1-3, 3 peer reviews, complete all required family sessions (in the event that family members will not be participating in participant's treatment, they will need to bring another person supportive of their recovery, such as a sponsor through AA and/or NA), have completed early Recovery Groups, and completed at least 8 Relapse Prevention Groups. These requirements will be evident on the participant's Stamp Sheet. Additionally, participants are required to have a day-time/full-time (32 to 48 hours per week) job as proof of pay check stubs, proof of sponsorship, paid drug screen fees to below \$10 at the time of application, paid at least \$150 toward Recovery Court fees, current on court fees –fines and restitution, have one (1) month negative drug screens with no missed screens during that time to be eligible to move to Phase II, and completion of the

Phase Advancement Application Form. The Recovery Court staff will document on the Phase Advancement form if these requirements are met. Phase advancements cannot occur within 30 days of other significant changes to services (such as reductions in supervision)

Case Manager II's responsibility after ensuring that all Phase I requirements have been completed, is to submit the Application to the Recovery Court Director at least three (3) working days before the anticipated Recovery Court – phase advancement date.

**PHASE II:
Treatment Requirements**

In Phase II, the participant will be expected to attend 3 to 5 hours of outpatient treatment each week; one hour of this will be devoted to mentoring. Individual counseling sessions (1 hour) will be conducted twice a month. In addition, the participant will attend support groups, such as AA/NA, sessions for two hours each week. The clinical goal for Phase II is to develop the participant's life skills to provide a mechanism for living a drug free lifestyle.

Supervision Requirements

When participants advance to Phase II, they are required to appear before the Recovery Court Judge twice a month. In Phase II, the participants will be subjected to at least two (2) random urine screens and/or breathalyzer tests per week. Participants will continue to provide two hours a week performing community service. Periodic monitoring of employment with verification calls may be conducted as needed. Or if the participant is not employed full time (32 hours to 48 hours per week) the participant is required to participate in the Day Program. Curfew is 9 PM.

The Recovery Court Team will review the participant's progress twice a month.

Phase II *Minimum* Requirements:

Expected Length:	About 10 to 12 weeks, depending on participant progress
Drug Screens:	At least 2 random urine screen or the patch and 1 random urine screen per week
Recovery Court:	At least 2 times per month
Treatment:	At least 5 hours per week of group and educational sessions.* participant must

	complete Early Recovery and Relapse Prevention Groups if not already completed.
Employment	Employed full-time (if job lost for any reason, participant must participate in the Day Program in addition to Phase II treatment requirements)
Family Group:	Participant must complete all 12 weeks of Family Group Sessions then advance to the Social Support Group
Individual Session:	At least 2 sessions
Case Manager Sessions:	As needed (participants need to check with their case manager about need)
Support Groups	2 meetings per week (AA, NA, Celebrate Recovery or other Recovery Court self-help group)
Community Service:	2 hours per week
Have submitted proof of a cost agreement with Clerks Office	All applicable courts, includes costs, fees, fines, restitution, and child support orders
Cost Agreement Payments	Submit proof of payments toward all cost agreements
Financial	Have current budget (90 days or newer) completed with Performance Measures Team and signed and dated by the participant. Included in the budget will be Recovery Court fees and drug screen fees.
Home Visits:	To be determined by Treatment Team

**Other factors play a part in determining Individual, Group, and Education hours*

To complete Phase II, participants must comply with the requirements listed in the above table, make sufficient progress toward completing goals and objectives in the treatment plan, complete of Steps 4 & 5, complete of Relapse Prevention Workbook, have proof of sponsorship, peer review, owe less than \$10 on drug screen fees, paid the balance of the \$300 Recovery Court fee (\$150 of which had been paid in Phase I), have a day-time/full-time (32 to 48 hours per week) job as proof of pay check stubs, be current on court fees – fines and restitution, and complete Phase Change Application Form. Phase advancements cannot occur within 30 days of other significant changes to services (such as reductions in probation supervision)

Case Manager II's responsibility after ensuring that all Phase II requirements have been completed, are to submit the Application to the Recovery Court Director at least three (3) working days before the anticipated Recovery Court – phase advancement date.

PHASE III:

Treatment Requirements

The clinical goal in Phase III is to teach the participant how to internalize recovery principles and implement them into a recovery-centered lifestyle. This will include identifying indicators that the participant has

established sufficient family and/or social support to maintain this recovery-centered lifestyle without the help of Recovery Court Treatment Program. Phase III participants will attend outpatient treatment services for three hours of group per week; one hour of this will be devoted to mentoring. Individual counseling may or may not be continued by the Recovery Court Treatment Team depending upon individual participant needs. Phase III participants will attend support group sessions for two hours per week. Phase III may last between 10 and twenty (20) weeks, depending on each participant's progress.

Supervision Requirements

Participants in Phase III will continue their weekly, supervised two-hour community service and will be subjected to at least one (1) random urine screen and/or breathalyzer tests per week.

Employment monitoring will continue with submission of a copy of each paycheck stub within 3 working days. Periodic monitoring of employment with verification calls may be conducted as needed. Or if the participant is not employed full time (32 hours to 48 hours per week) the participant is required to participate in the Day Program. Curfew is 11 PM.

In Phase III, the participants will continue to meet with the judge once a month. The Recovery Court Team will review the participant's progress at least once a month.

Phase III *Minimum* Requirements:

Length:	About 20 to 40 weeks, depending on participant progress
Drug Screens:	1 random urine screen or the patch and 1 random urine screen
Recovery Court:	At least once per month per week
Treatment:	At least 2 hours per week of group and educational sessions.* Participants will also be required to be a co-leader in at least 2 Phase I and II groups per week. Co-leaders must commit to the same group each week – every Monday Early Recovery – or – every Friday Relapse Prevention Group.
Individual session:	Optional depending upon needs
Employment	Employed full-time (if job lost for any reason, participant must participate in Employment/Education Tract in addition to Phase III treatment requirements)
Case Manager Session:	As needed (participants need to see their case manager about this)
Support Groups	2 meetings per week (AA, NA, Celebrate Recovery)
Community Service:	2 hours per week
Have submitted proof of a cost agreement with	All applicable courts, includes child support orders

Clerks Office	
Cost Agreement Payments	Submit proof of payments toward all cost agreements
Financial	Have current budget completed with the Performance Measures Team
Financial	Have Recovery Court fee and drug screen fee contract payment schedule completed with the Performance Measures Team and signed by participant
Home Visits:	To be determined by Treatment Team

**Other factors play a part in determining Group and Education hours*

Graduation eligibility includes completion of all goals and objectives on the treatment plan, negative drug screens for 90 consecutive days, have a day-time/full-time (32 to 48 hours per week) job as proof of pay check stubs, payment of court costs/fines, restitution, and completion of the Graduation Application Form.

Also mentored in groups, co-lead all assigned groups, completion of Steps 6-12, peer review, completion of Relapse Prevention, and weekly participation in Social Support Group. Completion for these will be evident on the Stamp Sheet. Graduation cannot occur within 30 days of other significant changes to services (such as reductions in probation supervision)

Specialty ancillary services (not directly related to ATOD) are available to Recovery Court participants if the Treatment Team determines that the participant requires these services to assist recovery, they may be ordered during any level of the program.

All participants must successfully complete the requirements of phase III before graduating.

Aftercare is available and participants are encouraged to continue their connection with Recovery Court through Aftercare and the Alumni Association. Each participant's Aftercare plan will include attendance at Recovery Court functions, participation as a Mentor and Co-leader, and participation in the Alumni Association. Counselors are also available for individual sessions as part of Aftercare as needed.

The Day Program

The Knox Recovery Court also has a Day Program that parallels the treatment provided in the Phases. The Day Program services are provided in the daytime whereas the treatment was provided in the evening. Participants typically participate in the Day Program when they do not have a full time job (less than 32 hours

per week). Other incidences that participants may be required to attend the Day Program are if a part-time job, on disability, or are a part time student.

Participants may access the day programming regardless of what phase they are in. The Day Program is designed to assist participant gain employment, complete education, provide closer supervision, and budget their finances.

In addition to the Phase requirements, participants receiving these services will also be required to comply with the following:

Employment/Education Tract *Minimum* Requirements:

Length:	After participant completes minimum classes and gets full-time job as evidenced by paycheck stubs (may require signed release form and varification call to employer)
Classes:	Attend all day program classes until released to seek employment.
Team Building	As scheduled

**Other factors play a part in determining Group and Education hours*

Participants meeting the eligibility criteria for the Employment/Education Tract services will be required to complete the requirements in the above table as well as their Phase requirements in order to be eligible to advance through the program. They will focus on their recovery and on seeking employment. Participants will be supervised during the day by the Performance Measures Team and attend treatment activities during the evening. Daytime schedule will deal with employment educational and employment seeking needs.

Participants entering Recovery Court who also are unemployed will be required to participate in the Day Program as well as Phase I required treatment activities.

There will be times when participants in Phases II and III loose their jobs. In such cases, those unemployed participants will be required to attend the Day Program well as participate in treatment at their prescribed phase dosage.

The requirements for advancing in the program include, measured progress toward treatment plan goals and objectives (as demonstrated by ASAM clearly showing the participant will succeed at a lower intensity of treatment and supervision services, negative (and no missed) drug screens for 30 days (90 days for graduation), have a day-time, full-time (32 hours per week or more) job as proof of pay check stubs, \$0.00 rent

balance (at the time of the Phase advancement application form printing), less than \$10 balance on drug screen fees (at the time of the Phase advancement application form printing) , no *sanctions* in last 30 days, and completed all requirements for participant's Phase.

All participant's job status, budget (including payment of court fee/fines/costs, restitution, supervision fees, child support payments and other financial obligations will be monitored by the Performance Measures Team

CASE MANAGEMENT:

The Knox Recovery Court employees Case Manager II(s) to track the participants and to keep the Recovery Court Judge informed of the participant's progress. In Phase I & II, the Recovery Court Team will meet each week to review the progress of the participant. In Phase III, the Recovery Court Team reviews will occur once a month. Case Manager II(s) ensure that service providers have their Weekly Reports completed and submitted on time so that accurate, up-to-date Dockets can be presented to the Recovery Court Judge and Team members. Case management services will also include linking with other services and programs such as housing, education and vocational training, legal services, money management, Cognitive-behavioral therapy, anger management, transitional housing, social and athletic activities, and medication or other techniques to promote relaxation and self-control ; and utilization review and management. Case Manager II(s) have oversight responsibilities to make sure service delivery is coordinated and that the prescribed type and level of services are available at the appropriate point in the participants progress through the program.

JUDICIAL SUPERVISION:

The Recovery Court Team is composed of the Recovery Court Judge, Recovery Court Director, DAG Representative(s), Defense Counsel Representative(s), the Recovery Court Case Manager(s), Recovery Court Counselor(s), Performance Measures Team Members, State and County Probation, and partnering agencies.

There will be a weekly Recovery Court Team meeting during Phase I, Recovery Court Team meetings 2 times per month for Phase II, and monthly meetings during Phase III, to discuss the participant's progress though the program . The Office of the District Attorney General and the District Public Defender's Office (or

private defense counsel) are invited and encouraged to attend the Team Meetings and will receive verbal reports and Recovery Court Dockets at the meetings.

A number of different topics may be discussed during the weekly Recovery Court Team meetings including appropriate sanctions and/or expulsion of a particular participant. Determinations as to appropriate sanctions and/or expulsions will be reviewed in open court. The Recovery Court Team meetings will focus on the participant's progress through the program Phases. These activities include but are not limited to judicial contact, community service and substance abuse monitoring results.

The Recovery Court participant will appear before the Judge in a status hearing at intervals outlined above. Besides the Judge and the participant, the rest of the Recovery Court Team are present.

DRUG TESTING:

The requirements for supervision through drug screens are determined from screening/assessment results and success in participation in the program. The default drug screen schedule is as follows:

Phase I, participants will undergo at least 3 random screens per week.

Phase II, participants will undergo at least two random urine screens per week.

Phase III participants will undergo at least one random urine screen per week.

Drug screens are done random, there are no scheduled or set days that drug screens are routinely done. The Recovery Court Counselors are the principle staff responsible for conducting the drug screens. The Counselors are trained in each type of drug testing method before conducting the screens. They directly observe the urine sample collection and verify temperature and measurement of creatinine levels to determine the extent of water loading.

However, all Recovery Court staff are trained to conduct drug screens and of chain of custody. The drug screener will directly observe sample collections, observe chain of custody and have documentation of such, and verify that sample temperature is within acceptable range.

Urine sample laboratory analysis will be conducted by an independent lab with DOT accreditation . Creatinine levels and specific gravity will be tested on Lab tests and samples where adulteration is suspected. The standard urine test will check for the abuse of alcohol, marijuana, cocaine/crack, opiates (including heroin), phencyclidine, amphetamines and methamphetamine, and sedative hypnotic and central nervous system depressants such as barbiturates, Valium, Tranxine, Xanax, and Soma. Instant testing can consist single panel or multi panel tests for the above drugs, randomly varying which drugs are tested. An emphasis is given to testing the participant's drug of choice more frequently. In the event of a non-negative result with an instant testing instrument, the participant is informed at that time and the urine sample will be sent to the lab for testing. The Recovery Court team, specifically case manager, counselor, and probation officer, are immediately notified when a participant has 1) a non-positive drug screen, 2) a positive lab screen, 3) to failed to submit a sample, 4) did not show up for drug screen, 5) for submitted an adulterated, or 5) participant admitted use of drug or alcohol.

Besides urine tests, all Knox Recovery Court participants will undergo a random breathalyzer test for alcohol, oral fluids tests, and the Patch.

SANCTIONS AND INCENTIVES:

The Knox Recovery Court provide both incentives and sanctions to Court participants based on their performance in the carefully monitored program. The Recovery Court Judge responds to each participant's positive efforts as well as to noncompliant behavior in court. The sanctions and incentives change in each court Phase. Sanctions and Incentives also vary in intensity in order to take into account each individual's issues and to treat each incident in an individual manner. An in-depth description of the incentives and sanctions may be found in the Appendix B. The Center for Substance Abuse Treatment advises that participants should not be demoted to earlier program phases as this demoralizes and humiliates the participant . Instead, the Knox Recovery Court maintains that person in their current phase and adjusts treatment and/or supervision intensity in accordance with assessed need . Sanctions are necessary to bring about compliance to the Knox Recovery Court requirements and insure program integrity. The Recovery Court responds to positive drug screen tests, missed drug screens, and fraudulent screens weekly at the Recovery Court. These responses are listed in the "Sanctions and Incentives" Table in the appendices.

Incentives will be emphasized in the Knox Recovery Court to bring about an atmosphere of support and positive reinforcement. Progress by participants is recognized immediately as well as formally at Quarterly Milestone Celebrations. Progress such as periods of clean time, having a drug-free baby, paying off court costs and restitution, getting job, advancement in job, completion of education, getting custody of children, advancing through Phases, graduation in general, and graduation with minimal positive drug screens, are all celebrated at the milestone parties. These milestones are verbally acknowledged by the judge both in Recovery Court as they happen and again at the milestone party.

GRADUATION REQUIREMENTS:

The estimated time to graduate the Knox Recovery Court program is from 9-18 months. All treatment levels and all Recovery Court phases must be completed to graduate. Particular focus will be on the review of the Treatment Plan(s). All treatment plan problem areas must be reduced or ameliorated and goals of the plan must indicate significant progress to the satisfaction of the Recovery Court Team.

Graduation requirements includes:

- complete steps 6-12 paperwork and presented to peers,
- met all treatment plan goals,
- paid all drug screen fees,
- current on other court fees and fines/restitution,
- have at least three (3) family/support individual sessions and have representation at the monthly family/support educational groups during Phase III,
- no positive or missed drug screens in past 90 days,
- no new convictions in past thirty (30) days,
- attended at least two (2) AA/NA meetings per week during Phase III,
- attended scheduled groups and individual sessions,
- obtained or working toward GED (if participant as not completed formal schooling),
- maintained full-time job (unless disabled or going to school full-time),
- attended scheduled Recovery Court,
- completed all community service,
- completed Graduation Application,
- completed Graduation speech and had it approved by Recovery Court Counselor or Recovery Court Case Manager
- have mentored new participant(s),
- Co-lead groups
- and met with Recovery Court Case Manager to review Graduation Application.

EXPULSION CRITERIA:

Every effort will be made to avoid expulsions from the Knox Recovery Court program. Unfortunately, expulsions are a necessary component to maintain the integrity of the Recovery Court program. Only the Knox Recovery Court Judge may expel someone from the program. The following actions may result in expulsion:

1. the individual's arrest during the course of the Recovery Court program (except minor traffic violations);
2. repeated failure to attend Recovery Court, group sessions, community service assignments, or therapeutic services when scheduled;
3. disruptive behavior in court or repeated disruptive behavior in treatment,
4. threats of violence or violence to others, or
5. failure to respond to therapeutic interventions (treatment).

Any person removed from the Recovery Court Program will have their case(s) returned to the regular docket of General Sessions Court and/or Criminal Court. A letter will be submitted to the Court summarizing the participants accomplishments or lack of accomplishments along with reason for discharge from Recovery Court. The individual may also request that his or her case(s) be transferred off the regular docket of any Judge who was previously involved in that person's Recovery Court Team.

COSTS/FEEES OF THE RECOVERY COURT PROGRAM:

Fee schedules are commensurate with an individual's ability to pay. However, no one is turned away solely because of an inability to pay.

Recovery Court charges a flat \$300 program fee and monthly drug screen fees based on the phase

The applicant/participant is responsible for the payment of these costs/fees. No applicant will be denied services based on ability to pay these fees.

The costs/fees of the Recovery Court Program are the following:

1. Program Fee - \$300.00.
2. Phase I Drug Screen fee \$60.00 per month
3. Phase II Drug Screen fee \$50.00 per month
4. Phase III Drug Screen fee \$40.00 per month

PARTNERSHIPS

The Knox Recovery Court forges partnerships among the court, public agencies, and community-based organizations to generate local support and enhance drug court effectiveness. These partnering agencies provide direct services or to give input regarding ongoing planning. This input is encouraged from agencies and persons representing all aspects of the criminal justice system, the local treatment delivery system, funding agencies, the local community, and other key policymakers. Past persons and agencies have included the DA's office, Public and Private Attorneys, Helen Ross McNabb, CSAT, OCJP and participants. The Knox Recovery Court acknowledges the following:

1. Representatives from the court, community organizations, law enforcement, corrections, prosecution, defense counsel, supervisory agencies, treatment and rehabilitation providers, educators, health and social service agencies, and the faith community are asked to offer suggestions and recommendations to the recovery court program.
2. The recovery court plays a pivotal role in forming linkages between community groups and the criminal justice system. The linkages are a conduit of information to the public about the recovery court, and conversely, from the community to the court about available community services and local problems.
3. Partnerships between the recovery court and law enforcement and/or community policing programs can build effective links between the court and offenders in the community.
4. Participation of public and private agencies, as well as community-based organizations, is formalized through a steering committee. The Knox County Drug Court Support Foundation, a 501c3 organization aids in the acquisition and distribution of resources. The Foundation fosters and encourages recommendations and supports from all the principle recovery court partners, provides policy guidance for Foundation operation, and acts as a conduit for fundraising and resource acquisition.

5. Recovery court programs and services are sensitive to and demonstrate awareness of the populations they serve and the communities in which they operate. The Recovery Court provides opportunities for community involvement through forums, informational meetings, and other community outreach efforts.
6. The recovery court hires a professional staff that reflects the population served, and the recovery court provides ongoing cultural competence training.

PROGRAM EVALUATION:

The Recovery Court Judge and Director in partnership with TDMHSAS will identify trends and problem areas in the program. These trends and problem areas will be identified through the TN_WITS and direct observation. This information along with latest research on best practices and evidence based practices to improve effectiveness and efficiency of the program.

TN-WITS

The Knox Recovery Court uses the TDMHSAS TN-WITS which is a secured web-based database that holds information of Recovery Court participants. The database has a multi-level security system built into it to help ensure participants confidentiality. This database is used to track participants through the program, ensure that participants are meeting certain requirements, ensure the Recovery Court is providing services at a frequency and timeliness to help participants, to collect data as required by the Office of Criminal Justice Programs, and for quality improvement. Included in the data maintained is: drug screens and results, treatment participation,. The database is also used to store data on:

- A) numbers and general demographics of individuals screened for eligibility,
- B) extent and nature of AOD problems among those assessed for possible participation in the program,
- C) Attendance records for those accepted into the program,
- D) Drug test results for those accepted into the program,
- E) Incidence of criminality for those accepted into the program.
- F) Program graduates;
- G) Program terminations;

- H) Individuals who were referred to, but did not appear for, treatment;
- I) Individuals who were not referred for drug court services.

APPENDIX A Treatment Providers

PRIMARY TREATMENT , ANCELLARY, AND MONITORING SERVICES:

Helen Ross McNabb Center (mental health assessments in jails) and inpatient substance abuse TX

Agape, Inc. (Women's HWH and IOP/OP substance abuse treatment)

Great Starts (long-term residential substance abuse treatment for women and women with children)

Community Alternative to Prison Program (CAPP) for employment placement

State Probation for Enrichment Classes

Knox County Health Dept (Renew Program and Indigent Care Program)

Salvation Army Men's and Women's transitional housing programs

KARM Shelter

E. M. Jellinek for Men's Half Way House and IP/IOP Men's substance abuse treatment

Knox County Probation and Pretrial Release Services (supervision)

Tennessee State Probation (supervision)

YWCA

APPENDIX B Incentives and Sanctions

Phase I - Orientation/Stabilization		
Event	Sanction	Incentive
First Positive Drug/Alcohol Screen/Admission	24/72 hours incarceration Other penalty as determined by Judge	
Second Positive Drug/Alcohol Screen/Admission	72/96 hours incarceration Other penalty as determined by Judge	
Third + Positive Drug/Alcohol Screen/Admission	Change in service/treatment plan 7 days in jail Change in service/treatment plan Other penalty as determined by Judge	
Failure to find/maintain education/employment	Penalty as determined by Judge Change in service/treatment plan	
Late for group/meeting/community service	Day in Courtroom Make time budget and report to peers in group Other penalty as determined by Judge	
Missed group/meeting/community service	Day in Courtroom 24/72 hours incarceration Change in service/treatment plan Discharge from program Other penalty as determined by Judge	
Failed Assignment/Appointment	Day in Courtroom Other penalty as determined by Judge	
Missed curfew	Earlier Curfew Electronic Tracking Device (ankle bracelet) Other penalty as determined by Judge	
Conviction on any charge after date of entry to program	Discharge from program Other penalty as determined by Judge	
Collateral contact negative report	Evaluation by treatment team Other penalty as determined by Judge	
30 days drug free		Announcement in Drug Court and Acknowledgement by Judge
Completion of Phase I		Coin Ceremony, Advance to Phase II; Leadership class
Phase II - Application		
(Same Sanctions as above except where indicated)		
Event	Sanction	Incentive
Positive Urine Screen or non-compliance with plan	24/72 hours incarceration Other penalty as determined by Judge Return to Phase I	
Conviction on any charge after date of entry to program	Discharge from program Other penalty as determined by Judge	
Completion of Relapse Prevention Workbook & Completion of Phase II		Spirituality Book reward Peer review and celebration with Judge Presentation to Phase I clients of life story Advance to Phase III; Mentoring Academy
Phase III - Maintenance		
(Same Sanctions as Phase I except where indicated)		
Event	Sanction	Incentive
Positive Urine Screen or non-compliance with plan	24/72 hours incarceration Other penalty as determined by Judge Return to Phase I or II	
Conviction on any charge after date of entry to program	Discharge from program Other penalty as determined by Judge	
Completion of Weekly Mentoring Hour (Phase III) <i>and</i> Completion of Steps 6 - 12, <i>and</i> 90 days clean time, <i>and</i> completion of all treatment plan goals		Peer review and celebration with Judge Placement in Aftercare Program Presentation of Coin Plaque Graduation from program Presentation of Golden Urine Bottle Award
0 positive drug screens in program at graduation		Presentation of Silver Urine Bottle Award
1-5 positive drug screens during entire participation in program		Presentation of Bronze Urine Bottle Award
6-10 positive drug screens during entire participation in program		Final disposition of case