

**16th Judicial District
Recovery Court Program
Policies and Procedures Manual**

Revised February 2015

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INTRODUCTION

The Sixteenth Judicial District of Tennessee serves the counties of Rutherford and Cannon with a population of approximately 300,000. In 2006, General Sessions Court heard over 6,000 cases related to drugs or alcohol. An estimated 65-85% of those charged are repeat offenders.

The Recovery Court Program targets non-violent offenders at high risk for re-offending that meet the criteria established for admission into the Recovery Court Program. These offenders are usually post-adjudication.

Those clients found appropriate for the Recovery Court Program receive an intensive and comprehensive array of treatment services, frequent alcohol/drug testing, and case management supervision. This is coupled with active judicial supervision, a system of graduated intermediate sanctions for program violations, and recognition/reward for compliance and progress within the program.

MISSION

The mission of the Sixteenth Judicial District Recovery Court Program is to reduce the length and use of incarceration, reduce the recidivism rate of crimes related to substance abuse, and improve the safety and quality of life in our community by utilizing an innovative, efficient, integrated model of services.

GOALS AND OBJECTIVES

The goals of the Sixteenth Judicial District Recovery Court Program are:

1. Participants will be compliant with program requirements
 - A. Participants will attend 90% of required self-help meetings
 - B. Participants will attend all of their counseling and case management sessions.
2. Participants will reduce their criminal behavior.
 - A. Participants will have an overall arrest rate of less than 30% while they are in the program.
 - B. Recidivism after one year from graduation and two years from graduation will be 30% or less.
3. Participants will reduce their alcohol and drug use as evidenced by negative drug screens.
4. Participants will participate in treatment as evidenced by attending all of their required counseling sessions.
5. Participants will make restitution to the victim or to the community, and pay off their court costs and fees.

- A. Participants will bring in receipts from the clerk's office showing that they are paying their restitution.
- B. Participants will bring in receipts from the clerk's office showing that they are paying their court costs and fines.

ABOUT US

The Recovery Court Office is located at 303 North Church Street in Murfreesboro, Tennessee. Our phone number is (615) 217-7124. Our office hours of operation are from 8:00 am to 4:30 pm, Monday through Friday. Classes/Group may occur after normal hours of operation and weekend and holiday drug screens are conducted each morning from 8:30 am till 9:00 am. Our Recovery Court Staff consists of the Director, Assistant Director, two Case Managers/Monitors and a Therapist. We are an outpatient treatment facility and do not have residential services. Some groups/classes may be scheduled outside of the regular business hours of operation.

REFERRAL PROCESS

The presiding judge, district attorney and/or public defender's office, the candidate's lawyer, sheriff's department, probation officers, treatment professionals, and the candidate himself may refer candidates for the Recovery Court Program. These candidates may enter the program under certain pre-adjudication or post-adjudication conditions:

Pre-adjudication:

- *Conditional Guilty Plea.* An offender is allowed to plead guilty to an offense, with the stipulation that as a condition of the plea, he/she must comply fully with the Recovery Court Program, or plea offer is withdrawn for program failure.
- *Diversion.* An offender pleads guilty and the judge reserves decision on whether to accept the plea of guilt. If the offender graduates from the Recovery Court, then the court will not accept the plea and charges are dismissed. If the offender fails in the program, then the plea is accepted and the court will proceed to sentencing.
- *Plea accepted – Sentencing delayed.* Court accepts an offender's plea of guilt and court delays sentencing. If the offender graduates from the Recovery Court, then a favorable sentence is given. Program failure usually results in incarceration by the sentencing judge.

Post-adjudication:

- *Conditional Discharge.* The offender is sentenced to comply fully with the Recovery Court Program, without the additional imposition of imprisonment or probation supervision.
- *Probation.* The offender is sentenced to probation supervision and as a condition of probation, the offender is required to fully comply with the Recovery Court Program.

- *Split Sentence (Jail and Recovery Court)*. The offender is sentenced to serve a jail term and after completion of his/her jail term, the offender must serve a conditional or probationary sentence. As a condition of this phase of the sentence, the offender is required to fully comply with the Recovery Court Program. Failure in Recovery Court can result in a re-sentence of the offender to the balance of the incarceration term by the sentencing judge.
- *Re-sentence (Violation of Conditional Sentence or Probation)*. An offender having been found to have violated a conditional sentence or probationary sentence is re-sentenced by the court to the Recovery Court Program.

SCREENING AND ELIGIBILITY

Upon referral, the candidate will be given a **Participant Handbook** (See Attachment 1) to read, and if still interested in our program, will fill out an application form (See Attachment 2) and the RANT screening instrument (See Attachment 3). If the candidate meets the initial screening criteria, we will submit a request to the District Attorney's office for an NCIC criminal background check on the candidate. When the background check comes back, we check for violent offenses as well as trafficking, manufacturing, or sales offenses. If there are no concerns, a clinical assessment utilizing the **Addiction Severity Index** (See Attachment 4) is completed. A **CESI** (See Attachment 5) test is also conducted to determine the participant's readiness towards change and current criminal thinking. Following completion of these assessments, this information is submitted to the Recovery Court Review Team to determine if the candidate is appropriate for the program.

There is a priority preference for admission and, if necessary, placement on the waiting list to treatment programs following the admission. Priority preference is as follows: First Priority: Pregnant injecting drug abuser; Second Priority: Pregnant substance abuser; Third Priority: Injecting drug user; Fourth Priority: Medically Monitored Crisis Detoxification admissions; Fifth Priority: Probation and Parole; Sixth Priority: All others.

The initial screening criteria includes the following:

- Must meet statutory requirements for suspended sentence.
- Must be a non-violent offender.
- Must have a diagnosis of chemical dependency.
- Must be a resident of Rutherford or Cannon County.
- Must voluntarily agree to participate.
- Must not be charged with or have prior convictions for sales of drugs.
- Must have a potential agreement among sentencing judge, District Attorney's Office, and Counsel for the defendant that Recovery Court would be an appropriate option.
- Must not have a hold or pending criminal charge from another jurisdiction.
- Must not be acutely mentally ill or suicidal.
- Must not be chronically or terminally ill with a physically debilitating illness or receiving dialysis on a regular basis.

- Must be willing to discontinue any medication that can be detected on a drug screen within 30 days of entering the program.
- Must be able to obtain legal transportation to all Recovery Court activities.

ENTRANCE INTO THE RECOVERY COURT PROGRAM

The Recovery Court Review Team consisting of the Recovery Court Judge, Recovery Court Director, Recovery Court Assistant Director, Recovery Court Case Managers/Monitors, Recovery Court Therapist, Rutherford County Detention Officer, Assistant District Attorney, and Public Defender review the candidate's case. By majority vote, the candidate is either found to be appropriate for the program, or denied. Their attorney and/or the candidate are notified of their appropriateness or denial. If they are appropriate for the program, they will be asked to come to the next scheduled Recovery Court. The referring Court will write a **Furlough Order** to Recovery Court (See Attachment 6).

When the candidate appears at their first Recovery Court, they will be scheduled for Orientation within 2-3 business days, at which time an **Intake Packet** (See Attachment 7) will be given to them and gone over with their Recovery Court Case Manager. An appointment will be made with the Recovery Court Therapist within 2-3 business days of entering the Recovery Court Program and will begin participation in therapy as determined by the therapist after this appointment.

Recovery Court Participants must also get a physical within 30 days of coming into the program. They must receive a TB test and agree to be tested for HIV and sexually transmitted diseases. A form filled out by the doctor is given to the Case Manager to determine if any follow-up is necessary and needs to become part of their Individual Program Plan (See Attachment 8).

THE RECOVERY COURT PROGRAM

All participants of the Recovery Court Program will comply with the following rules:

- You will receive an assessment and an ongoing evaluation with regard to your drug treatment program.
- You will follow the phases of the program to the satisfaction of the Court.
- You will not use, possess, or **be in the presence of** any illegal drugs, including marijuana, or drug paraphernalia, and you will not use **or be in the presence of** alcohol at all. You agree to be drug/alcohol tested at any time. You will not alter, or try in any way to change your bodily fluids given for drug tests.
- You agree to be searched for drugs by any police officer with or without a search warrant, warrant of arrest, or reasonable cause, day or night.
- You will not engage in any criminal activity. You will not agree to be an informant for the police while in this program.
- You will participate in any other treatment deemed appropriate and sign authorizations as necessary.

- You will not leave Rutherford/Cannon County overnight without permission of the Court. You will not leave the State of Tennessee without permission of the Court.
- You will keep or look for a job or go to school (encouraged to get your GED) as approved by the Court.
- You agree to a change in your court appearance date with 24-hour notice.
- You agree to tell any police officer that you come in contact with that you are in the Recovery Court Program.
- You give up any rights to contest changes in your treatment program.
- You agree to pay a monthly fee for your program services. This must be paid in full before you can graduate from the program.
- You agree that the Recovery Court staff can talk to your treatment provider about your progress without you being present.
- You agree to have your case heard without the State's Attorney or your attorney present, unless the Judge is considering terminating you from the program.
- You agree to keep the Court advised as to any changes in your address or employment.
- If you fail in your drug treatment program, the Court may increase the frequency of court appearances; increase the intensity of treatment or the number of urine screens; impose sanctions including incarceration, residential placement, and community service work.
- If either you or the Judge terminates your participation in Recovery Court, you will be sent back to your sentencing judge for disposition of your case. This may result in you serving the remainder of your sentence in jail.
- You may not go on any out-of-town trips that require you to stay overnight during Phase One. If you are in Phase Two or Three, you must turn in a Travel Request Form 14 days in advance of your travel.
- If you have been non-compliant and a sanction is appropriate, you will be asked to attend the next possible court date, regardless of whether it is your turn to be in court or not.
- Recovery Court participants are discouraged from having romantic relationships with other participants.

TREATMENT

Based on the **ASI** (See Attachment ____), the participant will be placed in the appropriate level of care. The Recovery Court Therapist or the Recovery Court Case Manager will make the arrangements for any residential or in-patient care. However, the Recovery Court Therapist will provide Level I therapy. Level I is less than nine hours of outpatient therapy. The Recovery Court Therapist meets with each client for an intake session and determines if any services need to be outsourced. This intake includes a screening for Trauma and any Co-Occurring Disorders. The Recovery Court Therapist is a Master's level, Licensed Professional Counselor, with experience in the drug and alcohol field.

The groups that are offered in our Out Patient Treatment Program are Family Night (12 weeks), MRT (minimum of 12 weeks), Relapse Prevention (2 x a week for 20 weeks), Cognitive Behavioral Skills (2x a week for 12 weeks), 12-Step Group (8 weeks), Women's Emotions Group (12 weeks) and Men's Emotions Group (12 weeks) . The Recovery Court Therapist also provides individual and couples therapy. (Additional classes may be added if a need arises). Our staff does not use any form of restraint or therapeutic holds during sessions. If a participant becomes disruptive during group or session, staff would first try to verbally de-escalate the situation. If the participant does not calm down they would be asked to leave the premises and if the situation continues, law-enforcement would be called to assist.

Referrals are made to medical detoxification and residential treatment as needed (most clients have detoxed while serving time in jail). Whether the participant is appropriate for these levels of treatment is up to the treatment provider at these facilities. If the participant is not appropriate, the Team determines what services need to be available to the participant. If it is determined by the Recovery Court Therapist that a mental health evaluation needs to be done, the participant is sent to The Guidance Center or Mental Health Co-op. If the participant has insurance, they may choose their own provider. If the participant is put on medication, this becomes part of their Individual Program Plan and is monitored by both the Recovery Court Therapist and Case Managers, but the staff will not manage or administer any of their prescribed medications. A release is also signed by the participant to have communication with the psychiatrist. Adjustments are made in the participant's treatment plan if he/she is found to have a co-occurring disorder based on his/her individual needs.

The Recovery Court staff assesses program compliance for each participant attending court weekly during Review Team Meetings. They assess treatment monthly for every participant at "Roundtable" which is a clinical staffing; and complete/update their IPP (See Attachment 8) or complete their discharge plan (See Attachment 9). Staff agrees upon any treatment changes and the Recovery Court Team is notified of these changes during weekly Review Team meetings. The participant is notified of any changes to their treatment by the Recovery Court Therapist, their Recovery Court Case Manager, or during court proceedings by the Judge.

All participants receiving treatment from the Recovery Court Program are protected under Title VI Legislation. (See Attachment 10) Our facility is ADA compliant. Rutherford County is required to take reasonable steps to ensure meaningful access to our programs and activities by persons with LEP (Limited English Proficiency). Any complaints regarding Title VI can be filed with paperwork found in our lobby. We accomplish this by utilizing interpreters, posting signs in Spanish or utilizing the Language Line phone service. (We also offer our handbook in Spanish.) (See Attachment 11) Unfortunately, we are unable to provide childcare, except for Family Night.

Participants who are illiterate, or need literacy help, are teamed up with another participant to help them with their work, go over their work with their Case

Manager/Monitor, and are offered literacy classes through the Adult Literacy Program.

This Agency/Program is a recipient of taxpayer funding. Anyone observing an agency director or employee engaging in any activity which is considered to be illegal, improper, or wasteful should call the State of Tennessee Comptroller's toll free hotline at: 1-800-232-5454 (Poster in front lobby).

The Recovery Court Program is located downtown, two blocks from the court house and is accessible by the city-run **Rover** system, and in the county, the **Relax and Ride** system.

PHASES OF THE PROGRAM

There are three phases of the Recovery Court Program, which all participants will follow. This is specific to those clients engaged in outpatient treatment services.

Phase One lasts approximately four months and includes:

- Meet with Recovery Court Case Manager/Monitor at least every other week in the home, at work, or in the office.
- Random urine screen: minimum of twice per week.
- Outpatient group therapy weekly.
- 12 Steps group weekly.
- Self-help support meetings three times per week.
- Appear before the Judge weekly.
- Submit a weekly journal entry to court.
- Payment of program fees.
- Signing up for school or looking for employment.

To successfully complete Phase One, participants must have a minimum of four consecutive negative urine screens. Participants must have attended all case management and group sessions, and 90% of the self-help support meetings.

Phase Two lasts approximately four months and includes:

- Meet with Recovery Court Case Manager/Monitor every other week in the home, at work, or in the office.
- Random urine screen: minimum of once per week.
- Group therapy weekly.
- MRT session weekly.
- Family Group weekly.
- Self-help support meetings two times per week.
- Obtain a Self-help sponsor.
- Appear before the Judge every other week.
- Submit a weekly journal entry to court.
- Mandatory payment of restitution, program fees, court costs and court fines.
- Going to school or working at least part time.

To successfully complete Phase Two, participants must have a minimum of six consecutive negative urine screens. Participants must have attended all case management, family and group sessions, and 90% of the self-help support meetings.

Phase Three lasts approximately four months and includes:

- Meet with Recovery Court Case Manager/Monitor as needed or required, in the home, at work, or in the office.
- Random urine screen: minimum of once per week.
- Group therapy weekly.
- Self-help support meetings one time per week.
- Appear before the Judge a minimum of once every four weeks.
- Submit a weekly journal entry to court.
- Mandatory payment of restitution, program fees, court costs and court fines.
- Develop a Discharge Plan with your Recovery Court Case Manager.

To successfully complete Phase Three, the following must be completed:

- A minimum of the last five months of urine screens must be clean.
- Successful enrollment in an educational program, a job training program, or employed at least part-time.
- Adequate housing and appropriate support system.
- Completion of Discharge Plan to the Court's satisfaction.
- Attendance of all group sessions and a minimum of 90% of self-help support meetings.

Graduating From Recovery Court

When Phase Three is completed, the participant will be presented to the Judge to graduate from the program. The participant is given a **Graduation Questionnaire** (See Attachment 12). The participant will complete the Graduation Questionnaire and return this to the Case Manager or Monitor. The Recovery Court Team will then set a date for the participant to appear before the Graduation Review Panel. The Graduation Review Panel will determine if the participant is ready to graduate. If the participant is appropriate for graduation, he/she will graduate at the next Graduation Ceremony. If the participant must meet additional recommendations made by the Graduation Review Panel, he/she will complete these recommendations and then the participant will re-appear before the Graduation Review Panel until he/she is appropriate for graduation.

The participant will be encouraged to participate in the group graduation, but will not be required to make any public statements regarding the program or the facility. The participant will not be required to perform in public gatherings, nor will photographs be used without consent of the participant.

Successful completion of the Recovery Court program may result in a participant having his/her court costs and fines reduced, dismissal of criminal charges, or a

reduction in the terms of his/her probation period. This decision is dependent upon the sentencing judge.

CONTINUING CARE

The total time in our program is typically 12-18 months. However, all participants may not be able to complete the program in this amount of time (due to court costs, relapse, CSW, etc). So the entire program may actually last longer.

Continuing Care/After Care is strongly encouraged for all participants for six months after successfully completing Phase Three and leaving the program. Continuing Care consists of a weekly support group that lasts for one and a half hours. All participants will continue to have access to all services provided by the Recovery Court Therapist as needed and/or groups offered by the Case Managers.

Participants who have completed the program and are attending the Continuing Care Group will also be encouraged to be involved in the Alumni Group. The Alumni Group provides support to current participants through sponsorship, mentoring, planning social activities, or other events determined by the group.

DRUG SCREENING PROTOCOL

The Rutherford County Recovery Court presently utilizes Redwood Toxicology Laboratory for our urine screens. We test for alcohol, opiates, benzodiazepines, cocaine, THC, amphetamines, oxycodone, methadone, and propoxyphene. We may also request an additional test for somas, tramadol, designer stimulants and synthetic cannabinoids. Additionally, we get a creatinine level and a THC level and a THC/Creatinine ratio (when testing positive for THC).

All participants are assigned a color when they enter the Recovery Court program. Each morning, Monday through Sunday and all holidays, by 6:00 a.m., a message is placed on the "Drug Screen Line" on our phone system that states what color has been chosen to be drug screened that day. We sometimes call drug screens by the different phases the participants are in, or by the participant's name. The beginning time and the ending time that the drug screens will be collected is also stated on the message.

An observed screen is one in which the participant is directly observed by staff actually observing urination. Clients are only observed by same sex staff; if no male staff is available, men may be given an oral instant screen or if no female staff is available, females may be given an oral instant screen. Staff shall exercise universal precautions (gloves) when handling urine specimens.

Prior to any specimen collection procedure, secure the collection facility and, if necessary, perform a thorough search for hidden adulterants or substitute urine specimens. Also place bluing agent in the toilet bowl or tank, remove or secure all chemicals (soaps, cleaning supplies, etc.) and secure or eliminate all water supplies.

Ask the participant to remove any unnecessary outer clothing. All personal belongings should be placed in a secure location outside the stall or partitioned area. The participant empties his/her pockets and displays the items to ensure that no items are present that could be used to adulterate the specimen. The participant also washes his/her hands in plain water prior to the test. Provide the participant with a clean, unused urine specimen collection container and instruct them to fill the container at least half full.

There may be extenuating medical and psychological conditions that may preclude the giving of a sample. In such cases, the participant must provide written evidence from a doctor indicating such a condition. Participants are responsible for informing the staff if they are taking any medication. Staff shall verify the use of medically approved prescribed medication that would cause a positive test result. However, most medication of that type is not allowed to be taken and participants are encouraged by staff to work with their doctor to find alternative medications.

Staff shall place the following information on the bottle label: Participant's identification number, date of collection, collector's initials, and indicate which test screen is to be performed.

Upon receipt of the specimen from the participant, staff should immediately apply the temperature strip to the outside of the bottle to determine the temperature of the specimen. If the temperature is outside the range of 90 to 100 degrees, the specimen needs to be recollected.

With the participant watching, tightly seal the container lid and place the tamper resistant tape over the lid and down the sides of the container. Have the participant sign his/her initials to the tamper resistant tape. Peel the participant I.D. label and place around the specimen bottle being certain to cover each end of the tamper seal. Have the participant read and sign the Donor Certificate section of the Drug Screen Test Request form certifying the urine is the participant's and the specimen has been sealed and labeled properly. The participant also needs to print his/her name in the designated area of the form under Donor Certification.

While keeping the urine specimen in view of staff and the participant at all times, staff reads and signs the Collector Verification section of the Drug Screen Test Request Form and prints their name in the designated area. The telephone number of the collection site should also be recorded on the form. Tear off the top copy of the Test Request Form (marked Lab Copy) and send it with the sample to Redwood Toxicology Laboratory.

All positive urine specimens are analyzed and confirmed through gas chromatography mass spectrometry at Redwood.

If using instant urine screens or oral screens, staff shall immediately dispose of negative specimens and containers after testing has been completed. Urine is to

be emptied in the toilet receptacle. Plastic specimen containers will be disposed of in a lined trash receptacle or a trash bag. The collection area shall be cleaned thoroughly when all testing is complete. Staff shall wash their hands with soap and water after handling urine specimens.

Positive and Missed Drug Screen Procedures

Test results are available from Redwood, via email, within two days of the screen. In the event of a positive/missed drug screen, the results are immediately reported to the participant's Case Manager or Monitor. The Case Manager or Monitor is responsible for addressing the results with the client within 24 hours of reported results. In addition to the client, the team is notified and if necessary, immediate action is taken. Furthermore, the results are reported to the court within five (5) business days, and the judge will assess and enforce the consequences.

If an instant drug screen is administered and shows a positive result, it is addressed with the client immediately by the first available team member. Again, if it is determined to be a positive screen, the result of that screen will be reported to the court within five (5) business days, and the judge will assess and enforce the consequences.

SANCTIONS AND INCENTIVES

The Recovery Court Review Team meets weekly before court to discuss the progress of each participant on the docket that day. During these discussions, compliance and non-compliance are discussed with recommended sanctions and incentives being decided by the Review Team using the **Sanction Guidelines** (See Attachment 13). The Judge ultimately makes these decisions, and prefers to be creative and have flexibility when making these decisions. Therefore, these are guidelines only and are not set in concrete. Since all participants remain in court during the Recovery Court Docket, they are reminded weekly of the consequences of their behavior, be it compliance or non-compliance.

Sanctions typically begin with admonishment or warnings from the bench. Continued non-compliance may lead to increased treatment, supervision, increased number of urine screens, or self-help meetings. Sanctions may include adding community service hours or meeting weekly with the team after court. If a participant continues to exhibit irresponsibility by having dirty urine screens, being tardy or missing appointments without calling, the participant may spend 24-48 hours or more in jail.

Incentives may range from verbal praise and applause in court, to letters of recommendation for housing and job interviews. Any participant that has a "perfect" week i.e. attended all classes, meetings, drug screens, etc., will receive a "Honor Buck" from the Judge (which can be used for predetermined options when five are accumulated). Additionally, as participants progress through each phase, they are rewarded with fewer court appearances and drug/alcohol

screens. Participants may also be rewarded for their good work with gift certificates or vouchers from local businesses (when available).

TERMINATION FROM THE PROGRAM

The participant may voluntarily terminate their participation in the program. The participant should tell the Judge that this is their decision during Recovery Court, and the Judge will refer them back to their sentencing judge for disposition. This may result in the participant serving the remainder of their sentence in jail.

The Judge may also terminate a participant from the program. This occurs when the participant has consistently been in non-compliance with treatment recommendations, chronically failed drug/alcohol screens, difficulty with their attitude, or breaking program rules. The participant will then be sent back to their sentencing judge for disposition, which could result in the participant serving the remainder of their sentence in jail.

If the participant voluntarily leaves the program without notifying the Judge, he/she will be considered absent without leave. At this time, the Judge will issue a warrant for their arrest. Upon being arrested, the participant goes back to the sentencing judge for disposition of their case. This may result in the participant serving the remainder of their sentence in jail.

RECOVERY COURT CASE MANAGERS

In order to provide comprehensive treatment, the Rutherford County Recovery Court assigns each client to a Case Manager. Recovery Court Case Managers are an important part of our program. They visit each participant in the office, their home and /or work initially once a week or more as needed. As participants progress through our program, the visits will decrease. They are directed to provide whatever ancillary service the participant may need to help in his/her recovery program and prevent relapses.

The following is a list of services provided to each client by their Case Manager:

1. **Assessment-** Assess what the client needs, wants, their challenges and what their strengths are. Initially this is done at the time of intake and maintained throughout the program.
2. **Planning-** Goal setting for both short and long term. Review life skills including money management. Chart progress throughout the program.
3. **Linkage & Referral-** Assisting clients with community resources. This may include, but is not limited to housing (long term and transitional), educational assistance, job training, legal services, medical assistance and linking with other local agencies.
4. **Support-** Encourage, guide, and help keep clients focused on their recovery. Assist with crisis intervention. Facilitate groups such as Relapse Prevention, MRT, self help support groups and Circle.

5. **Monitoring-** Monitor compliance with program requirements as well as paying their fees, fines, court costs, restitution and submitting any documentation requested by the Court to their case managers. Collecting, recording and reporting data to all necessary officials, such as the courts, the treatment team and probation officers.
6. **Advocacy-** Speaking on the client's behalf at the Recovery Court team meeting, at local agencies and assisting with the legal system. Also, if a client is unable to pay their program fees, advocate with the team to reduce or discontinue this payment. The Case Manager may also write a letter to the sentencing judge to advocate for a reduction in fines and court costs.

PROGRAM EVALUATION

The Rutherford County Recovery Court Program utilizes an Access-based MIS that is adapted from the Buffalo MIS program called Citrix. The County's Office of Information Technology maintains this system. The actual database is on the county server, and is only accessible to OIT and the Recovery Court staff through the use of user IDs and passwords. Additionally the path to the database is only available to Recovery Court staff.

Recovery Court staff consistently updates the database with the following information:

- Numbers and general demographics of individuals screened for eligibility.
- Extent and nature of AOD problems among those assessed for possible participation in the program.
- Attendance records for those accepted into the program.
- Progress reports for those accepted into the program.
- Drug test results for those accepted into the program.
- Incidence of criminality for those accepted in the program.
- Program graduates.
- Program terminations, including those individuals who were referred to, but did not appear for treatment.
- Individuals who were not referred for Recovery Court services.

The Recovery Court Program has numerous guidelines for protecting our participants against unauthorized disclosure of sensitive personal information. First of all, all employees sign an "Understanding of Federal Confidentiality Regulations". Secondly, all applications for Recovery Court include an area for the applicant to give us permission to speak to another person about their application. The participant signs this "Consent for Disclosure" (part of Intake Packet) again when they enter our program. Additionally, the database is set up to provide data without any identifying information.

Initially, the Recovery Court Program was able to contract with an independent evaluator from Middle Tennessee State University. At this time, she was able to adapt the Buffalo system to our needs, and make it user friendly. She also completed a Process Evaluation in 2002 and an Outcome Evaluation in 2003. In 2010, we were able to hire an outside evaluator, RKC Group, to complete an

outcome evaluation of our program. We have not had the funds or ability to complete an outcome evaluation since that time.

We have in the past been able to utilize a student intern, as one of their class projects, to design, implement and analyze a Participant Satisfaction Survey. This evaluation gave the participants an opportunity to confidentially state their satisfaction or lack of satisfaction with various aspects of the program and the staff. Once this information was compiled, each staff member and the Judge received a copy of this and it was discussed thoroughly at staff meetings. This evaluation process also allowed each staff member to evaluate their performance and make changes individually.

The staff also participated in compiling data for the State Annual Report for OCJP through 2012. Recovery Courts are now under the jurisdiction of the Department of Mental Health and Substance Abuse Services. At this time, we are not required to submit the information in the State Report to them.

PERFORMANCE MEASURES

The Recovery Court Program regularly tracks the standardized Tennessee performance measures required by legislation. The Recovery Court's monitoring and management information system is able to provide data to make comparisons among the following groups:

- Program graduates
- Program terminations
- Individuals who were referred to, but did not appear for, treatment
- Individuals who were not accepted for Recovery Court services

However, DMHSAS has asked us to start putting data into the TN WITS system, so we now collect this information in our own database and in TN WITS.

BOARD OF DIRECTORS

The Board of Directors consists of members from the community who can offer direction and support to the Recovery Court and DUI Court Programs through the Recovery Support Foundation of Rutherford County, Inc. The Support Foundation currently has 501 (c) 3 status. The Board meets every month, with committees possibly meeting more often.

The mission of the Recovery Support Foundation of Rutherford County, Inc. is to financially support the 16th Judicial District Recovery Court and DUI Court Programs and provide community education about addiction, as well as identifying community resources that will enhance the Drug/DUI Court participants' ability to succeed in their recovery program.

The vision of the Support Foundation is to see Rutherford and Cannon Counties reduce the length and use of incarceration, reduce the recidivism rate of crimes related to substance abuse, and improve the safety and quality of life in our community.

The Support Foundation holds an annual fundraiser to raise money for Recovery Court. The Rally for Recovery 5K Run is now called the Breakthrough 10K/5K Race and is held every September during National Recovery Month. This event has raised awareness of recovery in our community, as well as demonstrating to our participants how much support they actually have.

RECOVERY COURT DIRECTOR

The Recovery Court Director is responsible for administrative and supervisory work in coordinating the activities of the Recovery Court Program. This work involves planning, organizing, coordinating and monitoring the activities of the Recovery Court as well as overseeing the operational day-to-day activities of the Office of the Recovery Court. Responsibilities include development of policies and procedures, training, conferences, and grant writing.

The Director provides professional administrative assistance to the Recovery Court Judge and keeps him/her informed of all aspects of the program. The Director monitors the treatment services to ensure that they are meeting all requirements of the program. The Director is the liaison with the Sheriff's Department, the District Attorney and Public Defender's office. The Director works closely with the Board of Directors and keeps them informed of all aspects of the Recovery Court Program.

As a Rutherford County employee, the Recovery Court Director reports directly to the Rutherford County Mayor and also to the Rutherford County Commission. The Recovery Court Director reports monthly to the Public Safety Committee. All budgets and budget changes go through this committee, then on to the Budget and Finance Committee, and finally to the full Commission. Should something happen to the Director, the Assistant Director will fulfill those duties in the interim.

RECOVERY COURT TEAM MEMBER TRANSITION PROCEDURE

When the Recovery Court Review Team has a new member, this person will initially meet with the Recovery Court Director. The Director will ask the new member to complete the new team member training online on the NADCP website, and read the copy of the most current Policy and Procedure Manual. The Director will meet with the new member after they have completed the online training and read the manual to answer any questions or explain any of our procedures. The rules of confidentiality are explained and the new member is asked to sign an "Understanding of Federal Confidentiality Regulations" form. The new member should have a clear idea of what is expected of him/her and what his/her role is on the team.

At the first Recovery Court Review Team that the new member attends, this person will introduce him/herself, including some professional background experience. Each member of the team will introduce themselves with a brief description of what their role is on the team. The Recovery Court Director will emphasize the importance of teamwork and the non-adversarial philosophy of the Recovery Court Program.

MEDIA POLICY

If the media contacts any member of the team, the media should be referred to the Recovery Court Director. The team member should not make any statement to the media without obtaining permission first. Remember, Recovery Court participants are covered by federal confidentiality laws. Any information that could identify a participant, without their permission, is a breach of federal confidentiality laws.

The participant will be encouraged to participate in the group graduation, but will not be required to make any public statements regarding the program or the facility. The participant will not be required to perform in public gatherings, nor will photographs be used without consent of the participant.

The Recovery Court Director will discuss any media contact with the Recovery Court Judge. At that time a statement will be given to the media based on the criteria used in the **NADCP Crisis Preparedness Manual** (See Attachment 14).

CRISIS POLICY

In the event of a crisis concerning Recovery Court or one of its participants, all requests for information should be referred to the Recovery Court Director. Absolutely no information should be given out by a Recovery Court Team member. The Director will discuss any statements with the Recovery Court Judge, and they will determine the next step.

If this crisis results in the death of a Recovery Court participant, or a death is caused by the actions of a Recovery Court participant, all requests for information must be referred to the Recovery Court Director. The information will be discussed with the Recovery Court Judge and they will determine the next step. It is possible that a statement will be released similar to sample draft statement in the **NADCP Crisis Preparedness Manual** (See Attachment 14).

As part of the **Rutherford County** government, we also report to our Safety Management Department (Dan Goode) and to TOSHA any safety concerns involving the facility, staff or service recipient. Kelly Lane, the Administrative Support Specialist is the appointed Safety Coordinator for the Recovery Court Office (forms and instructions are kept in the office).

Background Checks for New Employees

Rutherford County does require that new employees get background checks and to be drug screened. Rutherford County is committed to a Drug Free Workplace and all employees are subject to random drug screens through HR. In addition, individual departments may develop policies for their department as needed and approved by the Rutherford County Commission.

The Recovery Court Department also completes the following background checks on new employees: (maintained in the employee's file with Rutherford County Human Resources Office)

1. Valid driver's license
2. Proof of Liability Insurance
3. Meth Registry
4. Sex Offenders Registry
5. Felony Registry
6. Proof of education/licensure/certification
7. At least three references
8. TB testing / training
9. Infection Control Training (Blood borne Pathogens)

Training Policy for Employees

Rutherford County does not have a policy regarding training for new employees. However, the Human Resources Department does provide a new employee orientation and then certain trainings are required for every employee each year. (See attachment 15) Additionally, individual departments may develop policies for their departments as needed and approved by the County Commission.

The Recovery Court Department wants all of its employees to be trained on the newest research and procedures available to the Recovery Court field. Based on the financial resources available to the department, training for the Recovery Court staff is provided at the annual National Association of Recovery Court Professionals Conference. DMHSAS and the Tennessee Association of Recovery Court Professionals also conduct trainings and workshops annually. Rutherford County Recovery Court staff is always encouraged to attend these and other local and statewide trainings which include TAADAS (Tennessee Association Alcohol, Drug & other Addiction Services). The Recovery Court Team is always invited and encouraged to participate in trainings as well.

All employees have at least a bachelor degree and/or LADAC in a social science field, with the therapists requiring a master's degree and/or LADAC in a social science field. Certain licensures from the Tennessee Board of Health require a minimum amount of training annually.

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ATTACHMENTS

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