



# Program Handbook

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# **15<sup>TH</sup> JDC JUVENILE SPECIALTY COURT**

Judge Michelle Breaux – 337-269-5702

Desiree Hebert, Coordinator – 337-704-5324

Megan LaFleur, Case Manager – 337-704-5327

Andrew Garcia, Case Manager – 337-704-5332

Keri Fontenette, OJJ – 337-254-6424

ClearStart, LLC, 337-281-1545

Breakthroughs – 337-580-5373 / 337-370-1297

## **MISSION STATEMENT**

The mission of the 15<sup>th</sup> Judicial District Juvenile Specialty Court is to reduce substance abuse and criminal activities among non-violent youthful offenders by providing treatment, education, and accountability, to enhance life-skills and promote healthy family and community relationships.

## **GOALS**

The goals of the Juvenile Specialty Court program are to provide Lafayette teens with:

1. the opportunity to lead a clean and sober lifestyle
2. the opportunity to learn skills to aid them in resisting further participation in criminal activities
3. support to perform well in school, and develop positive peer and community relationships
4. support in developing healthy family relationships

## PROGRAM OUTLINE

Each participant and their family have an individualized treatment plan. The length of phases and promotion criteria listed are the **minimum** requirements. Each participant is promoted according to his or her and the family's performance and progress through each phase. On rare occasions, exceptions are made to shorten minimum time requirements due to successful completion of inpatient treatment programs.

**\*See Appendix B and C for At A Glance Program Tracks 1 and 2\***

### Phase One - Stabilization/Orientation- Treatment and Behavior Plans

- ❖ Length: four (4) credits (MINIMUM) -
- ❖ Requirements:
  - Judicial Monitoring – status appearances 1 time per week at Lafayette Parish Courthouse (3:30pm) (Track 2 – biweekly)
  - Weekly group parent group (1 hour) (Track 2 – no parent group)
  - Weekly adolescent group (1.5 hours)
  - 2 case management visits
  - Drug testing – minimum 2 times per week (Track 2 – minimum 1 a week)
  - Curfew begins 7:00PM
- ❖ Promotion Criteria: *(All promotions are dependent on progress toward goals)*
  - Minimum of four court appearances, four therapy sessions (parent and client), and **two** consecutive clean drug screens. **TEAM MUST VOTE TO APPROVE PHASE UP.**
  - Program goals for clients and parents have been defined and presented to treatment staff

### Phase Two

- ❖ Assigned to Adolescent Group and/or MST
- ❖ Length: TWELVE (12) credits (MINIMUM) – (Track 2 – 8 credits)
- ❖ Requirements:
  - Judicial Monitoring – status appearances every other week at Lafayette Parish Courthouse (3:30pm)
  - Group or Individual Therapy – once a week. Client will be assigned a set date/time. Additional sessions may be added if therapist feels needed. (2 hour group sessions/wk)
  - Case Management – Case manager will schedule as needed. Minimum of 1 before eligible to phase up.
  - Drug Testing – minimum 2 times per week (Track 2 – minimum 1 week)
- ❖ Promotion Criteria: *(All promotions are dependent on progress toward goals)*
  - **\*Relapse will result in delay of promotion to next phase as well as additional treatment interventions.**
  - Program goals for clients and parents have been defined and presented to treatment staff
  - Minimum of 6 court appearances, 12 therapy credits, 60 days of clean drug screens.
  - **TEAM MUST VOTE TO APPROVE ANY PHASE UP.** Must be compliant with home, school, and program rules in order to phase up.

### Phase Three

- ❖ Assigned to **Adolescent Group and/or MST**
- ❖ Length: EIGHT (8) credits (MINIMUM)
- ❖ Requirements:
  - Judicial Monitoring – status appearances every third week at Lafayette Parish Courthouse (3:30pm)
  - Group or Individual Therapy – once a week. Client will be assigned a set date/time. Additional sessions may be added if therapist feels needed. (minimum 2hr session/wk)
  - Case Management – Case manager will schedule as needed. Minimum of 1 before eligible to phase up.
  - Drug Testing – minimum 2 times per week (Track 2 – minimum 1 week)
- ❖ Promotion Criteria: ***(All promotions are dependent on progress toward goals)***
  - **\*Relapse will result in delay of promotion to next phase as well as additional treatment interventions.**
  - Program goals for clients and parents have been defined and presented to treatment staff
  - Minimum of 2 court appearances, 8 therapy credits, 90 days of clean drug screens.
  - TEAM MUST VOTE TO APPROVE ANY PHASE UP. Must be compliant with home, school, and program rules in order to phase up.
  - Read “Phase up” letter in court on the day of your promotion
- ❖ Promotion Criteria: ***(All promotions are dependent on progress toward goals)***
  - Have a minimum of 90 days clean on all drug screens
  - Program goals for clients and parents have been defined and presented to treatment staff
  - All progress presented and approved by Treatment staff
  - Read “Phase up” letter in court on the day of your promotion

### Phase Four (Aftercare)

- ❖ Length: Approximately one (1) - three (3) months
- ❖ Requirements:
  - Probation requirements – 1 site-visit per month
  - Random drug testing
  - Case Management: Random check-ins.
  - **GRADUATION:** Clean drug screens and presentation of client and parent letters.

## GROUP THERAPY

Your treatment in the program will consist of **Multi-modal evidence-based practices**. These are evidence-based programs of group therapy proven to deliver the best results for adolescent treatment. Non-participation will be grounds for sanctions by the Judge and a lack of progression in the program.

## **ADOLESCENT GROUP THERAPY**

- ❖ Stabilization (Phase I)
  - Group will consist of Substance Abuse Education, Family Dynamics, goal setting for clients and parents and the development of a treatment plans
  - Group will be at ClearStart or Drug Court. Case manager will assign you a date and time. Adolescent groups are 2 hr sessions.
  - **Goal:** Increase harmony and communication within the family system
- ❖ Character Building and relapse prevention (Phase 2 and 3)
  - Group will use the MRT and other models to have clients participate in assignments and activities
  - Group will be at ClearStart or drug court office. Client will be assigned to a set group.
  - **Goal:** For the client to start changing his thinking and his behavior and begin making the right decisions Adolescent groups are 1-2 hr sessions.
- ❖ Out of Home Placement Group for Parents
  - Optional parent sessions when client is placed out of home. Decided by team.
  - **Goal:** To create a support system and build a healthy foundation when the kid returns home
- ❖ Community AA/NA meetings
  - The goal of AA/NA is to effect enough change in the alcoholic/substance user's thinking "to bring about recovery from alcoholism".
  - If AA/NA is used as a therapeutic intervention case manager will assign client to a meeting with a recovery coach.
  - Clients can attend AA/NA meetings once a week to earn court incentives.
  - **Goal:** Prevent further relapse

## **INDIVIDUAL THERAPY**

Individual therapy will be scheduled for you with your counselor to discuss issues that may be too difficult for you to discuss in a group setting. You will be required to attend individual sessions as scheduled by your individual counselor.

## **MULTI-SYSTEMIC THERAPY (IN-HOME THERAPY if and when needed)**

Multi-Modal Therapy will consist of several evidence-based treatment models over a short-term (approximately four-five months) and family-based therapeutic intervention for delinquent youth at risk for institutionalization and their families. This is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional patterns of behavior. Parenting skills, youth compliance, and the complete range of behaviors (cognitive, emotional, and behavioral) domains are targeted for change based on the specific risk and protective factor profile of each family.

- ❖ Stabilization (Phase I)

- Meetings will consist of Treatment plans, goal setting clients and parents, assessments, behavior contracts, and the development of a Home Contract
- Meetings will be scheduled weekly
- **Goal:** Increase harmony and communication within the family system, outline a plan for completing the program, and assess the needs of the client.
- ❖ Multi-modal therapy (Phase 2)
  - Group adolescent therapy sessions
  - 2-3 hours of treatment per week
  - **Goal:** For the client to start changing his thinking and his behavior and begin making the right decisions
- ❖ Individuals as needed
  - **Goal:** Improve within-family attributions, relapse prevention, and social skills while decreasing intense negativity and dysfunctional patterns of behavior
- ❖ Relapse or Behavior Prevention Group (RPG)
  - Designed to re-educate and identify problematic issues within the family setting and the clients environment and to decrease the clients self-defeating behavior
  - Client will meet individually with the treatment provider or assigned to AA/NA
  - Client will not get credit while in this group
  - **Goal:** Prevent this behavior from happening again

## **CONFIDENTIALITY**

You have the right to confidentiality. No information may be released by staff without your written consent. Confidentiality is very important in group therapy. Anything that is discussed in group must remain within the confines of the group. No information pertaining to any client(s) or family member(s) should be discussed outside of group. **In order to protect confidentiality rights of all clients, no visitors will be allowed into treatment sessions or status hearings.**

Confidentiality is essential in all therapeutic environments. Anything that is discussed in any specialty court activity including treatment sessions, court sessions and recreation activities must remain within the confines of specialty court. There is to be no discussion of names or personal information of other clients outside of ANY specialty court activities. “Who you see here, what you hear here, when you leave here, let it stay here.” ANY violations of confidentiality will result in severe sanctions and likely revocation from the program.

## **DRUG SCREENING**

You are required to provide a urine sample on a regular basis to monitor progress. Drug Screening is monitored on a call-in voice recording system. Every client is assigned a PIN once he/she begins the program. The clients are responsible for calling the hotline number, 1.800.494.1250, every day 7-days a week and follow the instructions on the hotline. If the client is called, he/she has until 6:00pm that day, 1pm on weekends, to give a urine sample. There is one location available to the client. Location is Acadiana Safety and the address is: 2205 West Pinhook Road Unit 100; Lafayette, LA. Clients should also be ready to provide a sample any time while attending any specialty court activity. Specialty court related activities include home-visits, group, status hearings, recreation activity, or any other requirements that are court ordered.

Parents are also subject to random drug testing and if positive, they may be subject to an assessment. **The inability or refusal of a client or parent to provide a sample will be reported as a stall, treated as a positive, and subject to sanctions by the judge. All diluted or oxidated screens are considered to be positive.** A same-sex staff member will supervise specimens. At times, you will also be required to submit other recognized substance use monitoring techniques such as breathalyzer, saliva testing, sweat patches or hair testing. Urinalysis results and/or other monitoring techniques will be documented and made available to the court. Once again, any positive urine screens or stalls can be grounds for legal sanctions given by the Judge. Once a client is positive on a urine specimen, the client is placed on house arrest until two negative screens back to back and will NOT be given credit that week.

## **SMOKING POLICY**

**It is illegal for anyone under the age of 18 to possess or use ANY tobacco products! This includes smoking, chewing, snuff, e-cigs, etc. Clients caught in possession or using will be sanctioned and/or charged.**

**\*\*\*VAPES are prohibited in the Juvenile Specialty Court Program. Clients caught in possession will be sanctioned and vape confiscated.\*\*\***

## **ALCOHOL/DRUG USE & GAMBLING**

It is illegal for any person under the age of 21 to use or possess alcohol. Use of alcohol or illegal drugs is strictly PROHIBITED during participation in the Juvenile Specialty Court program. Any use of a mood-altering substance will be reported to the specialty court team and subject to sanctions.

**Gambling or any form of gaming for profit is strictly prohibited**

## **PRESCRIPTION and OVER-THE-COUNTER MEDICATIONS**

Any medication prescribed by a physician or taken over-the-counter needs to be reported to your case manager or the Drug Court Coordinator PRIOR to taking medication. Medication compliance form must be filled out by prescribing physician. All over-the-counter sinus, cold/flu, or cough medications must be approved by parent and case manager PRIOR to consumption.

Mood altering prescriptions are prohibited, unless you have prior approval by your SUBSTANCE ABUSE COUNSELOR or the Specialty Court Coordinator. **All medications are not automatically accepted.** A copy of the original prescription or a copy of the medication bottle must be maintained in your file at all times. Failure to comply with proper procedure or a positive screen may result in sanctions by the judge.

CBD products are currently prohibited in the Juvenile Specialty Court Program.



## **STATUS HEARINGS**

You and your family are required to attend regularly scheduled status hearings to notify the Judge of your progress. Your case manager, counselor and/or probation officer will complete a status report in conjunction with each scheduled court date. Incentives are given for progress. The judge will issue sanctions for noncompliance. At each hearing, you will receive a **TASK ASSIGNMENT LIST/COURT SUMMONS**. This is an official court document that explains your obligation for the following week and your next court date.

## **DRESS CODE**

Clients have a responsibility to dress and appear at court and treatment according to standards of propriety, safety and health. Violation of the dress code at any specialty court activity may result in sanctions.

- All clients must wear a **SCHOOL or POLO shirt** (school uniform, if available) to court.
- No bare midriffs will be allowed for men or women in court or treatment.
- Pants must be worn at waist level, not around the hips. Underpants and boxer shorts should never be visible. 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, illegal drug paraphernalia/symbols, nude pictures or obscenities that may be offensive to other clients or staff will be allowed.
- No hats, caps, bandannas, sweatbands, or other headgear will be permitted in court at any time. No sunglasses will be worn indoors.

## **CURFEW**

All clients will adhere to the established curfew of the court. Failure to adhere to your curfew is a probation violation and is subject to sanctions from the judge. Curfew times for this program are established by the court and may be used as an incentive or a sanction.

The curfew begins at 7:00pm-6:00am in Phase I. It will go up by a half an hour every week if the client is complying with all requirements from the Specialty Court team or based on the client's behavior contract. One potential incentive is an extended weekend curfew. If client is placed on house arrest – curfew restrictions will apply – see house arrest rules.

## **CURFEW CHECKS**

Curfews are strictly monitored and enforced. Curfew checks will be routinely conducted by police officers or any other specialty court team member. These are done by phone or in-person. Substance use may be monitored during a curfew check by breathalyzers, urine, or saliva screens. If you are not home during a curfew check, it must be verified that you were out

with a parent. The curfew officer will leave a “curfew check card” on your door with instructions to call upon your return. Curfew violations will be immediately reported to the specialty court team, and will result in sanctions.

## **EXTRA-CURRICULAR ACTIVITIES**

The Specialty Court team encourages participation in extra-curricular activities. The team feels like an involvement in sports, the arts and other hobbies are crucial in the clients’ ability to start making positive changes. However, in the first 60 days of the program, the client will not be excused for missing treatment or court requirements to participate in said extra-curricular activity.

\*Each client is required to participate in a minimum of one extra activity a week. See case manager for a list of approved activities. (Example: job, community service, AA/NA, sports)

## **SOCIAL MEDIA**

The Specialty Court team monitors social media activity of all clients. Posting of any criminal activity (guns, drugs, etc) will be immediately sanctioned. Posting of any guns to even portray a real gun (fake, bb, airsoft, etc) will be sanctioned accordingly. **Any posting of weapons will be grounds for a revocation hearing by probation.** This includes ALL social media, old or new pictures or videos, live feed, snapchats, etc.

**\*\*As per the conditions of probation, clients are prohibited from adding other clients on social media. Any participant found to be in violation of the social media guidelines will be sanctioned by the Judge. Repeated violations are considered a breach of confidentiality and grounds for revocation.**

## **PROGRAM HOLIDAYS**

The treatment providers and each individual school program may observe a different holiday schedule than the H.A.L.T. program. All holidays are subject to change according to the State of Louisiana or the 15<sup>th</sup> Judicial District Court. H.A.L.T. staff members observe the following holidays:

- New Year’s Eve
- New Year’s Day
- Martin Luther King Day
- Mardi Gras Day
- President’s Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Day following Thanksgiving
- Christmas Eve
- Christmas Day

## CLIENT RESPONSIBILITIES

Due to the diverse population in specialty court, it is necessary that certain specific rules be made and adhered to by clients. All clients and their family members must adhere to the rules and regulations set forth. Failure to comply may result in disciplinary action, including but not limited to discharge or denial of privileges. All rules are subject to additions and changes at any time without prior notice.

## EQUAL OPPORTUNITY

You have the right to receive treatment services without discrimination as to sex, race, creed, color, religion, national origin, sexual preference, marital status or disability. If you have any grievances with the program, the grievance procedure is to be followed (Appendix A).

## BEHAVIOR EXPECTATIONS/CONDUCT

You are asked to take both the time and effort to be polite and respectful to everyone. You will show respect to staff and peers at all times. Maintaining appropriate behavior and language shows the progress you are making toward your recovery. Any sexual behavior, swearing, or harassment toward staff or other participants will not be tolerated. Any sexual contact among peers is grounds for dismissal from the program. Friendships between clients are prohibited outside of Specialty Court functions. Dating your specialty court peers is not allowed. **No physical violence or threats of violence will be tolerated toward staff or other clients. Immediate termination from the program if there are threats, violence, or suspected criminal involvement between clients.** If you are addressed regarding this issue, you will be asked to appear before the judge prior to coming back to the facility to determine your eligibility to continue in the program. If a problem persists, you may be discharged from the program. Safety is everybody's responsibility. The court and treatment provider joins with you in a desire to prevent the tragedy, pain, and economic loss due to accidents.

## WEAPONS

**NO** weapons *of any kind* will be allowed at any Specialty Court Program activity. If a weapon is found on a participant, he or she may be immediately terminated with the permission of the juvenile specialty court judge. Juveniles on probation are prohibited from possessing a firearm. See probation guidelines section.

## **PERSONAL TELEPHONE CALLS**

Cell phones are not allowed in court. They are allowed in group sessions, but they must be turned off or kept in silent mode to avoid disturbing the session. If cell phones become an issue in group, clients will no longer be allowed to bring them.

## **EDUCATION/EMPLOYMENT**

You are required to participate and make satisfactory progress in an education program. During each court appearance progress reports will be made available to the Judge. Failure to maintain appropriate behavior in school will result in sanctions. Any unexcused absence from school will result in a sanction by the Judge. Any suspension will result in spending the suspension doing community service for each day not in school. Expulsion results in community service work for everyday that you are not in a school or education setting.

Employment is encouraged, but the specialty court team must approve the place of employment. A weekly schedule of works hours must be submitted to the Case Manager if the hours are after curfew. If work becomes a problem with school, treatment, or your behavior, the specialty court team will require you to find another job or not work at all. Staying sober is your #1 job and getting an education is your next priority!

## **Summer Activities**

During the summertime, everyone is required to be engaged in some form of positive activity. This may include employment or participation in a school or summertime program. Failure to participate in such an activity will result in community service hours. Each individual has different needs, and possesses different strengths, so the types of such activity will vary. Everyone must present a “summer plan” to the court, which outlines what activities they will be doing. FINDING A JOB, ENROLLING FOR SUMMER SCHOOL, OR ENROLLING IN SUMMER PRORAMS TAKES TIME AND PLANNING. This process should be started AT LEAST one month prior to the end of school. If you are having trouble finding a positive activity to engage in, you may request assistance from the Case Manager. Oftentimes, the court has identified programs that would be most beneficial to participants. The Case Manager MAY be able to assist you in securing employment, enrolling in summer school, or enrolling in a summer program.

## **TRAVEL**

You may not travel outside of the state of Louisiana, unless you have an AUTHORIZATION for TRAVEL form on file with the probation officer. This form must be filled out at least 2 weeks in advance of travel for approval by the probation department. Clients are permitted to travel outside of the 15<sup>th</sup> JDC (Acadia, Vermilion, and Lafayette) without a consent to travel. It is important that the case manager know when the family will be out of town. If out-of-state travel is an emergency, the probation officer must be contacted prior to leaving the jurisdiction for approval.

## **INCENTIVES AND SANCTIONS**

Incentives will be applied according to your continuing positive performance. Incentives are rewards for responsible and positive behaviors. These rewards could include: public praise from the judge, missed court dates and extended curfew.

You decide what you will receive based on the decisions you make and the actions you take.

Sanctions will be applied according to severity of offense, past performance of the participant, and present circumstances. Sanction means that if you do not follow through with your responsibilities, there will be consequences. There is a wide range of sanctions available that the Judge could impose, ranging from verbal reprimand and community service to dismissal from the program and serving your jail sentence.

All incentives and sanctions are graduated in nature and applied to either increase, maintain, or eliminate identified behavior. There is a direct relationship between what you do and what you get from the program. Incentives and Sanctions will be based on each **INDIVIDUAL's** performance and what is to be considered an appropriate response to each **INDIVIDUAL's** behavior.

## **POINTS CARDS and EVENT/CURFEW passes**

Special event passes will be given out during the regular court session as an incentive. These passes can only be used if your parent/guardian has given you permission and you are in good standing with the program. Good standing means you have not received any sanctions at your last court date. The directions for use are on the back of the card.

Client is responsible for keeping track of points earned and turning them in for incentives. You must notify the case manager before the points or pass is used. If the case manager is not notified, it is considered a curfew violation. The Curfew Officer has the right to check on you either by phone or in person. So, **IT IS YOUR RESPONSIBILITY TO BE WHERE & WITH WHOM YOU SAY YOU WILL BE!**

## **TREATMENT AND CURFEW CONTRACTS**

Contracts are given as a timeline to give a client a chance to get compliant. This policy may be used by the juvenile specialty court judge as a sanction throughout the H.A.L.T. Program for repeated non-compliance by the participant. The participant will be required to comply with the contract or face inpatient treatment or another out-of-home placement

## **HOUSE ARREST**

House arrest is a sanction that may be imposed for negative behavior such as positive drug screens, curfew violations, etc. While on house arrest, you may be required to wear an ankle monitor. If placed on house arrest, this means you must not leave your home at any time unless

specified by the court. You may not stop off for any “errands” or other such activities while traveling to and from work or school. You may not have friends over, and you may not “hang-out” in the yard with friends or neighbors.

## **REQUIRED CONDITIONS OF PROBATION**

I understand that by entering the Juvenile Specialty Court Program, **the Judge may:**

- Reprimand and warn the juvenile and release him into the custody of his parents either unconditionally or subject to such terms and conditions as deemed in the best interests of the juvenile and the public.
- Reprimand and warn the juvenile and release him into the custody of some other suitable person either unconditionally or subject to such terms and conditions as deemed in the best interests of the juvenile and the public. The judge shall, whenever practicable, select a person of the same religious faith as the juvenile or his parents.
- Place the juvenile on probation in the custody of his parents or other suitable person.
- Commit the juvenile to the custody of a private or public institution or agency.
- Commit the juvenile to the custody of the Department of Public Safety and Corrections, with or without a recommendation that the juvenile be placed in alternative care facilities through the department's client placement process, or be referred to appropriate placement resources in the state available through other public or private agencies.
- Impose but suspend the execution of the whole or part of any order of commitment and place the juvenile on probation subject to any of the terms and conditions authorized by law.

### **CLIENT PROBATION CONDITIONS:**

- The juvenile shall be prohibited from possessing any drugs or alcohol.
- The juvenile shall remain **SUBSTANCE** free, including but not limited refraining from smoking, snorting, inhaling, eating, swallowing, or otherwise ingesting, alcohol; tobacco; any controlled dangerous substance listed in Schedules I, II, III, IV and V of LSA-R.S. 40:964, or any derivation thereof, unless obtained directly or pursuant to a valid prescription from a medical practitioner authorized by law to dispense same; and/or any substance listed or identified as **Not for Human Consumption**, including but not limited to products commonly referred to as synthetic and/or legal marijuana, or CBD products.
- The juvenile shall refrain from frequenting bars and/or nightclubs; bar corridors, including but not limited to, Jefferson Street, McKinley Street (a.k.a. The Strip), Simcoe Street (a.k.a. Simcoe Strip); and, festivals/fairs, including but not limited to, Mardi Gras and all associated events, International Festival, Cajun Heartland State Fair, Rhythms on the River and/or Downtown Alive, unless given express permission from the Drug Court Judge and/or the Drug Court Coordinator and/or Case Manager, and accompanied by a parent or legal guardian.

- The juvenile shall refrain from associating in any manner whatsoever, including electronically, with persons on probation, persons who use and/or possess illegal substances, other known juvenile delinquents, and/or other drug court participants.
- The juvenile agrees to all H.A.L.T. rules and regulations, including and specifically including any and all treatment rules, regulations, and recommendations, and promises to abide by and obey the orders of the judge.
- The juvenile agrees to attend and report to H.A.L.T. court proceedings, his/her probation officer and the treatment provider as ordered by the judge.
- The juvenile agrees to all sanctions imposed by the judge.
- The juvenile agrees to waive all due process rights which he/she may have under the Constitution of the United States and the Constitution of Louisiana involved in the administration of the drug court and, in particular, the imposition of sanctions by the judge.
- The juvenile may be required to relinquish his/her driver's license, if any, for a period of not less than thirty days but not more than one year as determined by the judge. Further, the juvenile may not apply for driving privileges without the express permission of the judge.
- The juvenile is prohibited from possessing a firearm or carrying a concealed weapon, except when hunting with a parent or legal guardian.
- The juvenile shall attend school regularly, unless legally excused, and shall obey all school rules and regulations. If the juvenile is not enrolled in a public or private school, he/she shall be engaged in appropriate, court approved employment and/or vocational training, to include a GED program.
- The juvenile shall undergo a substance abuse evaluation by the court approved treatment provider and successfully comply with and complete all recommendations of the treatment provider and the Judge for treatment.
- The juvenile shall remain in the jurisdiction of the Court and get the permission from his/her probation officer before making any change of address and/or employment. He/she shall notify his/her probation officer of any change in address or phone number.
- The juvenile and his/her parents shall permit the probation officer to visit said juvenile at home or elsewhere.
- The juvenile shall observe a strict, monitored, in home curfew as directed by the judge, program coordinator and/or case manager.
- The juvenile shall provide samples for drug testing purposes as ordered by the judge, program coordinator and/or case manager.
- The judge may impose any other term and condition deemed in the best interests of the juvenile and the public.

## **IMMEDIATE TERMINATION & REVOCATION**

Under certain conditions beyond the 30-day opt-out time, a participant may be subject to immediate termination from the H.A.L.T. Program, with permission from the juvenile specialty

court judge. If you alter a urinalysis sample, commit physical violence, verbally threaten another participant, or are caught dealing drugs, immediate termination may be implemented.

If you are found to be continually in violation of the terms of your probation, your probation officer will file a recommendation for revocation. Any specialty court team member may recommend revocation of your probation. Revocation is recommended if you commit any new offense that results in formal charges or your continued misbehavior. Non-participation in treatment may also be grounds for revocation. If you are found guilty during your revocation hearing, your SENTENCE will be imposed and you will go immediately to a detention facility.



# Appendix A

## □ Grievance Procedure

### Grievance Procedure

#### **Policy:**

The HALT program will have a written grievance procedure for participants and directions for responding to such grievances. All clinics will have an individual grievance procedure posted in a site accessible to participants.

#### **Procedure:**

- A. During the treatment intake, clients will be informed that they can:
  1. File a grievance about any violation of client's rights.
  2. File a grievance with any clinic staff member.
  3. Submit a grievance in writing and get assistance writing if they are unable to read or write.
  4. Submit a grievance directly to the Louisiana Department of Health and Hospitals at any given time.
  5. Request pens, paper, envelopes, postage and access to a telephone for the purpose of filing a grievance.
  
- B. Participants may also file a grievance with any member of the Specialty Court team following the same procedure and rights above.
  
- C. The HALT team and/or the clinical staff will:
  1. Acknowledge the grievance in writing within two (2) service days.
  2. Evaluate the grievance thoroughly and objectively obtaining additional information, if needed.
  3. Inform the client of the findings and recommendations within seven (7) service days.
  4. Take action to resolve all grievances promptly and fairly.
  5. Document all grievances, including the final disposition and keep the documentation on file with the Specialty Court Coordinator.

# Appendix B

## Program At A Glance Track I

PHASE	TRACK 1 – High/High
1	<ul style="list-style-type: none"> <li>• <b>Weekly</b> Court appearance Tuesdays 3:30p</li> <li>• <b>4 Parent</b> sessions Tuesdays at 4:00p (1.5hr)</li> <li>• <b>4 Client</b> stabilization groups Tuesday at 4:00p (1.5hr)</li> <li>• Minimum of 2 random drug screens per week</li> <li>• Weekly contact with case manager</li> </ul> <p>PROMOTION: 2 consecutive clean screens 4 program credits</p>
2	<ul style="list-style-type: none"> <li>• <b>Bi-weekly</b> court appearance</li> <li>• MH/MST services if needed</li> <li>• <b>12 client</b> group substance abuse sessions (1.5 hr minimum)</li> <li>• Minimum 2 random drug screens per week</li> <li>• School attendance and behavior monitored</li> <li>• Weekly case management check-ins</li> </ul> <p>PROMOTION: 60 days of consecutive clean screens 12 program credits Progress in relation to treatment plan goals</p>
3	<ul style="list-style-type: none"> <li>• <b>Tri-weekly</b> court appearance</li> <li>• MH/MST services if needed</li> <li>• <b>8 client</b> substance abuse sessions (1.5 hr minimum)</li> <li>• Minimum 2 random screens per week</li> <li>• School attendance and behavior monitored</li> <li>• Leadership behavior/Growth in program shown</li> <li>• Home behavior improvement</li> </ul> <p>PROMOTION: 90 days of consecutive clean screens 8 program compliance credits Progress in relation to treatment plan goals</p>
4	<ul style="list-style-type: none"> <li>• <b>ONE</b> court appearance minimum</li> <li>• Random drug screening (1-3 month)</li> <li>• Graduation letter written and presented in group and court</li> <li>• One probation and case management check in a month</li> </ul> <p><b>GRADUATION:</b> <b>30-90 days in aftercare depending on number of sanctions through phases 1-3.</b> <b>Clean screens for 90 days minimum</b> <b>*Failing a screen in aftercare moves client back to phase 3.</b></p>

\*Length of time in each phase is a minimum. Phase ups will be based on progress in correlation to individual treatment plans

\*Individualized treatment plans developed in phase 1.

\*1 program credit = 1 week of compliance. Compliance: attend all required court and therapy sessions for the week as well as take required screens, attend school, and follow curfew.

\*Evidence-based treatment modality used for therapy sessions.

# Appendix C

## Program At A Glance Track II

PHASE	TRACK 2 – High/Low
1	<ul style="list-style-type: none"> <li>• <b>Bi-Weekly</b> Court appearance Tuesdays 3:30p</li> <li>• MH and Needs assessment</li> <li>• 4 <b>Client</b> stabilization groups (1.5hr)</li> <li>• Minimum of 1 random drug screen per week.</li> <li>• Weekly contact with case manager</li> </ul> <p>PROMOTION: 2 consecutive clean screens 4 program credits</p>
2	<ul style="list-style-type: none"> <li>• <b>Bi-weekly</b> court appearance</li> <li>• 8 <b>client</b> rec therapy/MST/substance abuse sessions (weekly) (1 hr minimum)</li> <li>• Weekly case management check-ins</li> <li>• Minimum 1 random drug screen per week (relapse will increase screens)</li> <li>• Involvement in at least 1 pro-social activity (job, sport, club, etc)</li> <li>• School attendance and behavior monitors</li> </ul> <p>PROMOTION: 60 days of consecutive clean screens 8 program credits Progress in relation to treatment plan goals</p>
3	<ul style="list-style-type: none"> <li>• <b>Tri-weekly</b> court appearance</li> <li>• MH/MST services if needed</li> <li>• 8 <b>client</b> rec therapy/MST/substance abuse sessions (weekly) (1hr min)</li> <li>• Minimum 1 random screen per week</li> <li>• School attendance and behavior monitored</li> <li>• Leadership behavior/Growth in program shown</li> <li>• Home behavior improvement</li> <li>• Involvement in prosocial activity</li> </ul> <p>PROMOTION: 90 days of consecutive clean screens 8 program compliance credits Progress in relation to treatment plan goals</p>
4	<ul style="list-style-type: none"> <li>• <b>ONE</b> court appearance minimum</li> <li>• Random drug screening (1-2 month)</li> <li>• Graduation letter written and presented in group and court</li> <li>• One probation and case management check in a month</li> </ul> <p><b>GRADUATION:</b> <b>30-90 days in aftercare depending on number of sanctions through phases 1-3.</b> <b>Clean screens for 90 days minimum</b> <b>*Failing a screen in aftercare moves client back to phase 3.</b></p>

\*Length of time in each phase is a minimum. Phase ups will be based on progress in correlation to individual treatment plans

\*Individualized treatment plans developed in phase 1.

\*1 program credit = 1 week of compliance. Compliance: attend all required court and therapy sessions for the week as well as take required screens, attend school, and follow curfew.

