

# **Forsyth County C.A.R.E. Program Participant Handbook**



## **Change, Assistance, Restoration, & Enlightenment**

Participants entering the Program are expected to follow all the guidelines in this handbook.



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## **Orientation**

### **I. Introduction**

The Forsyth County C.A.R.E. Program was implemented in March 2014 under the direction of State Court Judge Leslie Abernathy-Maddox, as designated by Chief Superior Court Judge Jeffrey S. Bagley. The Court is a partnership among the Judge, District Attorney, Solicitor-General's Office, Probation, Law Enforcement, Treatment Team, and Defense Counsel.

This is a mental health treatment program that is a minimum of 24 months in duration depending on severity of enrollment charges and consists of five phases. The goal of the program is to link participants with mental health and substance abuse treatment, if needed, in addition to community resources that will allow them to live healthy, productive lives and reduce/eliminate future involvement with the criminal justice system.

If you are able to work, employment will be required. This will help you to support yourself and spend your time productively. If you cannot work, then we will assist you in finding ways to spend your time to assist you to grow in positive ways and keep you out of trouble. Jail is not a place the Team wants you to be. We encourage you to help us by following the rules of the program and avoiding situations that may get you into trouble.

Assignments may be given to you by the treatment team in any phase. You should complete these assignments to the best of your ability and ask for help if you need it. Assignments that have been carelessly completed will not be accepted. An orientation will take place after your enrollment in the program. The Clinical Case Manager will schedule this with you.

While you have entered the Forsyth County CARE Program, if it is determined you are a better clinical fit for another Forsyth County Accountability Court Program, you may be transferred to the appropriate program. Your sanction history will not follow you, unless the new program moves to terminate you, in which case, your entire sanction history in Forsyth County Accountability Courts can be taken into consideration.

**Phase 1: Stabilization: (Felony Track: 3 month minimum) (Misdemeanor Track: 2 month minimum) Requirements Include:**

1. Cooperate with team-approved psychiatrist and address medication concerns. Obtain prescribed medications and begin taking them as instructed.
2. Report for random Drug/Alcohol testing as required at a minimum of two times per week through Abbott call-in system.
3. Follow treatment plan as recommended upon entry into the program including attendance at appointments with the Psychiatrist, therapist, nurse, etc.
4. Detoxification may be recommended by the team if client cannot achieve negative screens within 30 days of starting medication regimen.

5. Attend bi-monthly court every other Thursday at 10:30 am and check in with Clinical Case Manager at the C.A.R.E. office at least 1 time on the week you do not have court.
6. Curfew of 10 p.m. to 5 a.m.
7. Maintain updated contact information with Clinical Case Manager and allow for initial home visit and subsequent home visits.
8. Attend a minimum of one community-based support group per week if dually-diagnosed and provide proof weekly of attendance to Clinical Case Manager on Wednesdays by 12 p.m.

Phase 1 Advancement Criteria:

- A. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for a minimum of 30 consecutive days.
- B. Attend at least 1 appointment with the doctor, have obtained medication, and have addressed concerns with prescriber.
- C. No missed, unexcused appointments (substance abuse counseling, psychiatrist appointments, mental health meetings) for 21 consecutive days.
- D. Acknowledgment of substance abuse problems and a commitment to live an alcohol-free and drug-free lifestyle. (if dually-diagnosed)
- E. Re-read the handbook, pick out 5 things which stand out as important to you, and share them with your group prior to phase move.
- F. Show proof of attendance of introductory session/meet and greet/tour of The Connection.
- F. Enroll in and complete any alternative treatment developed by the team.
- G. Provide proof of attendance of community-based support meetings (if recommended) to Clinical Case Manager on Wednesdays by 12 p.m.
- H. Completion of Phase-up Interview with treatment provider and Clinical Case Manager.

Phase 2: **Early Recovery:** (Felony Track: Minimum of 6 months) (Misdemeanor Track: Minimum of 5 months) Requirements Include:

1. Maintain medication compliance and move into a maintenance plan with the prescriber.
2. Report for Drug/Alcohol testing as required at a minimum of two times per week through Abbott call-in system.
3. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
4. Attend court every other Thursday of the month and continue to check in with Clinical Case Manager at the C.A.R.E. office the week you do not have court.
5. Curfew of 10 pm to 5:00 am.
6. Maintain updated contact information with Clinical Case Manager.
7. Find and maintain suitable and secure housing with periodic home visits by Community Policing.
8. Continue attending one community-based support meeting per week if dually-diagnosed as directed by the treatment team, with proof submitted to the Clinical Case Manager on Wednesdays by 12 pm.

9. Find employment or enroll in the Vocational Rehabilitation program. If participant is deemed unable to work, an application for SSI will be made and a productive use of time should be established.
10. Continue working on additional case management services as determined by the treatment team: detoxification treatment, residential treatment, mental health services, etc.
11. Formulate personalized life goals to be presented to the treatment team.

Phase 2 Advancement Criteria:

- A. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 60 consecutive days.
- B. Medication compliance maintained for a minimum of 60 days.
- C. Have no unexcused absences from scheduled services (substance abuse counseling, psychiatrist appointments, individual or group counseling, Clinical Case Manager) for 30 consecutive days.
- D. Engage in productive use of time – employment, vocational or educational classes, volunteer work, etc., as determined by the treatment team.
- E. Maintain attendance at Community Resource Support meetings, with proof submitted to your Clinical Case Manager, for a minimum of 60 days.
- F. Demonstrate a positive adjustment to treatment.
- G. Complete Phase-up evaluation with treatment team and Clinical Case Manager.
- H. Complete a payment plan for restitution owed, if applicable.

Phase 3: **Maintenance:** (Felony Track: Minimum of 6 months) (Misdemeanor Track: Minimum of 5 months) Requirements Include:

1. Maintain medication compliance.
2. Report for Drug/Alcohol testing a minimum of two times per week through Abbott call-in system and provide additional screens upon staff request.
3. Maintain consistent attendance at all appointments for Psychiatric, mental health needs, and/or substance abuse counseling, including group meetings.
4. Attend a minimum of two community-based support meetings per week if dually-diagnosed, or more as directed by the Treatment Team, with proof submitted to your Clinical Case Manager on Wednesdays by 12 pm. A sponsor, mentor, or peer recovery coach should be identified and obtained during this phase for dual diagnosis participants.
5. Maintain employment or be actively involved with Vocational Rehabilitation with clear goals outlined at a staffing with Vocational Rehab.
6. Work on additional case management services as determined by the Treatment Team, such as: residential treatment, mental health services, employment assessment and training, job search, etc.
7. Work toward achievement of individual life goals, as approved by the treatment team.
8. Attend court appearances every other Thursday of the month and continue to check in with Clinical Case Manager at the C.A.R.E. office the week you do not have court.
9. Curfew of midnight to 5:00 am.
10. Maintain updated contact information, safe housing, and allow for periodic home visits by Community Policing.

11. Begin discussing the required Giving Back Project after with the Clinical Case Manager.

Phase 3 Advancement Criteria:

- A. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 consecutive days.
- B. Medication compliance maintained for a minimum of 90 days.
- C. No unexcused absences or absconding from scheduled services such as: mental health counseling, substance abuse counseling, psychiatrist appointments, Clinical Case Manager meetings, etc., for 30 consecutive days.
- D. Maintain safe and stable living arrangements for a minimum of 90 days in the same location.
- E. Present documentation to your Clinical Case Manager weekly on Wednesdays of no fewer than two community-based support meetings per week, for a minimum of 90 days if applicable.
- F. Work with the Treatment Team on progress towards achievement of individual life goals.
- G. Demonstrate ability to verbally express understanding of self-help concepts.
- H. Demonstrate positive adjustment to treatment.
- I. Discuss the required Giving Back Project once with the Clinical Case Manager.
- J. Complete Phase-up Evaluation with treatment team and Clinical Case Manager.

Phase 4: **Preparation:** (Felony Track: Minimum of 5 months) (Misdemeanor Track: Minimum of 3 months) Requirements Include:

1. Maintain medication compliance.
2. Report for Drug/Alcohol testing a minimum of two times per week through Abbott call-in system and provide additional screens upon staff request.
3. Maintain consistent attendance at appointments with mental health counselor, psychiatrist, and substance abuse counselor, including group meetings.
4. Attend a minimum of two community-based support meetings (if dual-diagnosis) per week with proof submitted to the Clinical Case Manager each week on Wednesdays by 12 pm. Greater connectedness with the sponsor, mentor, or peer recovery coach and the outside program should be fostered.
5. Have obtained gainful, consistent employment, or if deemed unable to work, have found a consistent and productive use of time.
5. Maintain clean and sober recreation/fellowship.
6. Complete other case management services as determined necessary by the Treatment Team.
7. Maintain ongoing review and update of a treatment plan.
8. Appear in court for progress reviews once per month on the 1<sup>st</sup> Thursday court date and check in at the C.A.R.E. office with either the Clinical Case Manager once per month (not during court weeks).
9. Curfew of midnight to 5:00 am.
10. Maintain updated contact information.
11. Provide Clinical Case Manager an outline of the required 20 hour Giving Back

Project.

12. Maintain safe and adequate housing.
13. Begin working on a definitive aftercare plan which may include self-help/community support meetings, AVITA outpatient counseling, or group attendance.

Phase 4 Advancement Criteria:

- A. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 consecutive days.
- B. Medication compliance maintained for a minimum of 90 days.
- C. No unexcused absences or absconding from scheduled services such as: mental health counseling, substance abuse counseling, psychiatrist appointments, Clinical Case Manager meetings, etc., for 90 consecutive days.
- D. Maintain safe and stable living arrangements for a minimum of 90 days in the same location.
- E. Present documentation to Clinical Case Manager weekly on Wednesdays by 12 pm of no fewer than two community-based support meetings per week, for a minimum of 90 days, if applicable.
- F. Work with Treatment Team on progress towards achievement of individual life goals.
- G. Demonstrate ability to verbally express an understanding of self-help concepts and symptom management skills.
- H. Demonstrate positive adjustment to treatment.
- I. Provide Clinical Case Manager with an outline of the required 20 hour Giving Back Project.

Phase 5: **Aftercare:** (Felony Track: Minimum of 4 months) (Misdemeanor Track: Minimum of 3 months) Requirements Include:

1. Maintain medication compliance.
2. Report for Drug/Alcohol testing a minimum of two times per week through Abbott call-in system and provide additional screens upon staff request.
3. Maintain consistent attendance at appointments with mental health counselor, psychiatrist, and substance abuse counselor, including group meetings.
4. Attend a minimum of three community-based support meetings (if dual-diagnosis) per week with proof submitted to the Clinical Case Manager each week on Wednesdays by 12 pm. Greater connectedness with the sponsor, mentor, or peer recovery coach and the outside program should be fostered.
5. Maintain clean and sober recreation/fellowship.
6. Complete other case management services as determined necessary by the Treatment Team.
7. Maintain ongoing review and update of a treatment plan.
8. Appear in court for progress reviews once per month on the 1<sup>st</sup> Thursday court date and check in at the C.A.R.E. office with either the Clinical Case Manager once per month (not during court weeks).
9. Curfew of midnight to 5:00 am.
10. Maintain updated contact information.
11. Have obtained gainful, consistent employment, or if deemed unable to work, have



- found a consistent and productive use of time.
12. Maintain safe and adequate housing.
  13. Complete 20 hour Giving Back Project.
  14. Successful completion of GED, if applicable, or marked progress towards goals.
  15. Have developed a definitive aftercare plan which may include self-help/community support meetings, AVITA outpatient counseling, or group attendance.
  16. Completed all of the graduation requirements.
  17. May enter completion status if all requirements are met and there is no graduation date set within 30 days of completion date. During completion status, the participant must check screen line daily and report for screening and follow any directions given by the Accountability Court Office.

#### Phase 5 Advancement Criteria:

- A. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 consecutive days.
- B. Medication compliance maintained for a minimum of 90 days.
- C. No unexcused absences or absconding from scheduled services such as: mental health counseling, substance abuse counseling, psychiatrist appointments, Clinical Case Manager meetings, etc., for 90 consecutive days.
- D. Maintain safe and stable living arrangements for a minimum of 90 days in the same location.
- E. Present documentation to Clinical Case Manager weekly on Wednesdays by 12 pm of no fewer than three community-based support meetings per week, for a minimum of 90 days, if applicable.
- F. Work with Treatment Team on progress towards achievement of individual life goals.
- G. Demonstrate ability to verbally express an understanding of self-help concepts and symptom management skills.
- H. Demonstrate positive adjustment to treatment.
- I. Submit copy of high school diploma and/or completion of GED, if able.
- J. Fulfilled graduation requirements including letter to the Judge, interview with the Judge, and completion of Giving Back Project.

*In Phases 4 and 5: Participants work toward a successful transition from a lifestyle within the court structure to a lifestyle more representative of what they will experience following graduation. The client will depend more on community resources and display stability to the team through sustaining his/her achievements with less external motivation as they head towards graduation.*

*Graduation requirements:(Phase V) Exit interview with Judge and Clinical Case Manager, completion of graduation packet, and completion of 20 hour Giving Back Project. Graduation packet will be reviewed at least 30 days prior to graduation.*

## **Graduation**

Graduation will happen quarterly after court on the first court session of the month. Appropriateness for graduation will be determined by the treatment team. Please feel free to invite anyone that you would like to participate with you in this celebration of your achievement in completing the program! Upon successful completion of the C.A.R.E. Program, you will be eligible to attend **Alumni** events and future graduations. We would love to hear from you and learn how you are doing. Your attendance at future graduations and calls to the C.A.R.E. office are both great ways to stay connected. Also,

remember to keep following the long-term plan for your treatment. It is our goal to improve the quality of life and reduce recidivism for the participants in this program. Those who graduate will have a solid foundation to build upon in order to become productive members of this community.

### **DRUG SCREENING**

Drug screening will be done on a random basis. It may include **urine tests or a breathalyzer or both**. If you are to have the best opportunity to be successful, then it will be very important for you to NOT drink alcohol or take any drugs other than those prescribed by your doctor. It is a requirement that a person submit a drug screen upon request of any staff member or it will be considered a positive test for sanctioning purposes. It is a requirement that each person submit a valid, non-dilute test. All drug screens will be observed by a screener of the same sex. It is not the responsibility of the Program to decide whether the reason your sample is dilute is intentional or not but is the responsibility of the participant to provide a valid sample.

You may be tested at **425 Tribble Gap Road, Cumming, GA**, the courthouse, on home visits, or any other location. For many of our participants, it is essential that his/her medication be effective to allow him/her to be successful in the program and in life. When you mix prescribed medication with alcohol or other drugs, the prescribed medications become less effective which puts an individual more at risk for getting into trouble. That's not good for you or for us so don't drink alcohol or take non-prescribed medications.

You may not be able to stop using drugs immediately and recovery may not occur overnight. However, all use of illegal drugs and alcohol will be sanctioned. This is not intended as a punishment, but to encourage sobriety. The ultimate goal of drug testing is to provide accountability and confirmation of an individual's progress toward recovery.

#### Abbott

The phone number for screening is: 800-494-1250. You will be prompted to enter your call-in code. Your call-in code is \_\_\_\_\_.

You may also do a web-based check in at the following website:

<https://www.drugtestcheck.com>.

Normal/regular testing times are Sunday through Saturday 6:00 am to 9:00 a.m. These times are subject to change. In such an event, the message on the phone will advise you when to report. We reserve the right to screen you at any time for any reason.

**\*CALL BEFORE 6AM TO DETERMINE IF AND WHEN YOU ARE REQUIRED TO SCREEN.**

You can call the screening line starting at 4:00 am. You will need to enter in your pin

and listen to your personal message which will tell you whether you are required to come provide a screen that day or not. You will be given a confirmation code when you call the screening line. This is for your records and can be produced in case your call is questioned. It is recommended that you keep track of this number. In the event that, for any reason, you cannot access this information by phone, it is your responsibility to report to the testing center during scheduled drug testing hours. You must also contact your Clinical Case Manager to address any issues with the screening line.

\*30 ml of urine is required for a valid screen. If you are unable to produce that amount, a “could not provide” will be filled in by your name on the screening sheet. This counts as equivalent to a missed screen.\*

If you test positive at the screening site you must report immediately to the C.A.R.E. office.

### **ATTENDANCE**

As a participant in the Forsyth County C.A.R.E. Program, you are required to attend all meetings as assigned. Failure to attend will result in progressive sanctioning. Many participants will be enrolled in treatment services through Avita Community Partners, our local Community Service Board. If you are privately insured and seeking treatment through your insurance with outside providers, you must confirm with them prior to initiation of treatment they are willing to work with the court. This includes but is not limited to regular, progress reports to the court. If your provider fails to comply with this request, you can be asked to change providers. This includes all participants who are in residential treatment. Special requests to be excused from meetings must be approved by your Clinical Case Manager and/or the Team. Drug testing is required after each approved leave. You should screen on the day that you return from your leave. Make sure the return from leave screen is scheduled before taking your leave. No leaves will be allowed during Phase 1 of the program. Two three-day leaves will be permitted in Phases 2, 3, 4 and 5, if approved by the team.

The following procedure must be taken in order to obtain a leave from the program:

1. All requests are to be submitted in writing a minimum of two weeks in advance to your Clinical Case Manager. Leave request forms are available in the C.A.R.E. office.
2. The C.A.R.E. Program Staff will screen requests and, only if they are recommended, will be presented to the Judge for consideration.
3. The C.A.R.E. Program Judge will inform you on Thursday morning of her decision on the requests that the staff recommends. (If you are not required in court on that date, the decision will be shared with you by your Clinical Case Manager.)

Medical Leave will be considered in approved situations with appropriate documentation and releases. A minimum of two weeks maternity leave is granted for women from the date of delivery.

***In the event of a sudden illness and/or death of immediate family, of course, proceed as needed. (Immediate family includes spouse, children, siblings, parents, and grandparents only.) Please call the on-call phone at 678-215-7672 and leave a message regarding the circumstances and a number where you can be reached. Contact the office***

***by phone on the next working day and obtain proof of relationship, medical records, or an obituary to be submitted upon your return to treatment.***

## **Employment**

Employment is mandatory in this program unless you are a full-time student or receiving disability. Job verification is required to show the total of all hours worked per pay period. Sanctions will be imposed for failure to work and/or turn in job verification. You must notify the Accountability Court Office within 24 hours of losing your job.

**You may not work in a bar or restaurant where alcohol is served, nor may you work in any establishment where the primary sales are alcohol, such as a package store. Additionally, you may not work where narcotics, dangerous drugs, or other mood-altering substances are available unless otherwise approved by the staff in advance. You are also not permitted to start your own business once you have entered the program.** If you have any question about your place of employment, consult with the Accountability Court Office.

**Check stubs, invoices, etc., are due on the 1<sup>st</sup> Monday of each month to show proof of employment of the previous month. You must submit all check stubs/timesheets received to show continued proof of work.** If you are unemployed, you must submit copies of applications to show your effort in obtaining a job. If you are paid by 1099, we require a letter from your employer stating their intent to file the 1099 on your behalf, as well as documentation of continued work. If you are self-employed, you must provide a copy of your business license/business setup documentation initially and then copies of checks, invoices, receipts, purchase of supplies, documentation of hours worked, etc., monthly to show continued work. This business must have been set up and active at the time of your entry into Drug Court. If you are in school, you must provide proof of continued enrollment through credit hours, class descriptions, schedule, grades, etc. All questions regarding employment verification should be directed to the Accountability Court Office.

## **II. Court**

### **COURTROOM BEHAVIOR**

Your attendance in court is a condition of your participation in the Forsyth County C.A.R.E. PROGRAM. Your behavior from the time you leave your automobile until you arrive in the courtroom should reflect positively on the Program.

- Your attire should **not** include short shorts, tank tops, halter-tops, hats, sunglasses, sleeveless shirts, mini-skirts, pajamas or excessively baggy clothing.
- You should **not** wear clothes displaying offensive language or advertising alcohol or other drugs.
- Loud and boisterous behavior is unacceptable.

- **You must be punctual. Court is called to order on Thursday morning at 10:00 a.m.** (You will be advised of exceptions or changes to your courtroom appearances by your Clinical Case Manager.)
- Once in the courtroom, conversations should be minimal.
- You may not record any of the court sessions.
- You are to remain seated unless directed otherwise.
- You should not read or sleep in the courtroom.
- No food, gum, drink, pagers, cell phones, or other distracting items are allowed.
- You are responsible for your guests and/or children.

### **JUDGE'S ROLE**

The C.A.R.E. Program Judge has knowledge of the impact of mental illness and substance abuse on the court system, the lives of participants, and the entire community and is, therefore, committed to the Program mission and goals, and works as a lead partner to ensure its success. One way the C.A.R.E. PROGRAM Judge leads is through assisting the Treatment Team in developing policies and procedures for the program. In the courtroom, the Judge develops a personal, working relationship with each participant while monitoring participant progress. Your Judge has many responsibilities beyond the Program. Her time is limited.

***Direct contact with the Judge and her office should be avoided beyond the courtroom setting.***

The Judge is not your Clinical Case Manager, personal attorney, and/or legal advisor. Information from yourself and your family must go through your Clinical Case Manager. The Judge attends non-court settings such as staff meetings to discuss possible candidates for the program and to determine appropriate, effective sanctions for program violations, as well as incentives for continued compliance. Such determinations are made using knowledge of all life areas that may impact a participant's success.

A further role of the Judge is to advocate for the program by creating community interest and support for the program and to develop community resources to assist participants in their treatment.

### **DISTRICT ATTORNEY'S ROLE**

Without the District Attorney's cooperation, you could not be offered the opportunity to participate in the C.A.R.E. PROGRAM. The Prosecutor has many responsibilities to the Program. The Prosecutor presents each case to the Judge and facilitates entry into the C.A.R.E. PROGRAM if appropriate. The Prosecutor attends staff meetings to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. Another role of the Prosecutor is to contribute to efforts in community education and acquisition of community resources to aid the Program. The Prosecutor educates peers, colleagues, and judiciary on the effectiveness of the C.A.R.E. Program. During your participation in the Program, it is not appropriate to seek legal counsel from the staff of the District Attorney's Office. In the event that

you are terminated from the Program, the Prosecutor will make recommendations to the Court regarding your sentencing if you have felony charges.

### **SOLICITOR-GENERAL'S ROLE**

The Solicitor-General has many responsibilities to the Mental Health Court C.A.R.E. Program. The Solicitor-General presents each case to the Judge and facilitates entry into the Program. The Solicitor-General attends staff meetings to determine appropriate sanctions and incentives for program participants. Another role of the Solicitor-General is to contribute to the efforts in community education and acquisition of community resources to aid the program. During the program, it is not appropriate to seek legal counsel from the Solicitor. In the event you are terminated from the C.A.R.E. Program, the Solicitor-General will make recommendations to the Court regarding your probation revocation if you have misdemeanor charges.

### **DEFENSE ATTORNEY'S ROLE**

The C.A.R.E. Program Defense Attorney represents most participants in the Program. The Defense Attorney's role is to evaluate the offender's legal situation and ensure that his/her legal rights are protected. Additionally, the Defense Attorney effectively advises the offender on his/her legal rights, legal options, treatment options, program conditions, and sentencing outcomes while developing a relationship with the offender that promotes his/her long term best interest. They also monitor participant progress and ensure the appropriate provision of treatment and other rehabilitative services. The Defense Attorney attends staff meetings to discuss possible candidates for the program and to determine appropriate sanctions and incentives for current participants. The Defense Attorney will reach out to participants with pending jail time sanctions to discuss their sanction prior to court. Like the Prosecutor, the Defense Attorney also contributes to educating the community and assists in educating peers, colleagues, and judiciary in the effectiveness of the C.A.R.E. Program.

### **LAW ENFORCEMENT'S ROLE**

Without the support of local law enforcement, you would not have this opportunity to participate in the C.A.R.E. PROGRAM. They have recommended that you receive treatment, **not jail**. Law enforcement provides accountability for your participation in this program through bi-weekly staff meetings and recommendations. They will also provide Fourth Amendment searches as needed. Your honesty and cooperation with all law enforcement is essential to compliance with the program.

### **C.A.R.E. STAFF ROLES**

The C.A.R.E. Staff oversees your regular participation within the program. You have a mandated responsibility to maintain close contact with the C.A.R.E. Staff.

Clinical Case Manager: The Clinical Case Manager oversees the operation of the C.A.R.E. Program under the direction of the Director and Assistant Director. This individual provides support to the program, but also builds bridges with the community and agencies in Forsyth County. This individual also works closely with participants and treatment providers to develop individualized treatment plans. Your Clinical Case Manager will oversee your involvement with the Program, appearances in court,

following through with treatment plans, etc. This individual will also help with linkage to community resources to include Vocational Rehabilitation, transportation resources, housing resources, as well as medical and dental care providers.

### **TREATMENT PROVIDER ROLES**

This may include, but is not limited to, AVITA and local certified mental health professionals within the community. You will be linked with an appropriate mental health provider and your regular participation and compliance with your treatment plan are required. Your C.A.R.E. Clinical Case Manager will maintain contact with your mental health provider in order to note your progress in treatment. These professionals will provide your treatment which includes Psychiatrist appointments, nurse appointments, as well as individual and group counseling.

### **SANCTIONS**

The Judge will impose swift sanctions if you violate the Program rules. Sanctions may include, but are not limited to, community service, increased court appearances, homework assignments, jail time, and termination from the program.

The C.A.R.E. Program uses a Graduated Sanction Process, meaning that the level of sanctions increase depending on the seriousness of the offense and the frequency of violations. For example, an initial positive drug screen would garner a lesser sanction than several positive drug screens. Sanctions will be decided by the C.A.R.E. Program Team. Our expectations also increase as you progress through the program so the sanctioned response will be more significant the further along you are in the program.

***In the event that jail time is required for your program violations, you must make sure that childcare is not an issue. Further, medications are to be in your possession when you come to court.***

**You must report any and all contact with law enforcement to the C.A.R.E court office by the close of the business the next business day.** For example, if your law enforcement contact occurs on Tuesday, you must notify the C.A.R.E Court Office by 5:00 p.m. on Wednesday. If contact occurs on the weekend, you must report it to the C.A.R.E Court Office by 5:00 p.m. on Monday. Arrests should be reported immediately. **You do not have to be arrested and charged with a crime in order for the court to respond to a violation of the law.**

### **CONTACT AND FRATERNIZATION**

As a participant in the program, you have agreed to not have any contact with people of disreputable or harmful character. This includes, but is not limited to, people currently on probation or parole (other than those who are also participating in the C.A.R.E. Program), people in other accountability courts in other circuits, people being supervised by any court agency or on misdemeanor or felony release/bond, and people with felony convictions, drug users and drug dealers. If you wish to request contact with someone who falls into one of these guidelines, you must submit this request to the CARE Office once you have moved into Phase 2 of the program. No contact will be discussed while you are in Phase 1 of the program. Any contact you do have with others

in the C.A.R.E. Program needs to be related only to C.A.R.E. requirements such as recovery meetings or groups and/or court sanctioned events. You must notify CARE Staff if anyone enters the program who you know or have known within 24 hours.

Prosocial activities will be coordinated the C.A.R.E. staff. You will be made aware of these prosocial activities as they become available.

Communication and association between or among 2 or more participants is limited to C.A.R.E. Court business, C.A.R.E. requirements, and C.A.R.E. Court sanctioned events in Phases 1 and 2. In Phases 3-5, you may socialize with other participants who are in Phases 3-5. You are not permitted to go to another participant's home or go to any establishment that serves alcohol. Physical relationships between participants are not allowed.

**You are only allowed to have one cell phone unless you have approval by the Clinical Case Manager.**

**\*\* Participants cannot have any type of sexual relations at any treatment site associated with the program or any public location related to C.A.R.E. Program. Any violation of this can and will result in a sanction. \*\***

The goal, of course, is to not have any sanctions and the best way to go about achieving that goal is to pay attention to the program rules and expectations from the start. You will find that those participants who attempt to "play games" with the program will eventually lose and losing has severe consequences in this program. So, it is far better to learn how to be successful rather than how much you can get away with.

### **ASSIGNMENTS**

You may be given a variety of assignments while in treatment. Our expectation is that you will apply yourself to the best of your ability. You will be sanctioned for failure to complete assignments on time and bring materials (book, workbook, etc.) to group(s).

### **GIVING BACK PROJECT**

All clients will be expected to complete a 20-hour Giving Back Project during Phase 5 before they are eligible for graduation from the C.A.R.E. Program. This project must consist of a service which benefits the community at large in some capacity. Ideally, you will identify a service which is meaningful for you personally to give back in. You must have your project idea approved by your Clinical Case Manager before you begin accumulating hours. You will be responsible for providing documentation of all hours completed to your Clinical Case Manager for your file. You will be given the opportunity to discuss your project with your Clinical Case Manager throughout the Program.

### **INCENTIVES**

Incentives are positive responses to compliance for the participant from the team or Judge. The Forsyth County C.A.R.E. Court recognizes the importance of rewarding participants for good behavior. Incentives will be swift to support program compliance. Incentives can range from praise from the Judge, applause/special recognition, travel



privileges, Star Awards, Community Service Credit, reduction of Court Ordered fines, Phase Promotion Certificates, free sanction passes, and Graduation Certificates. Participants with suspended licenses can apply for an Accountability Courts Limited Permit after they have been in the program for 45 days. They need to complete the form in the Accountability Court office. The Judge will review these requests at the following court session. The C.A.R.E. Court Program will also recognize events such as participant birthdays, special occasions (if known), and specific life events (such as babies born, death in the family, etc.) in a public forum to support participants in their recovery process.

### **TERMINATION**

The Forsyth County C.A.R.E. Program is committed to giving participants the opportunity to learn to live life in a healthy, productive manner. However, your continued participation in the program is contingent on compliance with program guidelines and regulations. Non-compliance includes, but is not limited to:

1. Your inability to remain clean and sober
2. Failure to attend and participate in groups
3. Threats or violence against peers or staff
4. Altering or tampering with drug screens
5. Committing a new offense (**all arrests must be reported to the C.A.R.E Court Office immediately**)
6. An accumulation of program violations
7. Continued non-compliance to program guidelines
8. Possessing a firearm
9. Falsification of any documents (including but not limited to community support sheets, medical information, etc.)
10. Recording any court proceeding and/or treatment session.

**We want every participant to succeed and we consider termination the last resort.** Our goal is to help you obtain and maintain a healthy lifestyle. However, we also understand that not everyone who enters the Program is capable of and/or committed to achieving this goal. Our resources are limited, and the Court may determine that termination from the program is necessary.

### **III. Program Guidelines**

#### **TREATMENT FACILITY**

All C.A.R.E. Program activities and locations are an extension of the Forsyth County Superior Court. Your behavior should reflect that understanding at all times. This includes the treatment facility, parking lot, all contracted treatment locations, community service sites, special events, and any other function associated with C.A.R.E. Program activity. All violations of program rules can result in sanctions and/or new criminal charges. The staff members of the Forsyth County C.A.R.E. Program are officers of the Court, and you are expected to follow their instructions.

- No alcohol, drugs, weapons, or pocketknives will be brought to the facility.

- Groups will begin on time! You must be punctual, as tardiness will result in sanctions. You must attend and participate in the full session to receive credit.
- Confidentiality is a must. What is said here, stays here! There will be stiff consequences to any violation of this rule. You may never record any of your treatment sessions, group or individual.
- Free expression of your thoughts and feelings are encouraged; violence, threats or intimidation will not be tolerated.
- No sexual harassment will be tolerated!
- No comments about the physical appearance of other participants.
- Participants are to treat each other with respect at all times.
- Leave group only in an emergency after notifying a Treatment Staff member.
- Excessive use of profanity is not acceptable.
- Dress code: No sleeveless shirt or tank tops (clothing **MUST** cover shoulders, stomach, and all undergarments.) No low-cut blouses/shirts or any see-through material. No pajamas. No short shorts/skirts (higher than six inches above your knees is not permitted, they must cover all undergarments.) No hats are to be worn in the building. Sunglasses are not to be worn on your face while in the building. No clothing that is torn or showing body parts. No clothing which advertises alcohol and/or drugs or displays crude or obscene messages. Heavy coats/sweaters, or any outerwear are to be removed before entering screening areas. **DRESS CODE VIOLATIONS WILL RESULT IN YOUR INABILITY TO SCREEN OR PARTICIPATE IN GROUPS.**
- Electronic devices and cell phones should be left outside in a locked vehicle.
- Pairing up with another C.A.R.E. participant or other Accountability Court participant, or any person actively in treatment or probation for an intimate relationship is prohibited. Intimacy is defined as sexual, dating, and any relationship other than a friendship. (One of the most common ways that people lose focus on their own treatment is when they focus on another person.) There are many issues to deal with and work through in treatment; our goal is to maintain a safe, recovery environment that promotes healthy relationships. The person that you are when you enter the Program is not going to be the person that you become. To enter a relationship with another participant causes you both to lose focus on your treatment and recovery.
- Smoking is permitted outside only. This is a non-smoking building so please move to the designated smoking areas.
- No littering in parking lot or in building. You must be responsible for assisting in maintaining the cleanliness of the building.
- Destroying or defacing property will lead to sanctions.
- Be respectful of all C.A.R.E Court and Treatment Staff. If you wouldn't say or do it in front of the Judge, don't say or do it in front of staff.

**\*\*Breaking the rules of Treatment Services can result in sanctioning. Please be respectful of our building and our staff at all times. You are responsible for your behavior as well as the behavior of any people that you bring with you to the facility.**

## **RESIDENTIAL TREATMENT**

You will be eligible for Fast Track upon your **successful** completion of a residential program. Sanctions will re-start once you re-enter the C.A.R.E. Program.

### **Fast Track:**

If you enter into a residential facility as a part of your C.A.R.E. Program treatment requirements, you will be required to attend court quarterly. These dates will be provided to you as well as the residential facility. CARE staff will meet with your residential provider at the 11-month mark to start identifying a transition plan back into community. Once you return from residential, you will return to the phase you were in when you left. After 30 days in that phase, you will be evaluated by treatment to determine which phase is appropriate for treatment. This may result in moving to a higher or lower phase.

If you are eligible to graduate straight from residential, you will first meet with your Clinical Case Manager with your completed after-care plan which ensures appropriate housing. This aftercare plan is to be presented to the Clinical Case Manager for approval 3 weeks prior to your completion date from residential. As part of your transition from residential, you will need to remain in the program, in community, for a minimum of 60 days.

When you leave residential, for any reason, you must report to the Accountability Courts Office at 9am the next business day. You must be present at the next court session.

## **CONTACT INFORMATION**

Advise your Clinical Case Manager about any changes with your contact information. This includes your address, phone number(s), email, tag information, car make/model. You must have a cell number or a landline where a message or voicemail can be left.

## **SOCIAL MEDIA**

Do not “clear out” social media or “clear out” any other device (phones, tablets, iPads, etc.) as devices are being taken up for search or after the devices have been taken up for search. You cannot have any cleaner apps installed on your devices.

## **VAPING**

Anything having to do with vaping including, but not limited to, E-cigarettes, vaping devices, vaping juices, vaping liquids, cartridges, and vaping oils cannot be used or possessed during the program. This includes any home or vehicle in which you are present.

## **MEDICATION**

Taking your medication as prescribed is one of the most important things that you must remember to do while in the program. Most, if not all, of the participants that have struggled in the program did so because they either refused to take their medication or ran out and did not tell anyone. Another problem is mixing the medications that your doctor prescribes with street drugs or alcohol. There are multiple problems associated with mixing prescription medications and street drugs or alcohol. Positive drug screens

will result in sanctions as well in the program.

***If you have questions about your medications, please make sure to discuss them with your prescriber. Check any over the counter (OTC) medications to ensure they are on the safe medication list and if you have any questions, call the C.A.R.E. Program Clinical Case Manager for approval before you take them. If any other members of your family use over-the-counter medications or supplements which are not approved for you to take, they must be stored in a separate area. They cannot be stored in a common area you can access.***

One of the main obligations for participants in the program is to take their mental health medication as prescribed. There are times when you may not feel like taking your medications due to side effects or may forget to get your prescriptions filled. It is very important that you take your medications exactly as prescribed. If you have questions or worries about your medicine, you should speak with your doctor about the situation and not make changes on your own.

Use of ANY mind or mood-altering substance, even if sold over the counter, which includes but is not limited to, Benadryl, Nyquil, designer drugs, synthetic marijuana, Kratom, bath salts, etc., regardless of chemical compound will be sanctioned as a use while in the C.A.R.E. Court Program.

### **MEDICATIONS THAT CAN BE TAKEN WITHOUT PRIOR APPROVAL**

**\*\*\*\*\*Do not use any amount beyond what is recommended on packaging instructions.\*\*\*\*\***

#### **\*OTC: Over the Counter**

Advil	Tylenol	Ibuprofen
Aspirin	Aleve	

Remember:

**LET YOUR PHYSICIANS, DENTISTS, PHARMACISTS, AND ALL OTHER PERSONS THAT WILL BE INVOLVED IN YOU RECEIVING MEDICATIONS KNOW THAT YOU ARE IN THE PROGRAM. THERE IS A MEDICATION FORM YOU MUST HAVE SIGNED BEFORE YOU RECEIVE MEDICAL CARE. THIS FORM MUST BE TURNED INTO THE CARE PROGRAM OFFICE WITH THE INFORMATION FROM YOUR VISIT.**

**ALL MEDICATION CHANGES SHOULD BE BROUGHT TO THE ATTENTION OF THE CLINICAL CASE MANAGER.**

**IT IS AGAINST THE RULES OF THE PROGRAM FOR YOU TO DRINK ALCOHOL, USE OR POSSESS ILLEGAL DRUGS, DRINK ENERGY DRINKS, FERMENTED DRINKS (KOMBUCHA TEA, ETC) OR DRUGS THAT WERE NOT PRESCRIBED TO YOU BY A PHYSICIAN.**

## **VITAMINS/SUPPLEMENTS**

No vitamins or supplements can be utilized by participants in C.A.R.E. Program without prior approval of the CARE staff.

## **MEDICAL TREATMENT**

Any time you seek medical care you must notify your provider you are in the program by having them sign the Physician Notification form. It is your responsibility to alert your physicians of your addiction and involvement in the program and, when necessary, work with them to locate a safer, less addictive alternative. Participants must present the Physician Notification Form to doctors when prescribed medication and provide signed form to the C.A.R.E. Court or sanctions will be imposed. If you have a particular problem that requires certain medications, you should discuss it with the C.A.R.E. Court office. It may be that your time in the program is stopped until you are again drug-free.

If you must visit the emergency room/quick care doctor (for an event that has occurred after 5 pm or on the weekend) when prescription medication approval is necessary, you must utilize the emergency contact number, 678-215-7672. All other medication approvals must be during regular business hours either in person or by office phone. All approvals will be noted on the appropriate form which must be signed by the participant the day of the approval or the next business day following approval by phone. Upon completion of taking the approved prescription medications, the remaining medication and containers must be turned in to the C.A.R.E. Court Office.

## **FOURTH AMENDMENT WAIVER SEARCHES**

All participants are subject to a search of their person, place, vehicle or belongings, at any time, for any reason, having given such permission in the C.A.R.E Court Contract. Therefore, it is imperative the C.A.R.E. Court Office have your current address and contact information. While in the C.A.R.E Court Program, you may not have ammunition or guns of any type (BB, paintball, airsoft, Taser, stun gun, etc.) or any other weapons including knives and straight razors in your home, car, or possession. You may not have any object in your home, car, or possession that resembles a firearm or weapon. The only exception to this rule would be a Nerf gun which clearly looks like a child's toy. This will need to be approved by our law enforcement officer. Additionally, there may not be e-cigarettes, vaping devices, vaping juices, vaping liquids, vaping oils, energy drinks, fermented drinks, or alcohol of any kind in the residence where you reside or vehicle you occupy. Sanctions will be imposed for violations. You may not attempt to or alert another participant of actual or perceived investigative activity by the C.A.R.E. Court Personnel or their agents (including, but not limited to law enforcement). If you do, jail sanctions are likely. When a search is conducted, you may be asked to provide a urine or breath sample for drug/alcohol testing, the same rules apply to these tests as those performed at the treatment center. So if you choose to admit to use, make sure to tell the officer before the screen is conducted. Admission after the specimen is collected will be treated as a denial for sanctioning purposes. If you have any questions regarding Fourth Amendment waiver searches, contact the C.A.R.E Court Office.

## **IV. Community Resources**

### **TREATMENT COMMUNITY**

Forsyth County is very fortunate to have strong recovery communities. The following is a list of local community-based support groups and other treatment providers:

#### **Alcoholics Anonymous**

Cumming Group	770-886-0696
Atlanta Hotline	404-525-3178
HALT Club	770-534-3777
Laurelwood	770-531-3800

#### **Narcotics Anonymous**

Atlanta Hotline	404-362-8484
Laurelwood	770-531-3800
H.A.L.T. Club	770-534-3777

#### **Celebrate Recovery**

Fusion Church, Buford, GA	678-887-3068
Mount Pisgah UMC, Alpharetta, GA	678-336-3137
Perimeter Church, Duluth, GA	770-335-9793

#### **Treatment Providers**

Alpha Hope Counseling	706-716-4735
Family Recovery	770-535-1073
Laurelwood	770-531-3800
LifeWorks Counseling	770-503-7999
Road to Recovery	770-534-2664

### **HOSPITALS**

#### **Northside Hospital-Forsyth**

1200 Northside Forsyth Dr.  
Cumming, GA  
(770) 844-3200

#### **Northeast Georgia Medical Center**

743 Spring St NE  
Gainesville, GA  
(770) 535-3553

#### **Laurelwood Mental Health-Alcohol & Drug Abuse**

200 Wisteria Dr.  
Gainesville, GA 30501  
(770) 531-3800

#### **North Fulton Regional**

3000 Hospital Blvd.  
Roswell, GA 30076  
(770) 751-2500

#### **BASIC NEEDS- Forsyth County**

Department of Family and Children Services	770-781-6700
Lanier Tech (Literacy, GED)	770-781-6987
Forsyth County Community Connection	770-205-1701
Forsyth County Health Department	770-781-6900
Forsyth County Mental Health	678-341-3840
Senior Citizens Center	770-781-2178

Georgia Highlands Medical Services	770-887-1668
Family Haven	770-887-1121
Ninth District Opportunity	770-532-3191
St. Vincent DePaul Sojourners House	678-947-0677
The Place of Forsyth County	770-887-1098
The United Way of Forsyth County	770-781-4110

**CRISIS LINES**

AIDS Hotline	800-551-2728
Child/Adult Protective Services (Hall)	770-532-5298
Forsyth Against Substance Abuse	706-265-HELP
Crisis Line	706-265-4257
HELPLINE	770-534-0617
Domestic Violence	770-536-5860
Georgia Council on Child Abuse	800-532-3208
Avita	706-864-6822
National Runaway Hotline	800-621-4000
NOA– No One Alone	706-864-1986
Rape Response	770-503-7273
USA national Suicide Hotline	800-784-2433
Georgia Crisis and Access Line	800-715-4225
Laurelwood	770-531-3800

Transportation Services

Dial-A-Ride:	
Forsyth County	770-781-2195
Oasis Taxi	678-455-0036
Patty’s Taxi	706-300-7143
Country Cab and Transportation	678-947-3331
Lanier Cab	678-200-0224
Phantom Cab	770-205-7673

**SUBSTANCE ABUSE**

Alcoholics Anonymous Atlanta	404-525-3178
Alcohol and Drug Hotline	1-800-905-8666
	1-800-DRUGHELP
Laurelwood	770-531-3800

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October 2023

Forsyth County Superior Court

C.A.R.E. Program