

Recovery and Wellness is a way of life.

Self
Advocacy!

Everyone is an expert on themselves.

HOPE!

All people can recover and find wellness.

Education!

Information allows people to make decisions.

Personal
Responsibility!

It is up to each individual how they receive
and incorporate strategies for wellness.

Support!

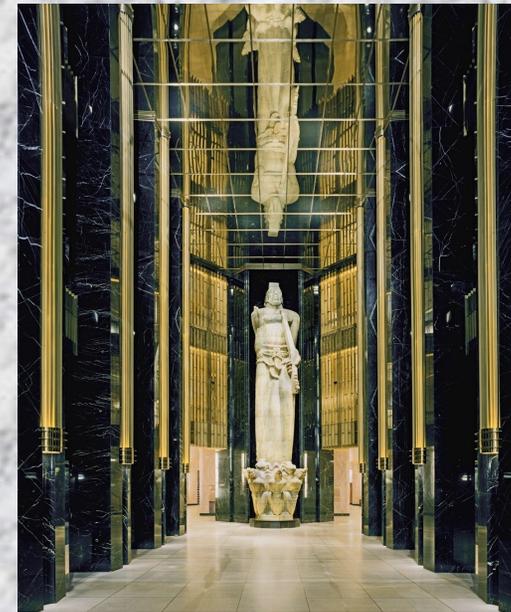
Giving and receiving support enhances life.

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*These recovery goals developed by Ramsey County Adult Mental
Health based on WRAP recovery principles*

Ramsey County Mental Health Court

Second Judicial District



Participant Handbook

2013

Your Name _____

*To contact a representative of the RCMHC
call 651-266-9256*

IMPORTANT PHONE NUMBERS

COURT INFORMATION

Brandi Stavlo	(651) 266-9256
Ramsey County Mental Health Court Program Coordinator	
Ramsey County Public Defender's Office	(651) 757-1600
Ramsey County Adult Probation Office	(651) 266-2680
Criminal Division (Fees/Fines/Restitution)	(651) 266-8180

CASE MANAGEMENT

Deborah Strasser	(651) 266-7955
Graduate Intern	(651) 295-4255

PRO BONO DEFENSE ATTORNEYS

Briggs & Morgan Pro Bono Defense Attorneys:

Ankooor Bagchi	(612) 977-8846
W. Knapp Fitzsimmons	(612) 977-8922
Michael C. Wilhelm	(612) 977-8863

OTHER RESOURCES

Urgent Care 24-Hour Crisis Line	(651) 266-7900
Mental Health Welcome Center	(651) 266-7890
Project Remand Conditional Release	(651) 266-2992
Drug Testing Line	(651) 209-6139

CONFIDENTIALITY

State law requires that your identity and privacy be protected. The RCMHC team has developed policies and procedures that guard your privacy.

To participate in this program, you will be required to sign a *Release of Information Form* and that will include a *Consent of Disclosure of Confidential Information*. This disclosure of information is for the sole purpose of reports concerning your RCMHC case.

CONCLUSION

The RCMHC has been developed to help you achieve stability in your life. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible citizen. **The Judge, treatment providers, and community resources are present to guide and assist you, but the final responsibility rests with you.**

We hope this handbook has been helpful and answered most of your questions. If you have additional questions or concerns about the RCMHC program, please feel free to contact any member of the team.

Good luck to you!

**Welcome to the Ramsey County Mental Health Court
("RCMHC")!**

This handbook is written to answer your questions and provide overall information about the RCMHC program.

As a participant in the RCMHC, you will be expected to follow the conditions set forth by the RCMHC team and the recommendations of your treatment plan.

You are responsible for reading this handbook carefully and for asking questions about anything you do not understand.

Any member of the RCMHC team is available to answer your questions. The current RCMHC team consists of:

- Judge Gail Chang Bohr
- Judge John H. Guthmann
- Judge William H. Leary III
- Brandi Stavlo, Program Coordinator
- Deborah Strasser, Case Manager
- Andrea Miller, Assistant City Attorney
- Karen Kugler, Assistant County Attorney
- Ankoor Bagchi, Pro Bono Defense Attorney
- W. Knapp Fitzsimmons, Pro Bono Defense Attorney
- Michael C. Wilhelm, Pro Bono Defense Attorney

You may not see all of the team members from week to week, but we want you to know that we are all available to answer your questions.

RCMHC is unique because the team consists of many representatives that want to **improve your quality of life and assist you to remain law abiding.**

COURT INTERVIEWS

During your participation in RCMHC you **will be asked to complete three interviews.**

These interviews are designed to help the Court learn more about you as a person and to help the Court identify how we can make improvements.

Your answers are confidential and the completion of these interviews is voluntary. Your responses will never be used against you and your responses will never be reported individually.

The results of the interviews will always be reported as the answers for the RCMHC participants as a whole and we will never single out anyone's answer.

**THE FIRST INTERVIEW WILL TAKE PLACE
WHEN YOU ARE FIRST ACCEPTED TO
RCMHC.**

**THE SECOND INTERVIEW WILL TAKE PLACE
AFTER YOU HAVE PARTICIPATED IN
RCMHC FOR SEVERAL MONTHS.**

**THE FINAL INTERVIEW WILL OCCUR WHEN
YOU LEAVE THE PROGRAM.**

WELLNESS PLAN

To graduate from the RCMHC, you will be required to complete a wellness plan.

The wellness plan is designed to help you reflect on your time in RCMHC and your plans to maintain stability in your life after you depart from RCMHC. The contents of the wellness plan are as follows:

LIFE CIRCUMSTANCES AT TIME OF OFFENSE:

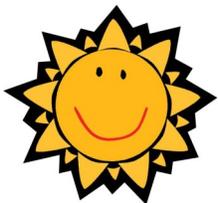
What was going on in your life that played a role in breaking the law? What mental health symptoms were you experiencing? Were you using drugs or alcohol? Did you have housing and /or financial resources available? What barriers did you face in getting your needs met?

PROGRESS I HAVE MADE IN RCMHC:

Have you obtained help with the barriers mentioned above? Have your mental health symptoms improved? Are you sober? Do you have stable housing? Have you remained law abiding? Do you have financial resources?

HOW WILL I REMAIN LAW ABIDING IN THE FUTURE AND MAINTAIN MY MENTAL HEALTH:

Do you have a support system of mental health providers, family and friends? Do you plan to continue with current services you may have? Who can you ask for help if you need it and are you willing to ask for help?



It is important for your long-term stability that you reflect on these questions throughout your participation in Mental Health Court.

The **mission statement** of the RCMHC is to increase public safety by reducing recidivism among those whose criminal behaviors are attributable to mental illness. Through Court supervision and the coordination of mental health and other social services, the Court supports a psychiatrically stable and crime-free lifestyle among its participants.

GOALS

The goals of the RCMHC are to:

- Reduce recidivism;
- Improve public safety;
- Reduce the costs of prosecution, incarceration, and hospitalization to taxpayers;
- Improve defendants' access to public mental health and substance abuse treatment services and other community resources;
- Enhance collaboration between criminal justice agencies and the mental health system to better serve those with mental illness; and
- Improve the quality of life of mentally ill defendants.

RCMHC meets its goals by directing eligible defendants with mental health disorders from the criminal justice system to community-based mental health, substance abuse, and support services.

The RCMHC provides people whose criminal acts are driven by mental illness an opportunity to go into court-supervised treatment. Unlike the traditional approach that focuses solely on the criminal activity of the defendant, the **RCMHC focuses on addressing and treating the defendant's underlying mental health and chemical health needs.**

ABOUT MENTAL HEALTH COURTS

Mental health courts are an innovative alternative to *incarceration* with emphasis on accountability and intensive monitoring for individuals charged with crimes. Mental health courts remove defendants from the traditional courtrooms in the criminal justice system and places them in a new type of courtroom environment. In this environment they undergo treatment and counseling, make regular appearances before the Judge, and are monitored closely for program compliance. While mental health courts may vary statewide in scope, organization, and points of intervention, they all share an underlying premise that *crime committed by a mentally ill person* is not simply a law enforcement or criminal justice problem, but a public health problem. Mental health court programs see the Court, specifically the Judge, as filling a role that goes beyond that of adjudication.

RAMSEY COUNTY MENTAL HEALTH COURT

The Ramsey County Mental Health Court (“RCMHC”) has been in operation since May 2005. It was developed based on the national problem-solving court model. RCMHC was created when it became increasingly clear that persons with mental illness and co-occurring mental illness and substance abuse disorders were in need of more specialized and individualized treatment.

The RCMHC program consists of intensive treatment by mental health professionals, frequent appearances before the Judge, mandatory mental health programming, regular visits with the case manager, chemical health treatment for those with co-occurring mental health and substance abuse disorders, and random substance (drug & alcohol) testing.

STANDARD TREATMENT PLAN

I have chosen to voluntarily participate in the RCMHC and agree to the following conditions:

- **I agree to cooperate** with all RCMHC recommendations.
- **I agree to follow** my mental health treatment plan.
- **I agree to attend** all scheduled RCMHC hearings.
- **I must obtain permission** from the Court if I cannot attend a scheduled court appearance.
- **I agree to maintain** weekly contact and attend all scheduled appointments with the RCMHC case manager.
- **I agree to sign** all necessary releases of information.
- **I agree to take** all medication as prescribed by psychiatrist.
- **I agree to remain** compliant with all medication and psychiatric appointments.
- **I agree to identify** and maintain appropriate housing.
- **I agree to abstain** from the use and/or abuse of illegal or non-prescribed drugs and complete a Rule 25 Chemical Dependency Assessment if requested by the RCMHC.
- **I agree to keep** the Court, treatment providers, and RCMHC case manager informed of my current contact information (address and telephone number) and report any change in contact information within 48 hours.
- **I understand that I am to remain law-abiding** in all respects, obeying state, federal and local ordinances.
- **I must report** any contact with law enforcement to the RCMHC case manager within 48 hours.
- Other: _____

I understand and agree to follow all of the above stated conditions of my RCMHC Treatment Plan.

I understand that failure to comply with these conditions will result in a review of my case to determine my continued participation in the RCMHC program or the imposition of court ordered sanctions including incarceration or termination.

STANDARD CONDITIONS OF PARTICIPATION

- Participants must pay all required fees and fines upon discharge from RCMHC.
- Participants must pay a probation fee of \$300 if applicable.
- Participants must remain law-abiding.
- Participants must cooperate with the goals and directives of the RCMHC team and case manager.
- Participants must abstain from illegal or non-prescribed drugs, **including:**
 - ***No alcohol/controlled substance use**
 - ***No mood-altering chemicals**
 - ***No non-prescription drugs**
- Participants must participate in and cooperate with any recommended treatment including RCMHC Treatment Plan.
- Participants must complete random UA's (blood, breath or urine) if deemed appropriate.
- Participants must complete Rule 25 chemical dependency evaluation and treatment if deemed appropriate.
- Participants must complete all hours of Community Work Service if required.
- Participants must have no contact in person, by phone, by email, or through a third party with a certain person or entity if deemed appropriate.
- Participants must obey all geographic restrictions if deemed appropriate.
- Participants must pay any required restitution, which is monitored by RCMHC or Community Corrections Adult Probation.

TARGET POPULATION



The target population of the RCMHC is adult Ramsey County residents who have been charged with a crime that is related to a serious mental illness.

ELIGIBILITY

To be eligible for RCMHC an individual must be:

- 18 YEARS OF AGE OR OLDER
- RAMSEY COUNTY RESIDENT
(out-of-county considered on a case by case basis)
 - CHARGED WITH A CRIME
- DIAGNOSED WITH A SIGNIFICANT MENTAL ILLNESS
 - LEGALLY COMPETENT
- A PERSON WITH NO HISTORY OF VIOLENT OFFENSES
(as defined by federal guidelines)
- WILLING TO VOLUNTARILY PARTICIPATE AND COMMIT TO THE RIGORS OF THE COURT CONDITIONS AND TREATMENT PLAN

FACTORS THAT DETERMINE ACCEPTANCE

- Is the defendant likely to be influenced and/or affected by the interaction with the Court?
- Will the defendant benefit from regular interaction with the Court and the services the RCMHC program can provide and/or recommend?
- Can RCMHC provide and/or connect the defendant to the appropriate community resources for recovery?
- Does the defendant have the ability to follow through with Court conditions and treatment recommendations?

LENGTH OF PROGRAM

The length of RCMHC participation is typically*:

- **ONE YEAR** for those charged with **Misdemeanors**
- **TWO YEARS** for those charged with **Gross Misdemeanors** and
- **THREE YEARS** for those charged with **Felonies**

**Exact program length depends on participant's progress and individual situation.*



PHASES CONT.

PHASE 4: PROGRAM COMPLETION

Minimum Requirements of Participant:

- Attend court appearances on time
- Meet the expectations of the mental health treatment plan and chemical dependency treatment plan (*if applicable*)
- Pay all court fees and restitution (*except if a judgment has been entered on the conditions and only if applicable*)
- Complete all community work service (*except if a judgment has been entered on the conditions and only if applicable*)
- Attend appointments and sessions as scheduled and on time, including those with mental health professionals (including psychiatric and case manager) and support groups (e.g., AA or NA meetings)
- Meet expectations of sobriety plan and maintain contact with a sponsor (*if applicable*)
- Maintain sobriety by abstaining from alcohol and non-prescribed drugs as directed
- Submit to random drug and alcohol testing
- Take all medications as prescribed
- Obtain and maintain services which *may include (but are not limited to)* housing, healthcare, benefits, psychiatry, mental health care, chemical dependency treatment, therapy, employment, pro social activities, and/or educational options
- Follow recommendations from case manager and providers including curfews (*if applicable*).
- Follow rules of RCMHC
- Remain law abiding and notified case manager of any law enforcement contacts
- Make a verbal commitment to remain law abiding
- Complete, submit and present a stability and wellness plan
- Attend final appearance at Court to receive certificate of completion

Advancement: Case dismissed or discharged from probation



PHASES CONT.

PHASE 3: STABILIZATION

Minimum Requirements of Participant:

- Attend court appearances on time
- Continue to make progress on a mental health treatment plan and chemical dependency treatment plan *(if applicable)* in cooperation with RCMHC case manager and mental health resources
- Develop a support system for mental health and chemical health needs
- Continue to make payments towards court fees and/or restitution in accordance to payment plan *(if applicable)*
- Complete at least 2/3 of community work service hours *(if applicable)*
- Attend appointments and sessions as scheduled and on time, including those with mental health professionals (including psychiatric and case manager) and support groups (e.g., AA or NA meetings)
- Follow sobriety plan and maintained contact with a sponsor *(if applicable)*
- Abstain from alcohol and non-prescribed drugs as directed *(if applicable)*
- Submit to random drug and alcohol testing *(if applicable)*
- Take medications as prescribed
- Obtain and maintain services which *may* include *(but are not limited to)* housing, healthcare, benefits, psychiatry, mental health care, chemical dependency treatment, therapy, employment, pro social activities, and/or educational options
- Be actively involved in a job, education, vocational and/or pro-social activity
- Follow recommendations of the RCMHC case manager and providers including curfews *(if applicable)*
- Follow rules of RCMHC
- Remain law abiding and keep the RCMHC case manager apprised of all law enforcement contact

Advancement: Complete Phase 3 move application. Present and submit paperwork to Court



EXPECTATIONS OF PARTICIPANTS

All participants must be willing to participate in the RCMHC program and be committed to the rigors of the treatment plan. Participants are expected to engage in regular judicial hearings with a RCMHC Judge and meet frequently with the RCMHC case manager during their time in the program.

Participants are required to:

- **Attend all RCMHC appearances**
- **Attend all office appointments with case manager and be on time;** contact case manager as directed
- **Remain law abiding**
- **Report any contact with law enforcement within 48 hours**, whether or not you received a ticket or are arrested. This also applies if you are with other people who are stopped. When in doubt, communicate with your case manager
- **Abstain from illegal or non-prescribed drugs**
- **Submit to random drug and alcohol testing as required by the Court and your community providers**
- If assigned a “color code” for random drug testing **you are required to call the “color code” call line daily and follow instructions**
- **Complete community work service hours**
- **Identify and maintain appropriate housing**
- **Remain compliant with all medication and psychiatric appointments**
- **Comply fully with mental health and chemical health treatment recommendations**
- **Develop and sustain a long-term treatment plan**
- **Become involved with mental health and community support groups and services**
- **Maintain confidentiality of all Mental Health Court participants**

COURT INFORMATION

LOCATION & TIME OF COURT

RCMHC is located at the Ramsey County Courthouse, in courtroom 840. Courtroom 840 is located on the eighth floor of the Courthouse.

The address of the Courthouse is 15 West Kellogg Blvd, St. Paul, MN 55102.

You should be there no later than 1:30 p.m.

WHEN YOU ARRIVE AT COURT

When you arrive in Courtroom 840, please check in with the court clerk so we know you are present.

Please wait to speak to the RCMHC Case Manager and Pro Bono Defense Attorney.

AFTER COURT

After you have completed your court appearance the court clerk will provide you with the date of your next scheduled court appearance.

MISSED COURT APPEARANCES

If you miss a court appearance, it is your responsibility to follow-up with your defense attorney regarding the missed appearance and confirm the date of your next appearance.

UNSURE OF COURT DATE?

If you are unsure when you need to return to court, you can call the Criminal Division line at (651) 266-8180 for this information.

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PHASES CONT.

PHASE 2: ACTIVE TREATMENT

Minimum Requirements of Participant:

- Attend court appearances on time
- Make progress on a mental health treatment plan and chemical dependency treatment plan (*if applicable*) in cooperation with RCMHC case manager and mental health resources
- Develop a support system for mental health and chemical health needs
- Make payments towards court fees and/or restitution in accordance to payment plan (*if applicable*)
- Complete at least 1/3 of community work service hours (*if applicable*)
- Attend court-ordered education assessment program, i.e., Breaking Free, Theft Talks, or PERT and provide verification to court (*if applicable*)
- Attend appointments and sessions as scheduled and on time, including those with mental health professionals (including psychiatric and case manager) and support groups (e.g., AA or NA meetings)
- Develop a sobriety plan (*if applicable*) and obtain a sponsor (*if applicable*)
- Abstain from alcohol and non-prescribed drugs as directed, or make significant improvement in that regard
- Submit to random alcohol and drug testing (*if applicable*)
- Take all medications as prescribed
- Obtain and maintain services which *may* include (*but are not limited to*) housing, healthcare, benefits, psychiatry, mental health care, chemical dependency treatment, therapy, employment, pro social activities, and/or educational options
- Be actively involved in a job, education, vocational and/or positive pro-social activity
- Follow recommendations of the RCMHC case manager and providers including curfews (*if applicable*)
- Follow general rules of RCHMC
- Remain law abiding and keep the RCMHC case manager apprised of new law enforcement contact

Advancement: Complete Phase 2 move application. Present and submit paperwork to Court

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PHASES CONT.

PHASE 1: ENGAGEMENT

Minimum Requirements of Participant:

- Attend court appearances on time
- Establish a mental health treatment plan and chemical dependency treatment plan (*if applicable*) in cooperation with RCMHC case manager and mental health resources
- Work with case manager to establish a payment plan for court fees and/or restitution (*if applicable*)
- Identify placement options for court-ordered community work service (*if applicable*)
- Attend appointments and sessions as scheduled and on time, including those with mental health professionals (including psychiatric and case manager) and support groups (e.g., AA or NA meetings)
- Submit to random drug and alcohol testing (*if applicable*)
- Make progress toward prescribed medication compliance
- Work with case manager in obtaining services which *may* include (*but are not limited to*) housing, healthcare, benefits, psychiatry, mental health care, chemical dependency treatment, therapy, employment, pro-social activities, and/or educational options
- Follow recommendations of the RCMHC case manager and providers including curfews (*if applicable*)
- Follow general rules of RCHMC
- Remain law abiding and kept the RCMHC case manager apprised of new law enforcement contact

Advancement: Complete Phase 1 move application. Present and submit paperwork to Court

COURTROOM RULES



- **Attend all RCMHC appearances.**
Failure to appear in court may result in a bench warrant being issued for your arrest. **The only person who can approve a missed court appearance is the Judge. Contact your defense attorney immediately if you need to miss a court hearing.**
- **Be on Time. (Court is at 1:30 P.M.)**
- **Check-in with the court clerk when you arrive.**
- **All cell phones must be turned off.**
- **Using portable electronic equipment is prohibited.**
- **No sleeping.**
- **No food, gum or beverages are allowed in the courtroom.**
- **Once court is in session any talking without the Judge's consent is unacceptable. Please refrain from random conversations with other participants during hearings.**
- **The Judge and courtroom environment deserves respect. Please wear appropriate clothing and remove hats while inside.**
- **Children are not allowed in court, unless prior approval is given by the Judge. If approved, children must be under your control.**

WEEKLY REQUIRED CHECK-IN

Participants are required to call the RCMHC case manager **weekly** to complete a check in.

If the case manager is not available, leave a message answering the questions below. If you need to speak with the case manager directly or have other questions, please indicate this when leaving a message.

RCMHC case management can be reached at the following numbers:

(651) 266-7955 (Deborah Strasser)

(651) 295-4255 (Graduate Intern)

Information to be provided weekly:

- 1.) **What goals have you worked on over the past week?**
- 2.) **What progress did you make?**
- 3.) **Is there any change that needs to be made regarding your contact information?**



PHASES

The RCMHC program is a four-phase treatment process, lasting a minimum of 12 months.

Each phase consists of specific requirements for advancement into the next phase. Phase movement will result upon accomplishing:

- Treatment goals as agreed in the treatment plan
- Court conditions as agreed at acceptance into the RCMHC program
- Specific phase requirements

To advance to the next phase, you must fill out a phase move application and present it to the Court. The phase move application must be completed and given to the court at the hearing *before* being eligible to move to the next phase.

REFERRAL PHASE:

PRE-ENGAGEMENT OR PROVISIONAL ACCEPTANCE

Minimum Requirements of Participant:

- Demonstrate a willingness to participate in RCMHC
- Attend court appearances on time
- Agree to be conditionally released to Project Remand
- Cooperate and work with RCMHC case manager and Project Remand
- Complete a mental health intake assessment and chemical health assessment (*if applicable*)
- Sign and complete all necessary waivers and court documents

Advancement: Decision by RCMHC to accept or deny participant to program

GRADUATION



Participants who graduate have successfully completed all RCMHC phases and program requirements.

All graduates have submitted a post-graduation stability and wellness plan that identifies triggers and have developed action steps to prevent recidivism. The approval of the entire RCMHC team is required before graduation. Graduation is celebrated in court by the team and all participants.

Graduates are encouraged to invite guests to witness their accomplishment. Families and friends are welcome and encouraged to attend graduation.

TERMINATION



Termination from the RCMHC program may result from (*but is not limited to*):

- Incurring a new charge or conviction.
- Failing to comply with program requirements.
- Absconding from the program.
- Displaying conduct deemed inappropriate.

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URGENTCARE FOR ADULT MENTAL HEALTH

402 University Avenue East, St. Paul, MN

Contact: 651-266-7900

24 Hour Program, 7 Days a Week and All Holidays

Adult Crisis Services Available:

- *Mental health crisis assessment*
- *Access to crisis psychiatry as necessary*
 - *Chemical health screening*
 - *Peer support*
 - *Crisis stabilization services*
 - *Family education and support*
 - *24/7 crisis phone support*
- *Referral to community resources*

RANDOM DRUG TESTING PROCEDURE

RCMHC participants will be given a color and will have to call the color code number everyday.

Color Code: (651) 209-6139

If your color has been called then you will need to go in and take a drug test.

You must bring the following items to your drug test each time your report:

•Valid picture ID

•Names and Proof of Medication (s) Prescribed

Name and Location: RS Eden (357 Oneida Street, St. Paul, MN 55102)

Testing Hours:

- Monday: Noon — 7:30 p.m.
- Tuesday: Noon — 7:30 p.m.
- Wednesday: 4:00 p.m. — 7:30 p.m.
- Thursday: Noon — 7:30 p.m.
- Friday: 8:30 a.m. — 4:00 p.m.
- Saturday: 10:00 a.m. — 1:30 p.m.

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COMMUNITY WORK SERVICE

RCMHC participants may be required to complete court-ordered community work service.

Community work service agencies must be approved by the RCMHC case manager. The following are the expectations/requirements:

1. Complete _____ hours by _____
2. Work as scheduled based on agreement between client and supervisor.
3. Complete assigned duties, follow agency rules, remain chemically free and maintain a positive attitude.

You will be required to provide the Court with a **verified time sheet** of the hours you completed signed by the agency. Below is an example of the time sheet:

Participant _____			
Date	Hours Completed	Location (<i>Address, Tel, Fax</i>)	Staff Signature
Comments: _____			
I certify that the above named client has successfully completed _____ hours of community work service with this agency.			
Date: _____			
Work Site Supervisor: _____			
Supervisor Telephone #: _____			

INCENTIVES



Program compliance and positive behavior changes are rewarded with incentives. Incentives are responses to positive progress in the program. The type of incentive will vary depending on the behavior that needs to be recognized and is determined by the team. Incentives include (*but are not limited to*):

- Individual praise and compliments from the Judge.
- Decreased Court appearances.
- Applause and special recognition in Court.
- Bus tokens.
- Pro-social event tickets.
- Program completion certificates.

SANCTIONS

Non-compliant and undesirable behaviors are sanctioned immediately by the Court. The RCMHC team applies the principle of graduated and least restrictive sanctions based on earlier behavior and sanctioning. Sanctions include (*but are not limited to*):

- Court-ordered community work service.
- Self-evaluation presentations identifying triggers.
- Increased Court appearances.
- Increased community supervision and treatment.
- Jail time.