

# **Forsyth County CARE Program Participant Handbook**



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

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

This handbook belongs to:

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The CARE Program Phone:

678-455-4780 (Phone)

678-455-4781(Fax)

Emergency Number: 678-215-7672

Physical Address:

425 Tribble Gap Road

Cumming, GA 30040

These are the only numbers that should be used to contact CARE Program Staff.  
Contacting staff members on their personal phone is prohibited.

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## I. Introduction

The Forsyth County CARE 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.

CARE Program is a mental health treatment program that is a minimum of 24 months (felony) or 18 months (misdemeanor) 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.

The team will work with you on your treatment and case management to assist you in building a positive future and life goals. We encourage you to help us by following the rules of the program and avoiding situations that may get you into trouble.

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.

## II. Important Numbers

Accountability Courts Office 678-455-4780

Emergency Phone (afterhours and weekends) 678-215-7672

Defense Attorney, Shelese Amos-Carter 678-900-2239  
shelese@theamosfirm.com

Drug Screen Line 800-494-1250 or online check-in at [drugtestcheck.com](http://drugtestcheck.com)

## III. Court

### **A. Courthouse Behavior**

Your attendance in court is a condition of your participation in the Forsyth County CARE 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, miniskirts, 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 at 3:00 p.m.** (You will be advised of exceptions or changes to your courtroom appearances by your Program Coordinator).
- Once in the courtroom, conversations outside of communication with the Judge, attorneys or case manager are not allowed when court begins.
- 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, cell phones, tablets, or other distracting items are allowed.
- You are responsible for your guests and/or children.

## **B. Judge's Role**

The CARE 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, as a leading partner to ensure its success. One way the CARE Program Judge leads is through assisting the CARE 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.

***Direct contact with the Judge or their office is not allowed and should be avoided beyond the courtroom setting.***

The Judge is not your Program Coordinator, personal attorney, and/or legal advisor. Information from yourself and your family must go through your Program Coordinator. 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 areas of life 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.

## **C. Director and Assistant Director's Roles**

The Director and Assistant Director review and update the program policies and procedures manual and participant handbook to ensure operations and administration comply with applicable local, state, and federal requirements. The Director and Assistant Director also apply for and manage grant funds for the CARE Program;

provide staff oversight; provide community outreach and resources for the program; and oversee treatment to ensure fidelity to the curriculum.

#### **D. CARE Staff Roles**

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

Program Coordinator: The Program Coordinator oversees the operation of the CARE Program under the direction of the Director and Assistant Director. The Coordinator provides support to the program but also builds bridges with the community and agencies in Forsyth County. The Coordinator also works closely with participants and treatment providers to develop individualized treatment plans. The Coordinator oversees your involvement with the Program, appearances in court, following through with treatment plans, etc. They will also help with linkage to community resources to include Vocational Rehabilitation, transportation resources, housing resources, as well as medical and dental care providers. Your CARE Program Coordinator 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.

Clinical Case Manager: The Clinical Case Manager assists the Coordinator by providing enhanced case management services to participants who need more direct assistance with resources. This individualized focus allows more targeted needs to be addressed. This may include working with participants out in the community to identify and access resources including employment, housing, medical, food insecurity, etc.

#### **E. District Attorney's Role**

Without the District Attorney's cooperation, you could not be offered the opportunity to participate in the CARE Program. The Prosecutor has many responsibilities to the Program. The Prosecutor presents each case to the Judge and facilitates entry into the CARE 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 CARE Program. During your participation in the Program, it is not appropriate to seek legal counsel from the staff of the District Attorney's Office. If you are terminated from the Program, the Prosecutor will make recommendations to the Court regarding your sentencing if you have felony charges.

#### **F. Solicitor General's Role**

Without the Solicitor-General's cooperation, you could not be offered the opportunity to participate in the CARE Program. The Prosecutor has many responsibilities to the Mental Health Court CARE Program. The Prosecutor presents each case to the Judge

and facilitates entry into the Program if appropriate. The Prosecutor attends staff meetings to determine appropriate sanctions and incentives for program participants. Another role of the Prosecutor 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 General's Office. In the event you are terminated from the CARE Program, the Prosecutor will make recommendations to the Court regarding your sentencing if you have misdemeanor charges.

### **G. Defense Attorney's Role**

The CARE Program Defense Attorney represents 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 CARE Program.

### **H. Law Enforcement's Role**

The support of local law enforcement is paramount to you being able to participate in the CARE Program. They have recommended that you receive treatment, **not jail**. Law enforcement provides accountability for your time in this program through participating in bi-weekly staff meetings and making recommendations. They also provide Fourth Amendment searches as needed. Your honesty and cooperation with all law enforcement is essential to compliance with the program

### **I. Probation Officer's Role**

The Probation Officer may refer some cases to the CARE Program. It is the responsibility of the Probation Officer to conduct the initial evaluation of these cases. If the probationer is determined to be a candidate for the CARE Program, the Probation Officer refers the case to the Accountability Courts Office and team. The Probation Officer keeps the CARE Program Team informed of all participant progress on probation by attending staffing and Court. The probationer must report all required contact information to their Probation Officer and sign releases with both parties. The Probation Officer contributes to community education and cooperation with the program and assists with community resources to aid the program. In the event you are brought before the Judge for a Revocation of Probation Hearing, the Probation Officer will make recommendations related to your sentencing.

## **J. Treatment Team's Role**

The Accountability Courts Assistant Director and the counseling team facilitate all group counseling sessions, individual counseling sessions, and other recommended counseling. The CARE Program participants are provided with specialized curriculum and proven, evidence-based treatment practices. The Treatment Team reports all participants' progress, or lack thereof, to the Accountability Courts Office. A representative from the Treatment Team attends all planning group, staffing, and court sessions. The Treatment Team does not discuss sanctions or other requirements with participants, including results of drug and alcohol screens performed.

## **K. Sanctions**

The Judge will impose swift sanctions if you violate 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 CARE Program uses a graduated sanction process, meaning that the level of sanctions increases 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 positive drug screens moving forward. Sanctions will be discussed by the CARE Program Team and decided by the judge. 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. Honesty will be taken into consideration when determining appropriate sanctions.

One of your responsibilities as a participant in the program is to maintain confidentiality. You may not share about who you see or what is discussed at any ACO event. The confidentiality and safety of our participants is taken extremely seriously. There will be significant sanctions for any violation of confidentiality, ranging from jail time to termination.

If you are sanctioned for a drug screen violation or jailed for three days or more, you are required to report to the Accountability Courts Office immediately upon your release or, if released on a weekend or holiday, by 9am the next business day. If you are released after 5:00 pm on Friday or over the weekend you must report on Monday morning at 9:00 am unless otherwise directed in court. Failure to report to the Accountability Courts Office will result in a sanction. ***If jail time is required for your program violations, you must make sure that all arrangements are made before court (childcare, pet care, work notices, etc.).***

If you receive a community service work sanction, you must actually work the total number of hours assigned to you. You will not be allowed credit for bringing your own equipment, driving your personal vehicle, time taking a "lunch break", etc. If the Accountability Courts Office discovers you did not work the total hours ordered, increased sanctions may be ordered. Proof of community service work is due by Wednesday at noon. Upon being ordered community service by the Judge, you will receive a Community Service log on which to document your hours.

**You must report any and all contact with law enforcement to the CARE Program Office by the close of business the next business day.** For example, if your law enforcement contact occurs on Tuesday, you must notify the CARE Program Office by 5:00 p.m. on Wednesday. If contact occurs on the weekend, you must report it to the CARE Program 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.** This does not apply to contact with the law enforcement officer assigned to Accountability Courts.

The goal is to avoid sanctions. 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 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.

### **Personal Contact Information**

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 Forsyth County Accountability Courts), people in 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/or drug dealers. If you wish to request contact with someone who falls into one of these guidelines, you must submit a 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. **You must notify CARE Staff within 24 hours if anyone enters the program who you know or have known.**

### **Curfew**

You have a curfew from 11:00pm – 5:00am for Phase 1 & 2 and 12:00 a.m.- 5:00 a.m. for Phase 3, 4, and 5 during your entire time in the CARE Program. If you need to adjust the time of the curfew for work or recovery meetings, you must receive prior permission from the Accountability Courts Office. You must be at the residence you provided during your curfew.

### **Housing**

The CARE Program and Probation Officer must have the address of your current residence and your phone number. This address is defined as where you sleep every night, and the phone number is the one where you can be reached most quickly. You may not stay away from the residence provided to the Accountability Courts Office overnight without having a leave request granted.

The “Change of Address” form must be completed and turned into the Accountability Courts Office **BEFORE** the first date you wish to reside at the new address. If you wish to move further than 25 miles from the Forsyth County Courthouse, you will need to get approval from the CARE Program Team prior to moving. Failure to notify the

Accountability Courts Office of your new address prior to moving may result in a jail sanction.

### **Vehicles**

You must provide the Accountability Courts Office with information regarding vehicles you use for transportation. If you do not drive, you must provide information about the vehicle you are transported in most often. This information must be provided within 2 business days of possession or changing vehicles and must include the make, model, year, color, and tag number for the vehicle.

### **Telephones/Cell Phones**

It is necessary for the Accountability Courts Office to be able to reach you at any time to notify you of program announcements, etc., and for the Defense Attorney to notify you of jail or community service sanctions. You must provide and keep current a phone number where a message can be left on a voicemail, answering machine or with a designated person. It is your responsibility to resolve any conflict that may prevent this situation. It is your responsibility to provide the passcode for your phone upon entry into the program and update as necessary.

### **Behavior/Contact Limitations**

If you purchase, use and/or possess alcohol, energy drinks, e-cigs, vapes, vape juices, synthetic drugs, CDB products, THC products, or designer drugs (regardless of legality) while in this program, you will receive sanctions. All use of illegal drugs will be sanctioned.

While in the CARE Program, you must avoid people on probation, parole, convicted felons, drug users, drug dealers, people incarcerated in any institution, people being supervised by any court agency, on misdemeanor or felony release/bond, and people participating in accountability courts in other counties, unless you have prior approval from the Accountability Courts Office. Requests for contact with prohibited individuals must be made in writing.

Participants are not allowed to enter into a romantic/physical relationship with another participant in the CARE Program or any other Accountability Courts Program. Participants are not allowed to “hang out” in the residence or on the property of another participant in the program. In Phase 1, participants may not “pair off” with any other participant of the program, including communication and association between or among two or more participants. Any such communication is limited to official CARE Program business, requirements, and approved events. Beginning in Phase 2, participants may hang out with others in any Forsyth County Accountability Court who are in Phases 2 and above. However, the restrictions against romantic/physical relationships and participant home visits remain. If you are discovered to be using substances with another participant from any program, you will face additional sanctions. Additionally, participants may not hang out together where alcohol is served unless it is an event approved in advance by the Accountability Courts Office. At no point in the program should participants donate money to each other. Any donations

(including cash, money order, gift cards, etc.) should be approved through the Accountability Court's Office.

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

You are not allowed to be in an establishment where the primary purpose is alcohol or drug related or where food is no longer served. This is not intended as punishment but rather to encourage sobriety. Thus, the goal of drug testing is to provide accountability and confirmation of an individual's progress towards recovery. If you have questions about where you cannot go, contact the Accountability Courts Office.

## **L. Incentives**

Incentives are positive responses to compliance for participants from the team or Judge. The Forsyth County CARE Program 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 or Participant of the Month, community service credit, reduction of court ordered fines, phase promotion certificates, free sanction passes, and graduation certificates. The CARE Program will also recognize events such as participant birthdays, special occasions (if known), and specific life events (such as babies born, weddings, etc.) in a public forum to support participants in their recovery process. Incentives may include gift cards, sanction freebies, extra leave requests, allowance to leave court early, a trip to the Care Closet, etc.

### **Uber Vouchers**

Uber vouchers may also be provided based on financial need. These funds are only allowed to be used for program related activities (i.e., group, medical appointments, work). If the uber voucher is utilized for any trips that are not program related, you must pay back the misused funds and you will not be eligible to receive funds for 60 days after the full repayment is made.

### **LEAVE REQUESTS**

Two three-day leaves will be permitted in Phases 2, 3, 4 and 5, if approved by the Judge. No leaves will be allowed during Phase 1 of the program. Drug testing is required after each approved leave. You MUST screen on the day you return from your leave during regular screening hours. You are allowed to submit one leave request per court session.

The following procedure must be followed to obtain a leave from the program:

1. All requests are to be submitted in writing to the Program Coordinator by Wednesday at noon. Leave request forms are available in the CARE office.
2. The CARE Program Staff will screen requests and, only if they are recommended, present them to the Judge for consideration.
3. The CARE Program Judge will inform you in court of their 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 Program Coordinator.)

4. Only one leave request will be allowed per Court date.

**\*\*No leaves will be considered for travel outside the country for any reason.\*\***

### **Medical Leave**

If you have a particular problem that requires certain medications, you should discuss it with the CARE Court office. It may be that your time in the program is stopped until you are again drug-free. 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.

### **Accountability Courts Limited Permit (ACLCP)**

Certain participants with suspended licenses can apply for an Accountability Courts Limited Permit after they have demonstrated 28 days of documented sobriety. Request forms are available in the Accountability Court Office and should be completed and turned in for consideration. The Judge will review these requests at the following court session. The ACLP is a privilege, and it can be revoked for misuse or continued substance use.

### **M. Termination**

The Forsyth County CARE 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, violence or harassment 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 Program immediately)
6. An accumulation of program violations
7. Continued non-compliance to program guidelines
8. Possessing a firearm or other weapons
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 termination from the program is necessary.

## **N. Graduation**

Appropriateness for graduation will be determined by the treatment team and graduation will be scheduled when you are in phase 5. Please feel free to invite anyone you would like to participate with you to celebrate your achievement of completing the program! Upon successful completion of the CARE 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 CARE 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 to be positive members of the community.

### **Giving Back Project**

All participants are required to complete a 20-hour Giving Back Project during Phase 5 before they are eligible for graduation from the CARE Program. This project must consist of a service which benefits the community at large in some capacity. Ideally, you will choose a service that has personal meaning to you. Your project idea must be approved by your Program Coordinator before you begin accumulating hours. You will be responsible for providing documentation of all hours completed to your Program Coordinator.

## **IV. Program Guidelines**

### **A. Treatment Facility**

All CARE 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 CARE Program activity. All violations of program rules can result in sanctions and/or new criminal charges. The staff members of the Forsyth County CARE 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 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 for 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 always treat each other and staff with respect.
- Missing group is only allowed in an emergency after notifying a Treatment Staff member and obtaining approval.
- Excessive use of profanity is not acceptable.
- Dress code: No sleeveless shirts 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 references or 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.**
- Cell phones should be left outside in a locked vehicle.
- Pairing up with another CARE 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 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. Smokeless tobacco is not allowed in the treatment building
- No littering in parking lot or in building. You are responsible for assisting in maintaining the cleanliness of the building.
- Destroying or defacing property will lead to sanctions.
- Be respectful of all ACO Staff. If you wouldn't say or do it in front of the Judge, don't say or do it in front of staff.
- If someone is waiting for you during group, they must park and remain in the front parking lot.

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

## **B. Attendance and Expectations**

As a participant in the Forsyth County CARE Program, you are required to attend all meetings as assigned. Failure to attend will result in progressive sanctioning. If you are privately insured and seeking psychiatric 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 may be required to change providers. Special requests to be excused from meetings must be approved by your Program Coordinator and/or the team in advance. It is expected you will be at all scheduled appointments early and ready to start your meetings on time.

Your regular participation and compliance with your treatment plan are required. All group and individual counseling will take place at the Accountability Court's Office. 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. You will be sanctioned for failure to complete assignments on time and bring materials (book, workbook, etc.) to group(s).

### **CONTACT INFORMATION**

Advise your Program Coordinator about any changes to your contact information within 24 hours of a change. This includes your address, phone number(s), email, tag information, car make/model, and passcodes. You must have a cell number or a landline where a message or voicemail can be left.

### **COMMUNITY SUPPORT/RECOVERY MEETINGS**

Your attendance at recovery meetings will be verified using an attendance log provided to you by the Accountability Courts Office. Each meeting needs to be signed off on by the group leader who cannot be a participant in any FCAC court program. If the meeting is led by a participant in one of these programs, someone else must sign your log instead. This is the only time when someone other than the discussion leader can sign your attendance log. You can only receive credit for one meeting or prosocial activity per day. You may begin prosocials in Phase 3. A recovery meeting week runs from Wednesday at noon to the following Wednesday before noon. You are responsible for making sure your attendance log is complete, accurate, and easy to read. If you need to correct a mistake, you may do so if the change is clearly marked. Submit the original meeting log; copies will not be accepted. If your log is not turned in on Wednesday by noon, you will receive a sanction.

### **INDIVIDUAL COUNSELING**

Individual counseling sessions are available to you at no additional cost. If you are scheduled to attend individual counseling sessions, whether on your own or as ordered by the Court, you are required to give a minimum 24-hours' notice when rescheduling the session. Failure to do so will result in sanctions from the Court. Do not make a habit of rescheduling.

### **MEDICAL TREATMENT**

It is your responsibility to alert your physicians of your addiction and/or involvement in the program and, when necessary, work with them to locate a safer, less addictive

alternative. Therefore, participants must present the Physician Notification Form to doctors anytime you seek medical care, especially when prescribed medication. The signed form must be returned to the Accountability Courts Office or sanctions will be imposed.

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 on 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 into the Accountability Courts Office for disposal.

### **Emergencies**

In the event of a sudden illness and/or death of immediate family after business hours or on weekends, contact the emergency phone @ 678-215-7672 if you need to miss program requirements. Leave a message regarding the circumstances and a number where you can be reached. If you don't get a response within 2 hours, please contact the emergency line again. It is your responsibility to contact the Accountability Courts Office the next working day and provide proof of relationship, medical records, or an obituary upon your return to treatment. If you must leave the state, you are required to get the appropriate permission from the court and/or probation before you do so. (Immediate family includes spouse, children, siblings, parents, and grandparents only.)

### **RESIDENTIAL TREATMENT**

If you cannot maintain sobriety while in the program, residential may be available as a higher level of care. Your case manager will work with you on finding an appropriate residential facility.

If you enter into residential as a part of your CARE Program treatment requirements, you will be required to attend court quarterly. These dates will be provided to you as well as the residential facility. Upon return from completion (a minimum of 12 months) of a residential, the participant shall return to the phase they were in when they left. During the first 30 days in that phase, the participant shall be evaluated by treatment to formulate a treatment plan and case management to determine which phase is appropriate for program progression. This can result in moving to a higher or lower phase. If residential is not successfully completed, upon reentry into the program, the same procedure will apply. However, acceleration will not be considered once a placement decision is made.

If you are eligible to graduate straight from residential, you will first discuss with your Program Coordinator your completed after-care plan which ensures appropriate housing. This aftercare plan is to be presented to the Program Coordinator for approval one month 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.

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

### **Fast Track:**

If you enter into a residential facility as a part of your CARE Program treatment requirements, you will be required to attend court quarterly. These dates will be provided to you and the residential facility. CARE staff will meet with your residential provider at the 10-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. Within 30 days of your return, you will be evaluated by treatment to determine an individualized treatment plan and meet your Coordinator to determine which phase is appropriate in the program. This may result in moving to a higher or lower phase. You will be eligible for Fast Track upon your **successful** completion of a residential program. Sanctions will re-start once you re-enter the CARE Program.

### **SOCIAL MEDIA**

Do not “clear out” social media or “clear out” any other device (phones, tablets, iPads, etc.) after they 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. You are not allowed to enter a smoke shop under any circumstances.

## **C. Employment and GED/Vocational Training Requirements**

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. Employment is mandatory in this program unless you are a full-time student or receive 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 are required to work a minimum of 24 hours a week, unless otherwise directed by CARE staff. You must notify the Accountability Court Office within 24 hours of losing your job and you will immediately begin daily job search.

**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 may have your own approved business while

in the program, but it will not count as your approved employment. If you have any questions 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 in school, you must provide proof of continued enrollment through credit hours, class descriptions, schedule, grades, etc. All questions regarding employment verification should be addressed to the Accountability Court Office.

If you have not obtained approved employment within two weeks of entering the program or losing/leaving your job, you will be placed on a job search sanction and will be required to attend Jumpstart.

To be eligible to graduate the program you must provide proof of a high school diploma or GED to the CARE staff. If you do not have your GED, staff will assist you in enrolling in a GED program. Additional vocational training/certification OR application for disability may be provided in place of the GED program. Approval of certification programs is at the discretion of the CARE staff and must be approved of in advance of phase 4 phase up.

**You are only allowed to have one cell phone unless you have approval by the Program Coordinator. Make the coordinator aware if you have a work phone. Additional work phones must be approved in advance.**

#### **D. Medication**

Taking your medication as prescribed is one of the most important things you must remember to do while in the program. Most, if not all, 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 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 CARE Program Coordinator or, if the office is closed, call the emergency phone and get approval before you take them. If any other members of your family use over-the-counter medications, supplements, or prescriptions 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 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. Do 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, nitrous oxide, Kratom, bath salts, etc., regardless of chemical compound will be sanctioned as a use while in the CARE 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   | Excedrin  |

**Remember:**

All medication changes should be brought to the attention of the Program Coordinator.

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 doctor and approved by the Accountability Courts Office.

Let your doctors, dentists, pharmacists, and all other people that will be involved in you receiving medications that you are in the program. There is a medication for 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.

**VITAMINS/SUPPLEMENTS**

No vitamins or supplements can be utilized by participants in CARE Program without prior approval of the CARE staff. You will be provided with a list of pre-approved vitamins/supplements.

**E. Drug & Alcohol Testing**

Drug screening will be done on a random basis. It may include **urine tests, 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 AND approved by the Accountability Courts Office. You are required to submit a drug screen upon request of any staff member, or it will be considered a positive test for sanctioning purposes. You are required to 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 diluted is intentional or not, but it is your responsibility to provide a valid sample.

You may be tested at the Accountability Courts Office, the courthouse, on home visits, or any other location.

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 addressed. Additionally, the use of vapes is prohibited while you are in the program. 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.

Normal/regular testing times are every day of the week 6:00 am to 9:00 a.m. We reserve the right to screen you at any time for any reason.

You can call the screening line starting at 4:00 am. You will need to enter your PIN and listen to your personal message which will tell you whether you are required to come and provide a screen that day or not. If, for any reason, you cannot access this information by phone or online, it is your responsibility to report to the testing center during scheduled drug testing hours. You must also contact your Program Coordinator to address any issues with the screening line. If you are unable to produce a specimen, it will count as a missed screen for sanctioning purposes.

If you test positive or admit to use at screening, you must report to your Program Coordinator immediately or the next business day if the office is closed.

## **F. 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 CARE Program Contract. Therefore, it is imperative that the CARE Program Office have your current address and contact information. While in the CARE 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 CARE Program 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 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 CARE Program Office.

## V. Treatment

### **A. Group**

Participation is crucial to recovery. Be aware that you influence other members and can have either a positive or negative impact on their recovery process. Due to the importance of each person's recovery, being consistently disrespectful and distracting from the group leading to dismissal will result in sanctions. Each group facilitator has the authority to remove you from group.

### **B. Services**

When you enter the CARE Program, a treatment plan will be created based on your clinical assessment to address your specific needs. This plan will be reviewed with you as needed and again at each phase move meeting. Your goals and recommendations may be updated as you make progress or if your needs change. The CARE Program and treatment staff will make sure you have access to the services listed in your plan. These may include:

- Individual or family counseling
- Life Skills
- Cognitive skills or anger management
- In-patient or residential treatment

You may also be referred to additional support services (called ancillary services) such as:

- Employment counseling
- Medical or dental care
- Education and skill-building programs
- Financial planning or budgeting help
- Housing resources

You can request any of these services at any time by speaking with your treatment counselor or Accountability Courts staff.

### **C. Phase Requirements**

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

1. Cooperate with team-approved psychiatrists and address medication concerns. Attend at least 1 appointment with the doctor, have obtained medication, and have addressed concerns with prescriber.
2. Report for random drug/alcohol testing as required at a minimum of two times per week and provide additional screens upon staff request. No positive drug test results

(including missed tests, diluted tests or tampered tests) or jail sanctions for a minimum of 30 (felony) or 28 (misdemeanor) consecutive days.

\*\*Detoxification may be recommended by the team if client cannot achieve negative screens within 30 days of starting medication regimen\*\*

3. Follow treatment plan as recommended upon entry into the program including attendance at appointments with the psychiatrist, therapist, nurse, etc. No missed, unexcused appointments (substance abuse counseling, psychiatrist appointments, mental health meetings) for 21 consecutive days.
4. Attend court every other Thursday at 3:00pm and check in with Clinical Case Manager at the CARE office at least 1 time on a weekly basis
5. Curfew from 11 p.m. to 5 a.m.
6. Maintain updated contact information with Program Coordinator.
7. Find and maintain suitable and secure housing with periodic home visits by community policing.
8. Engage in productive use of time (employment, vocational or educational classes, volunteer work, etc., as approved by program staff). Document a minimum number of hours as approved by program staff. If deemed unable to work, an application for SSI will be made and productive use of time should be established.
9. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
10. Completion of Phase-up Interview with treatment provider and Program Coordinator
11. Attend a minimum of 4 (misdemeanor) or 8 (felony) community support meetings and submit proof to Program Coordinator

**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. Medication compliance maintained for a minimum of 60 days.
2. Report for drug/alcohol testing as required at a minimum of two times per week. and provide additional screens upon staff request. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 60(felony) or 28 (misdemeanor) consecutive days.
3. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings. No unexcused absences from scheduled services (substance abuse counseling, psychiatrist appointments, individual or group counseling, Program Coordinator) for 30 consecutive days.
4. Attend court every other Thursday of the month and continue to check in with Program Coordinator at the CARE office a minimum of twice per month
5. Curfew from 11 pm to 5:00 am.
6. Maintain updated contact information with Program Coordinator.
7. Maintain suitable and secure housing with periodic home visits by community policing.
8. Engage in productive use of time (employment, vocational or educational classes, volunteer work, etc., as approved by program staff). Document a minimum number

of hours as approved by program staff. If deemed unable to work, an application for SSI will be made and productive use of time should be established.

9. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
10. Completion of Phase-up Interview with treatment provider and Program Coordinator
11. Attend one community-based support meeting per week if dually diagnosed, or more as directed by the treatment team, with proof submitted to Program Coordinator by Wednesdays at 12 pm.
12. Complete a payment plan for restitution owed, if applicable.
13. Complete a GED assessment with counselor, if applicable.
14. A sponsor, mentor, or peer recovery coach should be identified and obtained during this phase for dual diagnosis participants. You need to meet with your sponsor, mentor, or peer recovery coach at least once per month and provide documentation to your treatment provider at phase up.

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

1. Maintain medication compliance. Medication compliance maintained for a minimum of 90 days.
2. Report for drug/alcohol testing as required at a minimum of two times per week. and provide additional screens upon staff request. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 (felony) or 60 (misdemeanor) consecutive days.
3. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings. No unexcused absences from scheduled services (substance abuse counseling, psychiatrist appointments, individual or group counseling, Program Coordinator) for 30 consecutive days.
4. Attend court every other Thursday of the month and continue to check in with Program Coordinator at the CARE office a minimum of twice per month
5. Curfew from midnight to 5:00 am.
6. Maintain updated contact information with Program Coordinator.
7. Maintain suitable and secure housing with periodic home visits by community policing.
8. Engage in productive use of time (employment, vocational or educational classes, volunteer work, etc., as approved by program staff). Document a minimum number of hours as approved by program staff. If deemed unable to work, an application for SSI will be made and productive use of time should be established.
9. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
10. Completion of Phase-up Interview with treatment provider and Program Coordinator
11. 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 Program Coordinator by Wednesdays at 12 pm.

12. Continue work on paying restitution, if applicable.
13. Successful completion of GED or other approved alternative, if applicable, or marked progress towards goals.
14. Meet with your sponsor, mentor, or peer recovery coach at least once per month and provide documentation to your treatment provider at phase up.

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

1. Maintain medication compliance. Medication compliance maintained for a minimum of 90 days.
2. Report for drug/alcohol testing as required at a minimum of two times per week. and provide additional screens upon staff request. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 (felony) or 60 (misdemeanor) consecutive days.
3. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings. No unexcused absences from scheduled services (substance abuse counseling, psychiatrist appointments, individual or group counseling, Program Coordinator) for 90 consecutive days.
4. Attend court once per month on the 1<sup>st</sup> Thursday court date and check in at the CARE office with the Program Coordinator once per month.
5. Curfew from midnight to 5:00 am.
6. Maintain updated contact information with Program Coordinator.
7. Maintain suitable and secure housing with periodic home visits by community policing for a minimum of 90 days
8. Continue to engage in productive use of time (employment, vocational or educational classes, volunteer work, etc., as approved by program staff). Document a minimum number of hours as approved by program staff. If deemed unable to work, an application for SSI will be made and productive use of time should be established.
9. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
10. Completion of Phase-up Interview with treatment provider and Program Coordinator
11. 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 Program Coordinator by Wednesdays at 12 pm.
12. Continue work on paying restitution, if applicable.
13. Successful completion of GED or other approved alternative, if applicable, or marked progress towards goals.
14. Continue to meet with your sponsor, mentor, or peer recovery coach at least once per month and provide documentation to your treatment provider at phase up.
15. Provide Program Coordinator with an outline of the required 20-hour Giving Back Project.
16. Begin working on a definitive aftercare plan which may include self-help/community support meetings, AVITA outpatient counseling, or group attendance.

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

**Track: Minimum of 3 months) Requirements Include:**

1. Maintain medication compliance. Medication compliance maintained for a minimum of 90 days.
2. Report for drug/alcohol testing as required at a minimum of two times per week. and provide additional screens upon staff request. No positive drug test results (including missed tests, diluted tests or tampered tests) or jail sanctions for 90 (felony) or 90 (misdemeanor) consecutive days.
3. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings. No unexcused absences from scheduled services (substance abuse counseling, psychiatrist appointments, individual or group counseling, Program Coordinator) for 90 consecutive days.
4. Attend court once per month on the 1<sup>st</sup> Thursday court date and check in at the CARE office with the Program Coordinator once per month.
5. Curfew from midnight to 5:00 am.
6. Maintain updated contact information with Program Coordinator.
7. Maintain suitable and secure housing with periodic home visits by community policing for a minimum of 90 days
8. Continue to engage in productive use of time (employment, vocational or educational classes, volunteer work, etc., as approved by program staff). Document a minimum number of hours as approved by program staff. If deemed unable to work, an application for SSI will be made and productive use of time should be established.
9. Maintain consistent attendance at all appointments for psychiatric, mental health, and substance abuse counseling (as needed), including group meetings.
10. Completion of Phase-up Interview with treatment provider and Program Coordinator
11. Attend a minimum of three community-based support meetings per week if dually diagnosed, or more as directed by the treatment team, with proof submitted to Program Coordinator by Wednesdays at 12 pm. for a minimum of 90 days.
12. Continue work on paying restitution, if applicable.
13. Successful completion of GED or other approved alternative, if applicable, or marked progress towards goals. Submit copy of high school diploma and/or completion of GED or other approved alternative, if applicable
14. Continue to meet with your sponsor, mentor, or peer recovery coach at least once per month and provide documentation to your treatment provider at phase up.
15. Complete 20 hour Giving Back Project.
16. Have developed a definitive aftercare plan which may include self-help/community support meetings, AVITA outpatient counseling, or group attendance.
17. Completed all the graduation requirements including letter to the Judge, interview with the Judge, and completion of Giving Back Project.
18. 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, you must check screen line daily and report for screening and follow any directions given by the Accountability Court Office.

Graduation packets will be reviewed at least 30 days prior to graduation.

## **CRISIS LINES**

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Forsyth County CIRT Team           | 911 OR 770-781-3087 (non-emergency) |
| AIDS Hotline                       | 404-876-9944                        |
| Adult Protective Services          | 1-866-552-4464                      |
| National Domestic Violence Hotline | 1-800-334-2836                      |
| Avita Crisis Center                | 678-960-2700                        |
| National Runaway Hotline           | 1-800-786-2929                      |
| NOA– No One Alone                  | 706-864-1986                        |
| RAINN Rape Response                | 1-800-656-4073                      |
| DCFS                               | 1-855-422-4453                      |
| 988 Lifeline                       | 988                                 |