

Family Treatment Court



2020 Participant Handbook

Forsyth County Juvenile Court

Welcome to the Forsyth County Family Treatment Court

This handbook will answer your questions and help you successfully complete the requirements of the Family Treatment Court (FTC) program. The FTC Judge expects you to follow not only his instructions, but also the instructions of the rest of the FTC Team. The FTC Judge further expects you to comply with your treatment plan and DFCS case plan.

Family Treatment Court is divided into five (5) phases that will take 18-24 months to successfully complete to graduate. Depending upon the conditions of your entry into the program, you may be placed in the 24-month track of the program. The phase dates are listed at the end of this handbook, the requirements are the same unless you are instructed otherwise.

Overview

The Forsyth County Family Treatment Court (FTC) is a program designed to help you and your children reunify and/or remain together. The program will help you to reach that goal by providing treatment and monitoring your progress. We hope by working together, we can help you break the cycle of addiction and build a better life for yourself and your children.

The program requirements aren't limited to substance abuse treatment, but may also include, outside meeting and additional education. The program phases, each have specific requirements for advancement these can be found on page 8. The Court, FTC, DFCS, and CASA will closely monitor your progress and help you reach those requirements while working on your DFCS case plan at the same time. The FTC Team will celebrate and recognize your accomplishments each time you graduate from a phase. The goal being program completion and stability for your family.

The FTC Team

The Family Treatment Court Judge makes all decisions regarding your participation in the program with input from the FTC Team. In addition to the Judge, the FTC Team consists of the following members:

- FTC Case Manager
- Juvenile Court Clerk
- Accountability Court Treatment Providers
- Child Advocate Attorney
- Parent Attorney
- DFCS Case Manager/Supervisor
- Special Assistant Attorney General (SAAG)
- Court Appointed Special Advocate (CASA)
- Law Enforcement

Steps for Program Entry

The steps to enter the Family Treatment Court program ensure that you as the participant understand the requirements and benefits of the program. There are 4 steps to entering the program:

Step 1. Meet with the FTC Manager to discuss the program, provide information and answer questions.

Step 2. Meet with an FTC Treatment Provider to complete an assessment. This assessment is to determine fitness for the program.

Step 3. Meet with an FTC Parent Attorney or one you have retained to review the Participant Agreement.

Step 4. Present for FTC Court to enter the program. FTC Court is held at 3:00pm on Thursdays at Juvenile Court in Courtroom A. Further details on courtroom attire and expectations are on page 5.

NOTE: The Court will continue to be made aware of your progress through the assessment process and will be informed should you decline the program. This may cause a response in your Dependency hearing.

Eligibility Criteria

1. Candidates who live outside of Forsyth County will be reviewed on a case-by-case basis.
2. Participants shall have an open Dependency case in Forsyth County Juvenile Court.
3. Participants assessment indicates appropriateness for treatment.
4. Participants shall sign the participation agreement and abide by the conditions set forth.
5. Participants must have a history of substance abuse and show a readiness for treatment.
6. Length and status of Dependency will be evaluated on a case-by-case basis
7. A participant's youngest child(ren) cannot turn 18 during their parent's participation in Family Treatment Court.

After your admittance into Family Treatment Court you will be provided with information on orientation by the Case Manager. Following your entrance into FTC at the court session you are now a participant of the program, as such you will be subject to sanction for behavior in violation of program rules. Orientation with your Case Manager is where you are provided with your treatment schedule and any other FTC requirements.

Confidentiality

State and federal law requires the protection of your identity and privacy. FTC personnel, case managers and treatment providers adhere to policies and procedures designed to protect your privacy. They will require all participants to sign a Consent for Release of Information form. Disclosure of information is for the sole purpose of assisting your, treatment, hearings, reports, or supervision concerning your FTC case. Consents for Release of Information are required for outside agencies as well. A Release of information must be signed if you utilize or are referred to outside resources, Avita, Treatment Providers, Doctors, etc. You will be responsible for establishing the releases with outside providers.

Drug Testing

You will be provided with details on the drug testing line during your orientation with your Case Manager. **You will call the screen line every day during your participation in the program.** You will be randomly screened throughout the entire program. Screens are observed. If you are told to screen that morning you are to report to the back entrance of the Accountability Courts Office at 425 Tribble Gap Rd. between the hours of 6am and 9am. At screening there will be a sign-in sheet. Sign next to your name on the sheet and confirm whether you used any mind/mood altering substance since the last time you signed in. If you have used list the substance(s) used. The option to admit or deny is a circle of "Y" or "N" this confirmation is used for sanctioning

purposes. The admittance on a sign-in sheet is the ONLY opportunity to admit/deny use for sanctioning purposes. The FTC Team encourages you to admit to use prior to screening as sanctions are likely to be reduced. Honesty is expected in Family Treatment Court. If you admit to use after the screen it will be treated as a denial for sanctioning purposes.

The following will count as a positive screen:

- If you miss a screen, will be counted as a positive with denial.
- If you are unable to provide a sample within the testing window, 6am to 9am.
- If the sample provided is not of a sufficient quantity to test.
- If the lab results indicate a mind/mood altering substance was used.
- Altering or the attempt to alter a sample.

NOTE: If you screen positive in any FTC phase, the Judge after recommendation from the Team will apply immediate sanctions that may include the review of your dependency case. During the review of your dependency case the Judge may determine that for the protection of your child(ren) they are to be removed from your custody.

Dilutions or Altering Screens

Any attempt to alter a drug screen including attempting to provide a substance that is not urine or attempting to consume or use something to change the result of your screen will be treated as a positive. Altering screens is an offense that has a possible response of TERMINATION from the Family Treatment Court program. Dilutions, altered screens and high creatinine levels are all screening violations and will impact your phase-up and progression, if you have any questions ask your Case Manager.

Medications/Doctor's Appointments

Ibuprofen, acetaminophen, aspirin, and naproxen are the **only** medications participants are allowed to take without prior approval. NO other medications, including cough medicine, diuretics, anti-diuretics, etc., are to be taken without prior approval from the FTC Office. Any medication that you would have to ask a pharmacist for or that requires a prescription from a doctor requires permission before you take it. If a participant receives a prescription from their doctor they are to contact the FTC Case Manager for approval BEFORE filling the medication.

NOTE: Some medications, even through prescribed by a doctor, may not be approved by Family Treatment Court, so you must get approval BEFORE filling the prescription. Once the medication is approved, you are required to take that medication in the manner and dosage it was prescribed. Medications may be subject to a daily pill count at the Family Treatment Court Office.

How to get medication approved:

Medications purchased at the store: ask FTC staff, call the office or call the emergency line (number is located on the last page of the Handbook).

Prescribed medications: ask FTC staff, or if after hours call the office or call the emergency line. A Physician's form must accompany the medications for prescriptions.

You must take a Physician's Form with you to any and all doctor's visits; physicians, psychiatrist, Urgent Care, Emergency Room, etc. It is suggested that you keep an extra copy of this form on you at all times in case of an emergency, they are also available on the Accountability Courts website. This form must be completed by the Doctor and FAXED back to the Accountability Courts Office by the Doctor's office. You will have 72 hours from the date of the appointment to get the form completed and submitted to the Family Treatment Court Office.

Surveillance and Searches

All participants will sign a Fourth Amendment waiver before entry into the program. This waiver is contained in the FTC Participant Agreement. All participants are subject to a search of their person, place, residence, vehicle, and belongings, whether they are present or not, for any reason. A search can be conducted at any time, day or night, with or without a search warrant, without prior notice and without probable cause by any peace officer, officer of this program or their representative. Searches of person or place that result in the finding of drugs and/or contraband will result in the seizing of these findings. Your failure or the failure of anyone you live with or lives with you to welcome entry for a search will result in a sanction for prohibiting detailed search of the home which could result in jail time. It is imperative FTC has your current address and contact information. Any vehicle you drive, whether to work or otherwise must be reported to the FTC Office. FTC must have a record of the vehicle including Make, Model, Year and Tag Number. While in the program, you may not have ammunition or guns of any type (BB, Paintball, etc.) in your home, car, or possession. Additionally, there may not be alcohol of any kind where you reside or your vehicle which you occupy, including if you are driving someone else's car. You may not attempt to text or alert another participant of actual or perceived investigative activity by FTC or their agents (including, but not limited to Law Enforcement). Failure to abide by these rules will result in sanctions. When a search is conducted you may be asked to provide a urine sample or administered a breath test. The same rules apply to these tests as those performed in the treatment center, see section on Drug Testing. If you intend to admit you must do so before the sample is collected, or the test administered. Admission after the specimen has been collected or the test completed will be treated as a denial. If you have any questions about searches and surveillance, please contact the FTC Case Manager or Parent Attorney.

Note: Vaping, including eCigs, is not permitted in any Accountability Courts program. Vaping, vape pens, and accessories will be treated as contraband and subject to a minimum 24 hours in jail.

Any other interaction with law enforcement, for any reason, is to be reported to the FTC Office as soon as possible. Failure to report interaction with law enforcement will result in a sanction.

Program Fees

The minimum program fee is \$200 per month. Payments are due the first Monday of the month by 12 noon. Money order is the only accepted form of payment. When completing your money order please make it out to Forsyth County Family Treatment Court and include your name written legibly. Participants are required to begin paying program fees the week they enter the program, so your first payment will be due the Monday following your court entry by 12 noon. Depending on which week of the month you enter the program, your amount may be prorated, and your Case Manager will talk about that at your orientation. Payments can be made at the Accountability Courts Office Monday-Friday 8:30am-5:00pm or placed in the designated boxes outside of the building or downstairs at testing. Receipts are available upon request. Sanctions are imposed after a participant is greater than \$400 behind in fees.

Court Attendance

FTC Hearings are Thursdays at 3:00pm at the Juvenile Court Complex in Courtroom A. You are expected to arrive no later than 2:45pm. Anything you want counted for court, leave requests, community service work, employment hours, etc., must be turned in by 12:00 noon on Wednesday.

The phase of FTC that you are in will determine how often you are expected to appear see page 10. All participants are expected to show up on time, properly dressed, and prepared to address the Judge in an appropriate manner. You are also expected to bring your participant folder with any information that you may need for court, i.e. handbook, copies of meeting logs, copies of community service records, payment receipts, etc.

Court appearance: Appropriate attire is expected of everyone, what you **cannot** wear to court are,

- Open toed shoes, including flip-flops, sandals, slides, etc.
- Shirts with leggings where the shirt is not long enough to cover your entire bottom.
- Shorts, whether male or female.
- Shirts that do not cover the shoulders, including spaghetti straps, tanks tops, or muscle shirts. Unless covered by a jacket or sweater. Your shoulders must be covered.
- Any clothing with alcohol or drugs printed on them, including those with patterns depicting alcohol or drugs.
- Clothing with holes or in poor condition
- Skirts shorter than the wearer's fingertips.
- Shirts that are too revealing. No crop tops.
- Gang attire.
- Hats
- Sunglasses
- Clothing bearing offensive, violent, racist, and/or sexiest themes or curse words.
- You may be asked to remove extreme or excessive facial jewelry.
- Staff has the discretion to ask you to cover-up or not wear an item to court again.

Food, drinks, gum and candy are prohibited in the courtroom.

Put your electronics on SILENT or TURN THEM OFF. Do NOT attempt to use your phone for any purposes during court without permission. If an electronic goes off in court, for any reason, it will be confiscated.

When addressing the Judge, using "Sir" (or "Ma'am" when in instances of a stand-in Judge) is appropriate and recommended. Family Treatment Court sessions are recorded and because of this all responses must be verbal, a head nod or gesture not be enough.

Incentives/Sanctions

FTC uses incentives to recognize and reward participation and progress. Parental contact with the child(ren) shall be based upon the best interests of the child and as such, incentives will not include increased visitation.

Incentives include but are not limited to:

- Judge's public recognition of participants' hard work.

- Program Perks – including sanction freebies.
- Gift Cards
- Candy
- Picks from the Care Closet – a closet at the Accountability Courts office with a variety of goods.

Spotlight Award! – Quarterly, participants will be able to vote for a peer they feel has been doing extraordinarily well in the program. This vote will be taken on the first court date of the month and announced in that court hearing. The winner will receive a pick from the CARE closet!

Star Award! – Quarterly, the Family Treatment Court Team will vote for a participant they feel have gone above and beyond. The winner will be announced at the first court date of the month and will receive an extra Leave Request!

Sanction Freebies are earned through going a month without a sanction. These Freebies can be used on any sanction except a fees or jail sanction and you cannot use multiple freebies in one court session. The combination of six (6) Sanction Freebies can be turned in for an additional leave request. The Family Treatment Court Judge reserves the right to deny the use of a Freebie for any sanction as well as deny a leave request.

Sanctions are used to reinforce the expectations and requirements of the program. These responses range from admonishment from the Judge to jail time. Therapeutic responses may also be included which would add to or alter your treatment schedule. Family Treatment Court will apply sanctions following violations as close in time to the offending behavior as possible. **If you have a sanction you are expected in court, regardless of your phase.** The entire FTC Team is involved in the process, but the Judge makes the final decision on sanctions.

If a participant wishes to request their community service work be converted into jail time the conversion rate is 24 hours in jail for every 8 hours of community service work owed. This can be requested, it can also be denied. Please be aware and prepared that this is the standard conversion rate but is not a standard practice, meaning the team does NOT automatically convert your community service work to jail time, but even without a request, excessive amounts of community service hours can be converted to jail time.

Jail Sanctions: if you anticipate a jail sanction, do not bring any bags with you to the hearing. You will not be able to bring these items with you to the jail. You may have your cell phone, ID and a debit/credit card or cash. Following your release from jail you are to immediately go to the Accountability Courts office and meet with you Case Manager. You are still expected to attend all treatment scheduled the day of your release.

Employment

Employment is a requirement after two weeks in the FTC program. After two weeks without employment, sanctions will be imposed. 28 hours per week is the minimum, this does not have to come from 1 source, meaning you may have multiple employers, or attend school. Employment/Education/Community Service hours will be averaged at the end of the month. Commute and study time cannot be counted towards hours. Proof of education attendance is required, including not just registration for the classes, but attendance records. Participants cannot work at an establishment serving mind/mood altering substances, including alcohol, or where they would be administering medications unsupervised. Parents who wish to be stay-at-home parents are required to meet with their Case Manager and complete a household budget. If the

participant is approved to be a stay-at-home parent this may include a reduction in work hours or a community service requirement. These proposals are evaluated on a case-by-case basis and are not guaranteed.

Proof of employment/education/community service hours is due the first Monday of the month, every month. This provides enough time to allow participants to get their last paycheck for the month before. Participants will be required to submit proof of hours worked, i.e, a paycheck stub.

If you get a new job while in the program you are to submit proof of the new employment this can be done by a letter from the employer on official letterhead or an e-mail sent to the Case Manager from the company e-mail address.

How to submit proof of employment hours:

1. If you receive a check stub, submit the check stub(s) to the FTC Office. You can submit them in person or via e-mail to your Case Manager.
2. If you do not receive a check stub, then completion of the Proof of Employment hours form is due. If you receive a check stub, you cannot submit a Proof of Employment hours form.

Leave Requests

Participants can take a leave from program requirements of group, individuals and screening, these leave request must be approved in advance by the FTC Team. If you have a leave request, you must complete a Leave Request Form and submit it to the office on Wednesday by 12 noon 2 weeks before the court date you are making the request. Leave Requests are granted in court.

You will **not** be granted a leave request in phase 1. You will have two (2) leave requests available in each remaining phase i.e. two (2) in phase 2, two (2) in phase 3, two (2) in phase 4, and two (2) in phase 5 . These requests are for a maximum of three days, and cannot be combined. You will be allowed to miss one group counseling session during your leave, but that session must be made up before the court date following your leave. You are still expected to complete all of the required outside recovery meetings during your leave, and report to screening the day after your return.

How to get a leave:

1. Complete a leave request form (which can be found at the Accountability Courts Office) and submit this form along with relevant documentation to the Accountability Courts Office the Wednesday before the next FTC court session by 12:00pm.
2. The request will be screened by your FTC Case Manager for eligibility.
3. If eligible, the request will be presented to the FTC team for approval.
4. Based upon your phase, even if you are not scheduled to be in court, you are expected to be there if you are requesting leave to answer any questions the Judge and Team may have.
5. The FTC Judge will inform you of the decision during court.
6. After returning from an approved leave you are required to submit to screening. You are to report to screening the day following your return and provide a urine sample. If no screening is being performed that day you are required to report to the Family Treatment Court office to see your Case Manager at 9:00am if it is a weekday, or if it is a weekend continue to arrive for screening every morning until a sample is given.

Maternity/Paternity Leave

Participants who are expecting a child or have recently delivered a child are to alert the Family Treatment Court Office as soon as possible.

Maternity leave applies to female participants who have just delivered a child. You must provide documentation of the birth of the child, such as a photograph or hospital documentation sent to your Case Manager. If you go into labor outside of regular business hours you are to alert the emergency line (number is located on the back of this handbook). Following delivery, you will have two (2) weeks leave from program obligations, up to the discretion of the team. Your program progress stops during the leave. Every two weeks, your return to the program and requirements will be evaluated by the team. Additional requirements will be added until you are back to full program participation.

Males in the program who are expecting a child can request paternity leave after the child has been delivered. This will constitute one (1) weeks leave from program obligations up to the team's discretion. Program progress stops while the you're on paternity leave.

Participants on maternity or paternity leave will receive a fee credit for the weeks they are on leave.

Community Support Meetings, Prosocial Activities, and Family Activities

Community Support Meetings: After phase 1 participants are REQUIRED to attend two (2) Community Support Meetings per week. Participants will take a Community Support Meeting Log with them to the meetings and have the group leader or another designated leader sign the sheet to ensure attendance. The log must then be filled out with the date/time/location of the meeting as well as what the you learned from the meeting. One-word responses will be deemed "incomplete" Family Treatment Court wants to encourage you to engage with the meetings as this will be a valuable resource to your recovery after your completion of the program. A list of local Community Support Meetings is available online as well as from your Case Manager. You cannot receive credit for two (2) Community Support Meetings in one day.

Prosocial Activities: In phases 4 and 5 participants are permitted to engage in a prosocial activity in lieu of one (1) Community Support Meeting. This prosocial activity must be able to be documented and the documentation must be submitted with your weekly meeting log. For example, if you have a gym membership, they often require a scan of a card, this is a log the gym keeps, you can obtain a copy of the time in/time out that you attended at the gym. This will count for one (1) Community Support Meeting for the week. You may only substitute a prosocial activity for ONE (1) Community Support Meeting. You cannot receive credit for a Prosocial Activity and a Community Support Meeting done on the same day.

Family Activity: In phases 4 and 5 participants are REQUIRED to document one (1) weekly Family Activity. This can be a dinner that was prepared as a family, an activity done as a family, a sports activity, family game night, etc. If you do not have your children in the home, this can be a description of how you prepared for and what activities were done at your visitation. This Family Activity will be documented on your Community Support Meeting Log and due weekly. This activity is in addition to your Community Support Meetings and/or Prosocial Activity, so in phases 4 & 5 you should have three items on your Community Support Meeting Log. Please reach out to your Case Manager if you have any questions.

Contact and Fraternalization

Participants are not to have contact with persons on probation and/or parole, convicted felons, known drug users, known drug dealers, people incarcerated in any institution, people being supervised by any court agency, on misdemeanor or felony release/bond, or people participating in accountability courts in other counties without advance permission of the FTC staff. Failure to abide by this will result in sanctions.

Just as you cannot work somewhere that serves mind/mood altering substances, you also cannot be in an establishment after it is no longer serving food. If you have questions about this, contact your Case Manager. Further, you cannot be around anyone drinking alcohol, for example, you cannot be on a boat on the lake with people who are drinking alcohol.

Communications between or among participants, including but not limited to, sexting, having contact of a sexual nature, distributing photographs that may be deemed inappropriate, or communications that are otherwise inappropriate for the Family Treatment Court setting is prohibited regardless of phase. Communication and association between or among 2 or more participants is limited to Family Treatment Court business, Family Treatment Court requirements, and Family Treatment Court events in Phase 1 and 2. Phases 3-5, participants may hang out together, so long as it is not in a participant's home or in an establishment that serves alcohol. No physical relationships are allowed regardless of the participant's phase in FTC.

Residential Treatment

Participants in residential treatment are expected to report to Family Treatment Court hearings on the same day as their Dependency hearings. If your Dependency hearing is on a non-FTC day, the participant is expected at the FTC hearing the same week as their Dependency hearing. You are also required to attend FTC hearings whenever requested outside of this regular schedule. Drug screening, check-ins with the Case Manager and other treatment may be imposed. Fees while participants are in residential treatment will be reduced to \$50 per month for Case Management services. After your completion of residential treatment, you will be reevaluated to determine what phase you will be in when you re-enter FTC.

Phases

FTC has five (5) phases with separate requirements for each phase. It is up to you to keep track of your phase-up dates, but if you have any questions please ask your Case Manager. You'll see the requirements for each phase as well as the length and key concepts of each phase detailed below. You cannot phase-up on the same day as a sanction. If you anticipate phasing-up and you receive a sanction, speak with your Case Manager to determine when you will be eligible to phase-up.

Requirements of every phase:

- Schedule and participate in supervised visits with your children, when applicable.
- Comply with conditions of your DFCS case plan.
- Comply with FTC treatment plan.
- Submit proof of employment/education hours by the first Monday of the month, every month.
- Attend all scheduled activities on time.
- Comply with Law Enforcement in searches.
- Submit \$200 payment by the first Monday of the month, every month.
- Comply with drug screen protocol.

- Maintain safe, stable and sober housing.
- Sign all required releases and disclosures.

Phase one – Assessment, Stabilization & Orientation
Length: 18-Month Track: 2 months/24-Month Track: 3 months Curfew: 10pm-5am
<ul style="list-style-type: none"> <input type="checkbox"/> Attend court weekly <input type="checkbox"/> Meet with your Case Manager at least once a week. <input type="checkbox"/> Complete a Budget and Budget Meeting with your Case Manager <input type="checkbox"/> Apply for assistance with the State (SNAP, TANF, etc.) <input type="checkbox"/> Obtain employment within 2 weeks of program entry. <input type="checkbox"/> Paid a minimum of \$400/\$600 in fees – before applying for phase-up <input type="checkbox"/> 28 days without a drug screening violation – before applying for phase-up <input type="checkbox"/> 28 days jail sanction free – before applying for phase-up <input type="checkbox"/> Attend a Family Treatment Court Team Meeting with your Case Manager, DFCS Case Manager, CASA and any other available parties. <input type="checkbox"/> Schedule phase up meeting with Treatment and your Case Manager <input type="checkbox"/> Complete phase-up meeting with Treatment and your Case Manager
Phase change requests will be presented to the Judge and approved by the FTC team. Completion of these requirements alone will not guarantee a phase-up, the FTC Team reserves the right to deny any phase-up request and will provide the participant with guidance on how to improve to phase-up.

My anticipated phase-up date is: _____

Phase two – Recovery and responsibility to self.
Length: 18-Month Track: 3 months/24-Month Track: 6 months Curfew: 10pm-5am
<ul style="list-style-type: none"> <input type="checkbox"/> Attend court weekly <input type="checkbox"/> Meet with your Case Manager at least once a week until otherwise directed. <input type="checkbox"/> Attend 2 Community Support Meetings per week – NA/AA/Al-Anon, etc. A form is available at the Accountability Courts office. You will submit the form, filled out with 2 meetings, EVERY WEDNESDAY BY 12 NOON. <input type="checkbox"/> Obtain a sponsor or mentor who is NOT an employer or family member. <input type="checkbox"/> Establish a relapse prevention plan. <input type="checkbox"/> Paid a minimum of \$600/\$1200 in fees – before applying for phase-up <input type="checkbox"/> 45 days without a drug screening violation – before applying for phase-up <input type="checkbox"/> 30 days jail sanction free – before applying for phase-up <input type="checkbox"/> Schedule phase-up meeting with Treatment and your Case Manager <input type="checkbox"/> Complete phase-up meeting with Treatment and your Case Manager
Phase change requests will be presented to the Judge and approved by the FTC team. Completion of these requirements alone will not guarantee a phase-up, the FTC Team

reserves the right to deny any phase-up request and will provide the participant with guidance on how to improve to phase-up.

My anticipated phase-up date is: _____

Phase three – Bridging the gap

Length: 18-Month Track: 3 months/24-Month Track: 6 months

Curfew: 10pm-5am

- Attend court on the 1st and 3rd Thursdays of each month.
- Meet with your Case Manager at least once a week until otherwise directed.
- Attend 2 Community Support Meetings per week – NA/AA/Al-Anon, etc. A form is available at the Accountability Courts office. You will submit the form, filled out with 2 meetings, EVERY WEDNESDAY BY 12 NOON.
- Maintain a sponsor or mentor who is NOT an employer or family member.
- Maintain a relapse prevention plan.
- Take GED pre-test prior to phase-up or provide a copy of High School Diploma
- Paid a minimum of \$600/\$1200 in fees – before applying for phase-up
- 60 days without a drug screening violation – before applying for phase-up
- 45 days jail sanction free – before applying for phase-up
- Schedule phase-up meeting with Treatment and your Case Manager
- Complete phase-up meeting with Treatment and your Case Manager

Phase change requests will be presented to the Judge and approved by the FTC team. Completion of these requirements alone will not guarantee a phase-up, the FTC Team reserves the right to deny any phase-up request and will provide the participant with guidance on how to improve to phase-up.

My anticipated phase-up date is: _____

Phase four– Maintenance, recovery and responsibility to self and others

Length: 18-Month Track: 5 months/24-Month Track: 5 months

Curfew: 12am-5am

- Attend court on the 1st and 3rd Thursdays of each month.
- Meet with your Case Manager at least 2x/month until otherwise directed.
- Attend 2 Community Support Meetings per week – NA/AA/Al-Anon, etc. A form is available at the Accountability Courts office. You can submit 1 prosocial activity (with proof) in lieu of 1 Community Support Meeting. You will submit the form, filled out with 2 activities, EVERY WEDNESDAY BY 12 NOON.
- Complete a Family Activity and document it on your Community Support Meeting log every week.
- Maintain a sponsor or mentor who is NOT an employer or family member.
- Continue to update relapse prevention plan, as needed.
- Attend GED classes or take GED test to obtain high school diploma, if

applicable. Diploma or GED not required to phase-up, but required to graduate.

- Must have a fee balance of \$0 – before applying for phase-up
- 90 days without a drug screening violation – before applying for phase-up
- 60 days jail sanction free – before applying for phase-up
- Schedule phase-up meeting with Treatment and your Case Manager
- Complete phase-up meeting with Treatment and your Case Manager
- If children were removed, must have custody returned before eligible for phase-up.

Phase change requests will be presented to the Judge and approved by the FTC team. Completion of these requirements alone will not guarantee a phase-up, the FTC Team reserves the right to deny any phase-up request and will provide the participant with guidance on how to improve to phase-up.

My anticipated phase-up date it: _____

Phase five– Reinforce a clean, sober and legal lifestyle

Length: 18-Month Track: 5 months/24-Month Track: 4 months

Curfew: 12am-5am

- Attend court on the 1st Thursday of the month.
- Meet with your Case Manager at least 1x/month until otherwise directed.
- Attend 2 Community Support Meetings per week – NA/AA/Al-Anon, etc. A form is available at the Accountability Courts office. You can submit 1 prosocial activity (with proof) in lieu of 1 Community Support Meeting. You will submit the form, filled out with 2 activities, EVERY WEDNESDAY BY 12 NOON.
- Complete a Family Activity and document it on your Community Support Meeting log every week.
- Maintain a sponsor or mentor who is NOT an employer or family member.
- Continue to update relapse prevention plan, as needed.
- Take GED test to obtain high school diploma, if applicable. This is a requirement for Graduation
- Obtain a Driver’s License, if applicable.
- Complete Giving Back Project
- Must have all program fees paid in full to apply for Graduation.
- 90 days without a drug screening violation – before applying for Graduation.
- 90 days jail sanction free – before applying for Graduation.
- Schedule exit interview with Treatment and your Case Manager
- Schedule exit interview in your Case Manager and the Judge.
- Prepare life story for exit interview, submit life story to your Case Manager and be prepared to speak about it at Exit Interview.
- Complete exit interview with Treatment and your Case Manager.
- Complete exit interview with your Case Manager and the Judge.

Graduation requests must be completed at least 2 weeks before participants expect to graduate. After your request is submitted, you will meet with Treatment, your Case Manager and then the Judge to discuss your time in the program and plan for success following your graduation.

Graduation

Family Treatment Court will host a graduation ceremony at which your friends and loved ones are invited to attend. Upon your graduation from the Family Treatment Court Program, you are invited to continue participation as a mentor. If you are interested in mentoring, reach out to your Case Manager.

Termination

Warrants, new arrests or a violation of any aspect of your treatment plan may result in your termination from the FTC program. Other violations, which may result in termination, include the following:

- Missing and/or positive drug screens.
- No progress in the program, including with Treatment.
- Altering or diluting a drug screen.
- No progress in your Dependency Case.
- Violence or threat of violence directed at staff, other participants of the program or other clients of the treatment providers.

The Termination process can be either voluntary or involuntary. The procedure for a Voluntary Termination is as such,

1. A Voluntary Termination packet must be requested from your Case Manager at this request Case Manager will begin arranging a meeting with your treatment providers.
2. You will receive a date and time for the meeting with Treatment within 7 days of the request for the form. Your attendance at this meeting is mandatory, be prepared to discuss the answers to your questions from the packet.
3. After receiving a date and time for the meeting, participants are to have their Voluntary Termination packet turned in to their Case Manager 24 hours in advance of the meeting with Treatment.
4. Following the meeting with Treatment participants will have their packet returned should they wish to continue with the Termination process
5. Participants will be required to meet with their Parent Attorney and any Criminal Attorney if applicable and gain their signatures on the Termination form.
6. Following the completion of these meetings, the Family Treatment Court Team will staff the request.
7. Regardless of their requirement by phase to appear for a Family Treatment Court session the participant requesting Termination must be present.
 - a. Family Treatment Court will not consider a request for Voluntary Termination if the participant is not present.
8. The participant will leave the final line on the Voluntary Termination form blank until the request is made in court in front of the Judge, it is only then will the participant sign this line.
9. If the Voluntary Termination is granted the participant will be released from program rules and requirements effective immediately.

Participants can revoke their request to Voluntarily Terminate at any time up until the final signature on the request that is done in court in front of the Judge. If a participant requests Voluntary Termination two (2) or more times, the team will discuss the appropriate approach and response. Participants who begin the Voluntary Termination process and revoke their request then wish to request Voluntary Termination again later, they must restart the process every time they make the request.

Note: Until the Judge makes a determination participants are held to all program requirements, failure to abide by the requirements will result in sanctions. Sanctions from behavior while the participant is in the program will be responded to, even if the participant is Voluntarily Terminating the program.

Regardless of the method of Termination, whether voluntary or involuntary, participants should expect a response in their Dependency to review the leaving of treatment and establish what the next steps are with their children.

Important Numbers

FTC Case Manager: 678-455-4780

Testing Website: my.averhealth.com

Testing Phone Number: 678-967-0419

FTC After Hours Emergency number: 678-215-7672