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# Ramsey County Adult Substance Abuse Court

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## PARTICIPANT HANDBOOK

*Second Judicial District  
Saint Paul, Minnesota*

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## **WELCOME**

***Welcome*** to Ramsey County Adult Substance Abuse Court (ASAC).

ASAC is designed to promote self-reliance and assist you in becoming a productive and responsible community member. It is a voluntary program with the choice and effort to become drug and alcohol free made by you.

It is a unique program because it represents a closer working union between criminal justice system partners (court, attorneys, supervision, treatment) than is traditionally seen in criminal courts. A team of such professionals will be present to provide supportive services and guide you along. All are dedicated to your recovery.

This handbook is designed to provide overall information including details on what is expected of you throughout ASAC and also to answer your questions. If you are reading this handbook, it means you are either being considered for this program or have been accepted into the program.

You will be expected to follow the instructions given to you in ASAC and comply with the case management and treatment plans developed for you. You are also responsible for reading this handbook carefully and following all guidelines or instructions listed.

You have been assigned a case manager from Project Remand (Tracks 1 & 2) or Ramsey County Community Corrections (probation; Tracks 3, 4, 5) who will directly supervise your case while you are in the program. All decisions regarding participants are discussed and decided by the whole ASAC Team.

The ASAC Team believes in your commitment and desire for change. This program will provide you with the best opportunity to make those changes; re-balance your life and move forward on a positive path.

## OVERVIEW

The *mission statement* of the Adult Substance Abuse Program is to enhance public safety by reducing criminal activity and assist substance-abusing participants to become drug and alcohol free, productive and law-abiding citizens.

ASAC has been designed to provide a highly structured environment to interrupt your pattern of drug and/or alcohol use and decrease your criminal activities.

ASAC is a three-phase, twelve month minimum intervention program for adults who have been charged with a felony-level offense and have an identified substance abuse problem (drug and/or alcohol). The program is ***abstinence based*** with specific goals and activities required in each phase. Once phase requirements are accomplished and approved by the Team, transition to the next phase will occur. An application to request a phase move will need to be completed by you and turned into the Team for approval at least one week in advance.

Program components include: chemical dependency and mental health screening, assessment and referral for education, vocational or treatment; intensive supervision by your case manager; random drug and breath testing; regular court appearances and immediate sanctions and incentives.

The need to offer services for participants who suffer from co-occurring disorders (people who have mental health and chemical health issues) is important. ASAC began the Psychiatric Court Clinic (PCC) to provide you (if necessary) the needed mental health intervention. The PCC is staffed by a psychiatric doctor and nurse who will coordinate their services with your case manager. Services can be accessed quickly; it is the ultimate goal to connect you to mental health providers in the community.

The key to ASAC and your success is your motivation for change and the team approach. The ASAC team consists of the judge, prosecutor, defense counsel, case manager, case screener, chemical assessor, treatment provider(s) and coordinator. **YOU** are the main team member and we will be working closely with you to help you make positive changes in your life.

## ASAC TEAM AND THEIR RESPONSIBILITIES

The ASAC Team consists of these criminal justice professionals who perform the following functions (to include, but not limited to):

**Judge:** The Honorable Joanne M. Smith and The Honorable Judith M Tilsen, Second Judicial District Court:

Supervises participant progress through the ASAC continuum based on weekly court hearing, team input and participant behavior; leads the ASAC Team in decision-making; holds participants accountable for their progress by use of sanctions and incentives.

**Coordinator:** Heidi Heinzl, Second Judicial District Court: Responsible for the operation and appropriate and timely completion of proposed ASAC program activities. Facilitates case flow, activities of participating agencies, monitors the meeting of goals, objectives and timelines; provides monitoring and contractual service quality assurance.

**Prosecutor:** Kim. E. Bingham, Ramsey County Attorney's Office: Gatekeeper/screener for access to treatment through ASAC.

**Public Defender:** Noreen Phillips, Defense Counsel: Advocate for participant's access to and continued participation in ASAC; assists in screening; assures confidentiality requirements are met.

**Case Manager:** Erin Wessman-Tracks 1 & 2, Project Remand: Provides individual supervision and a broad range of rehabilitative and case management services within ASAC program.

**Case Manager:** Shannon Fette-Tracks 3, 4, & 5 Ramsey County Community Corrections: Provides individual supervision and a broad range of rehabilitative and case management services within ASAC program.

**Case Aide:** Pamella McGuire-Tracks 3, 4, & 5 Ramsey County Community Corrections: Identifies and screens eligible probation violation cases (Track 4) and refers the cases to the ASAC Team for admission consideration. In addition, provides case management services within ASAC program.

**Case Screener:** Michael Ronayne, Project Remand:

Screens all ASAC cases for eligibility criteria and refers the cases to the ASAC Team for admission consideration.

**Chemical Assessor:** Diane Cartony, Project Remand:

Performs chemical evaluations and makes referrals for county funding and placement; assists participants in obtaining assessment through insurance providers.

**Treatment Representative:** Amy Christensen, Meridian Behavioral Health:

Attends staffing and provides input on various and appropriate methods of treatment.

**Psychiatric Court Clinic:** Dr. James Chastek- Psychiatrist and Michael Hoyt- Psychiatric Nurse, Ramsey County Mental Health Center: Provide comprehensive screening, assessment, diagnosis and case planning for participants with co-occurring disorders; medication management and referral to community based mental health services. Nurse Hoyt attends staffing, collaborates with case managers and is the main point of contact to access Clinic services.

### **Adjunct Support**

**Alumni Group:** Dan Mittelstadt, Facilitator: Conducts monthly Alumni support group meeting for graduates and current participants; provides connection to the sober community at large and facilitates sober activities.

**Evaluation and Management Information Plan:** Keri Zehm, Evaluator, Second Judicial District Court: Evaluation design, data collection and analysis. Prepares and disseminates ASAC research reports.

The ASAC Team is committed to assisting you in making healthy life choices and changes, and breaking the cycle of drug and alcohol use and/or addiction. By addressing your chemical and mental health needs, you will move towards living a crime-free, sober lifestyle. This program is an excellent opportunity for you to invest in yourself and your future.

## PROGRAM RULES

As a participant, you will be required to abide by the rules outlined in the 'Participant Contract' and 'Probation Agreement' as well as those outlined here in the Participant Handbook. These rules will apply throughout ALL phases:

- 1) **You are not to possess or consume any mood-altering chemicals or illegal substances.** "Possess" means to have on your person, in your home or vehicle. **This includes alcohol, and any substances containing alcohol (See list for examples).** Misuse of over-the-counter and prescription medications are prohibited. It is your responsibility to discuss using over-the-counter medications with your case manager **prior** to using them. Medications producing "false-positive" drug tests will not be an excuse.

**If you are on medications for a documented medical condition, you must provide proof from your doctor. Additionally, it is your responsibility to ensure that the medication you are taking will not create a "false-positive" drug test. Any medication not approved will not be an excuse for a "false-positive" drug testing.**

**ANY prescription medications must be verified and approved by your case manager BEFORE you take them.**

- 2) **Comply with all requests for drug and alcohol testing.** You will be assigned a 'color code' for random drug testing.

**You are required to call the 'color code' call line daily and follow the instructions to report for testing.** Drug testing and breath testing can also occur during court, office and field visits with your case manager or other team members.

- 3) **You must not engage** in any behavior that results in a diluted, substituted or adulterated urine sample. A **diluted test** result is when a person drinks an excessive amount of liquids or takes other chemicals to hide their use prior to drug testing.
- 4) You must fully **participate** in drug and/or alcohol **treatment** as directed by the court.
- 5) You must **comply with all other programming requests** (in addition to Phase Requirements) to include, but not limited to: cognitive groups, community-based

support groups, recommendations by the Psychiatric Court Clinic (if applicable) and pay all program fees and restitution (if ordered).

- 6) Attend all ASAC **court sessions and office appointments** with case manager and be on time; contact case manager as directed.
- 7) You must report any **change of residence *prior*** to moving, and changes in your **work schedule** or employment status immediately. You must also report any changes in your **phone number** or contact information immediately. If your phone number is disconnected or cannot receive calls, find another way to notify your case manager immediately. Failure to update address or phone number could result in a sanction.
- 8) **Employment** will be verified on an ongoing basis. If you are not gainfully employed or attending an approved vocational or educational program, you must be involved in an approved job seeking/training component or completing community service.
- 9) **Random home visits** may be conducted day or night or on weekends, without prior notice by case manager or other team member. A drug or breathalyzer test may be requested of you during the visit.
- 10) **Collateral contacts** include, but are not limited to, significant others, family, sponsors, employers, school instructors, other probation officers, physicians, therapists and treatment facilities.
- 11) You are required to get approval by your case manager if you are **traveling 45 minutes or more away**. Case manager must approve **out of state travel**. Two weeks' notice must be given if you plan on traveling (with the exception of emergency situations). You will be required to submit to a UA or oral swab the day you leave AND as soon as you get back.
- 12) **Remain law abiding** in all respects and obey state, federal and local ordinances. You **must report any contact with law enforcement**, whether or not you receive 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.
- 13) The Court has also ordered "**Special Conditions of Probation**" that you **must comply with**. Please refer to your Probation Agreement or Court Order. Discuss questions about your responsibilities with case manager.

## TREATMENT

You should have already completed a chemical dependency evaluation and will need to complete one if you have not already done so. An evaluation should be obtained through your private insurance carrier or Ramsey County Rule 25.

You will be referred to a treatment provider in the community to attend a program suitable in length and based on the assessment recommendations. Your treatment counselor will provide regular progress reports to your case manager. Your case manager will work with you to ensure that the treatment program is appropriate for you.

Substance abuse treatment many times has three parts: individual counseling, supportive group sessions, and education. Together they are designed to develop self-awareness, an understanding of addiction and skills to maintain sobriety. The individual and group sessions can include problem identification and alternative solutions. The educational component can include films, lectures and handout materials. Your attendance at sessions will be reported to the team as part of your progress report. You must contact your counselor and case manager if you are unable to attend or will be late to a scheduled session.

Sobriety success many times hinges on the ability to address all aspects of an individual's life. Participants in ASAC are screened for mental health and chemical health issues that are active together. Many times mental health conditions have gone unnoticed, undiagnosed and/or untreated in the past.

You may be referred to the **Psychiatric Court Clinic (PCC)** if your case manager believes this is necessary. The PCC is an immediate resource that ASAC can use to provide additional help for you during your recovery process. The PCC is staffed by a psychiatric doctor and nurse from Ramsey County Mental Health Center who will assess and diagnosis conditions and offer treatment plans along with medication management. The long-term goal of the PCC is to refer you to mental health resources in the community. Access to the PCC is available to you throughout your program involvement.

## SUPPORT GROUPS



You will be required to attend weekly community **support groups** such as AA (Alcoholics Anonymous), NA (Narcotics Anonymous) or other supportive groups and meetings that can be verified by a designated person with telephone number who can confirm your attendance. Examples of other support groups/meetings include, but are not limited to: Health Realization, Introduction to Recovery, SMART Recovery, Celebrating Families, and/or hospital or religious affiliated groups. The support group should be beneficial to you and assist with changing your life.

The groups will help you develop a level of trust to learn and create social bonds within the community and with other recovering addicts. Your case manager will provide you with information regarding the time and location of support groups and will direct you to special interest and recovery events in the community.

Frequent attendance is particularly important at the beginning of your recovery. Initially, the number of meetings you attend will depend on your chemical dependency treatment involvement (primary and aftercare). Once you have completed treatment, you will be instructed to attend a minimum of two support meeting per week, with modifications made as needed (adding more over time).

During phase 1 and 2, you will be required to attend the Introduction to Recovery group every Thursday from 4:30pm-5:30pm at the Metro Square Building. Approval from the group's instructor is required for completion. During Phase 3 you will be required to attend the ASAC Alumni Group held monthly (3<sup>rd</sup> Tuesday of each month) at the Salvation Army. The Alumni Group can count as a required support meeting, as can cognitive groups you may be involved with after treatment. The Alumni Group will be discussed in further detail later in the Handbook. However, you are welcome to attend the alumni group any time after acceptance into ASAC.

Please be prepared to provide proof of attendance during case management meetings and court sessions by documenting such meetings on your Passport.

The content of this handbook may be modified at any time. You will be notified of any changes to your program responsibilities.

## COGNITIVE GROUPS

You must attend gender-specific Cognitive Programming after primary treatment is completed. Male participants are required to attend Thinking for a Change which teaches you how to change your thinking patterns and behavior. It consists of 22 lessons including social skills and problem solving skills development. Female participants are required to attend Helping Women Recover which is a 17 lesson program focusing on women's psychological development, addiction and trauma. In addition, DWI cases may be referred to a 12 week Driving with Care group.

## CONFIDENTIALITY

Federal and state laws require that your privacy be protected. In response to these regulations, this program, its case managers and treatment providers have developed policies, procedures and designated forms for you to sign in order to guard your privacy.



## SUPERVISION

You have been assigned a case manager who you will be required to maintain frequent contact with you as instructed. **Together** you will assess what areas you need assistance with: treatment, housing, education, employment, transportation, family and general living needs (driver's license, money management, etc.). When appropriate, you will be referred to local, state and/or county agencies for assistance.

A **case plan** will be developed by you and your case manager which will help you set goals, select methods for meeting the goals and develop target dates for completing the goals. The plan will be reviewed and updated on a regular basis.

During each court appearance you will be given a **"Passport"**. The "Passport" is a summary of your responsibilities and requirements according to phase and is also the document that will have your current goal(s) and plan to achieve the goal(s) listed on it. It is your responsibility to document completion of requirements, obtain support group and drug testing signatures and follow any other instructions found in the "Passport". You must turn your "Passport" in to your

case manager at your next court appearance. Failure to submit your “Passport” may result in a sanction.

**Case management** meetings will occur on a regular basis and are linked to your Phase status. The frequency of those meetings can be decreased or increased, depending on your progress in the program. Contacts will occur during scheduled office visits, home visits, during court and include telephone reporting as well.

Your case manager may meet with you in the community or at your home/work place – this will be determined upon scheduling needs and appropriateness as determined. These visits may also occur on a random basis.

## **COURT SUPERVISION**

Staffing is a weekly meeting prior to court that includes the whole ASAC Team. It is a time for the Team to review your case. Updates from your case manager, treatment provider and any other program you are involved in will be reviewed for progress. Based on performance, the team will determine next steps to take that may be appropriate for you: rewards (incentives) or sanctions. Other changes to your supervision plan may be ordered by the Judge (examples include increased drug testing, counseling, meeting attendance, re-assessment, residential treatment or intensive outpatient treatment) to help you achieve and maintain sobriety.

**You will be required to appear in court on a regular basis.** At each court hearing you will speak for yourself and you are encouraged to ask the Judge questions or discuss matters that may impact your efforts to maintain sobriety. The Judge will talk to you about the progress report, ask clarifying questions and discuss specific problems you are experiencing. The Judge will administer any rewards, sanctions or order other supervision plan adjustments during this time.

**Court attendance** is linked to your Phase status and can be decreased or increased based on your performance. Failure to appear in court may result in a bench warrant being issued for your arrest. All absences require prior approval from your case manager.

**Termination** from the program may occur in the following situations: failure to comply with program requirements; new arrest and/or warrants; being in

possession of a firearm; absconding or out of contact with program; or exhibiting conduct deemed inappropriate. All decisions regarding termination from the program will be made by the ASAC team.

**Withdrawal** from the program can occur at any time. If you do so, your case will be referred to Felony Court for further disposition.

## **RANDOM HOME VISITS**

**Random** (surprise) home visits can occur during the day, evening or weekend- where you will be visited by your case manager and possibly other team members. Drug and breath testing can occur during the random home visit.

Random home visits will be utilized as an extra supervision tool for the program. These visits are intended to provide supportive monitoring while you are in the community. Visits will be conducted by the case managers, law enforcement and at times the coordinator.

Deputies from the Ramsey County Sheriff's Department will also be performing the random home visits to your residence on any day and at any time. During the home visit you will be required to identify other residents and/or visitors of the home. You will also be required to submit to a PBT's (portable breath test). Reports to the judge and team about the general condition of the home (positive or negative) will be noted. ASAC is a **zero tolerance** program and the use of any chemicals will not be tolerated. An arrest will be made for any positive PBT reading.

You are obligated to respond to the visit by answering your door if you are home and allowing the deputies in for conversation. If you are found not at home, the deputies may try to reach you via cell phone and request that you either meet them back at your residence or somewhere in the community.

The intent of the home visits is to provide open communication between ASAC participants and law enforcement, while providing additional monitoring when you are away from ASAC. Deputies have been trained to engage with ASAC participants in a respectful and honest manner.



## COURTROOM RULES

- ❑ Timeliness is a virtue – be on time. Check-in starts at 1:00pm; you must be in the Courtroom by no later than 1:15pm. Court is scheduled until 4:30pm.
- ❑ Please sit in the assigned seating area based on gender. Look for the signs that indicate which area you are assigned to.
- ❑ Make sure we know you are in court; check- in with your case manager quickly and briefly to obtain your updated passport. If you have questions for your case manager and/or updates, **please keep the time you spend limited.**
- ❑ **Cell phones are distracting; make sure they are turned off.** If your cell phone goes off during court, it will be taken away and may be given back to you at the end of court time or at a future time. The same will apply if you are caught text-messaging or browsing the internet.
- ❑ Using portable electronic equipment or sleeping is prohibited.
- ❑ **No food or beverage in the courtroom** unless provided by the program or with permission of the Court Team. **No CHEWING GUM.**
- ❑ A purpose of the court session is to gain knowledge and offer support to your fellow participants. Please refrain from having random conversations. Continual, excessive talking is unacceptable.
- ❑ You are **expected to remain in the courtroom during ASAC proceedings.** Permission to use the restroom is required. Running in and out of the courtroom to smoke, make telephone calls or perform other activities is strictly NOT ACCEPTED. Court may go to 4:30 pm.
- ❑ The Judge and courtroom environment deserves respect. Please wear appropriate clothing. Please review the section on court clothing as a reference.
- ❑ Children may be allowed in court, but must be under supervision and not distracting to others. Do not bring children with an expectation you will get to leave court early and/or leave the courtroom.
- ❑ **If you are in Phase 1,** you need to stay for the Introduction to Recovery group that is conducted shortly after court (4:30pm-5:30pm) at the Metro Square Building.

**If you are a new or current patient of the psychiatric clinic,** place your name on the chalk board and wait your turn to be seen by the clinic. Regardless of what time court is complete, **YOU CANNOT LEAVE COURT UNTIL YOU HAVE BEEN SEEN BY THE CLINIC**

***Failure to abide by any of these rules may result in a sanction***



## ASAC DRESS CODE

- ❑ Participants **must wear appropriate Courtroom approved clothing while in the courtroom.** Court appropriate clothing is generally called “business casual”. You may be asked to change your clothes if staff notices you wearing inappropriate clothing. Please consult with the ASAC Coordinator or your case manager if you have questions concerning what clothing is appropriate to wear while participating in the program.
- ❑ Appropriate clothing should be clean and neat. Business casual clothing includes but is not limited to: clothes without holes, and no torn or dirty items. Pants will be “dress style”, or dark “dress” jeans. Shirts will be button or pullover, without words on them and in good shape. Avoid athletic wear. If coming from work, you may change in the bathroom to appropriate clothes. **(if you arrive at court directly from work at your employment that results in dirty clothing, please request permission from your case manager for an exception.)**
- ❑ Closed toed shoes are the preferred footwear (to include tennis shoes) or dress sandals may be approved if well cared for. **\*No flip-flops\***
- ❑ Clothing bearing drug or alcohol related themes, promoting or advertising alcohol or drug use are prohibited. Refrain from shirts, bags, etc. that have words on them, anything with profanity will be removed from the courtroom.
- ❑ No gang colors or gang clothing.
- ❑ Sunglasses/hats/bandanas may not be worn inside the courtroom or to any drug court related meetings.
- ❑ **What Not To Wear-Male**
  - 👉 Tank tops, muscle shirts, sagging pants (i.e. pants that hang below the waist), unbuttoned shirts or t-shirts.
  - 👉 Shorts, even in spring/summer.
  - 👉 Hats, caps or bandanas.
- ❑ **What Not To Wear-Female**
  - 👉 Tank tops, low cut shirts, crop tops, see through blouses, bathing suit tops, tube tops or halter tops, sagging pants (i.e. pants that hang below the waist).
  - 👉 Mini/micro skirts or dresses, low cut dresses, shirts, blouses that **show excessive cleavage.**
  - 👉 Shorts, even in spring/summer.
  - 👉 Hats, caps or bandanas.

## PHASES

The Adult Substance Abuse Court program is a three-phased, highly structured program lasting a minimum of 12 months; the length of time varies depending upon your individual progress.

Each phase consists of specific requirements for transition into the next phase. Phase movement will be the result of your accomplishing the following: your goals as determined by your case plan along with the specific phase requirements and other responsibilities as discussed with your case manager. When the Team decided you are eligible for phase movement, you will be given a phase application.

The application is to be filled out completely and given to the Team who will review it at staffing. To be considered for a phase move, the application will need to be turned in at least one week in advance. When filling out the application-the more the better. A review of your ASAC contract and case plan will occur to ensure total program compliance. The ASAC team will review your status and make a recommendation for phase movement based on your performance.

Any major life changes including, but not limited to housing, personal trauma may result in a delay in phase changes.

It is our expectation that you increasingly make progress, move forward and stay motivated throughout each phase. If the Team sees no progress and/or motivation to change, phase movement could be delayed and you could be terminated from the program.

For those the DWI Felony track 5 besides the below phase requirements, you will also be required to perform additional requirements with your felony DWI. Refer to the end of the phase 3 before graduation to review the additional felony DWI requirements.



<b>PHASE ONE – Orientation and Assessment</b>	
<b>Objectives:</b>	Intake, assessment and orientation; obtain insurance; establish abstinence and chemical dependency treatment; develop trigger awareness; and identify your outside support system.
<b>Length of Phase:</b>	A minimum of four (4) months
<b>Requirements during phase 1 include (but are not limited to):</b>	<ul style="list-style-type: none"> <li>• Weekly court hearings with Introduction to Recovery group every Thursday</li> <li>• Primary CD treatment and continuing care (aftercare)</li> <li>• Attend at least 2 support group/12-step meetings a week as directed</li> <li>• Obtain a sponsor and maintain weekly contact (telephone and/or face-to face)</li> <li>• Submit to random UA's (minimum of twice weekly); breathalyzer tests, ETG tests and oral swabs as directed.</li> <li>• Establish payment plan for program fees and begin paying.</li> <li>• Create case plan goals and begin working on them</li> </ul>
<b>Minimum Requirements for Advancement:</b>	<ul style="list-style-type: none"> <li>A) Minimum 30 days sobriety from all mood-altering chemicals</li> <li>B) Completion of Phase Move Application</li> <li>C) Satisfactory treatment progress or completion</li> <li>D) Satisfactory compliance with all program requirements</li> <li>E) Approval of ASAC Team.</li> </ul>

<b>PHASE TWO - Stabilization</b>	
<b>Objectives:</b>	Continue abstinence; establish recovery; obtain GED or attend GED classes; work towards obtaining a driver's license; and obtain stable/sober housing
<b>Length of Phase:</b>	A minimum of four (4) months
<b>Requirements during phase 2 include (but are not limited to):</b>	<ul style="list-style-type: none"> <li>• Twice monthly court hearings (every other Thursday)</li> <li>• Individual and group treatment, if required</li> <li>• Attend at least 2 support group/12 step meetings a week as directed</li> <li>• Submit to random UA's (minimum of twice weekly); breathalyzer tests, ETG tests and oral swabs as directed</li> <li>• Cognitive Skills programming as directed</li> <li>• Payments made toward restitution</li> <li>• Payment of program fees</li> <li>• Weekly attendance in a structured activity such as: seeking or maintaining employment, attending school/vocational training, performing unpaid community work assignment or other activity approved by ASAC Team</li> <li>• Ongoing review and updating of case plan with goals accomplished</li> </ul>
<b>Minimum requirements for Advancement:</b>	<p>A) Minimum 90 days sobriety from all mood-altering chemicals</p> <p>B) Completion of Phase Move Application</p> <p>C) Satisfactory treatment progress or completion</p> <p>D) Satisfactory compliance with all program requirements</p> <p>E) Payment of ½ program fees</p> <p>F) Payment towards restitution</p> <p>G) Weekly attendance in a structured activity as directed and approved by ASAC Team</p> <p>H) Approval of ASAC Team</p>

As you move from one phase to another, your family and/or other significant persons in your life are invited to join you in court as the team and other participants celebrate your milestones.

<b>PHASE THREE - Transition</b>	
<b>Objectives:</b>	Continued abstinence, pursuit of education and/or vocation goals, connect with the community at large.
<b>Length of Phase:</b>	A minimum of (4) four months
<b>Requirements during phase 3 include (but are not limited to):</b>	<ul style="list-style-type: none"> <li>• Attend monthly court hearings-every 4 weeks (Thursday)</li> <li>• Attend monthly Alumni Group meeting, every 3<sup>rd</sup> Tuesday of the month</li> <li>• Individual and group treatment, if required</li> <li>• Weekly attendance of support group/12 step meetings as directed</li> <li>• Submit to random UA's (minimum of twice weekly); breathalyzer tests, ETG tests, and oral swabs as directed</li> <li>• Payment in full of restitution (or docketed)</li> <li>• Payment in full of program fees</li> <li>• Stable, sober living arrangements</li> <li>• Stable employment or participation in an educational/vocational program</li> <li>• Completion of all case plan goals and supervision conditions</li> <li>• Obtain valid driver's license</li> <li>• Submit Pre-Graduation Life Plan Packet</li> </ul>
<b>Felony DWI (Track 5) additional requirements</b>	
<b>Additional requirements include:</b>	<ul style="list-style-type: none"> <li>• Serve minimum 6 consecutive days in jail as statute requires and pay \$50 fine</li> <li>• Minimum of 90 days alcohol monitoring (TAD) at participants own cost. Credit for time served on alcohol monitoring while on conditional release <b>will not</b> be granted. Must remain on alcohol monitoring until ignition interlock is installed.</li> <li>• Ignition interlock throughout the duration of the program, installed during alcohol monitoring (TAD) or after alcohol monitoring (TAD) is completed</li> <li>• Comply with all other conditions (DNA, MADD panel, etc.)</li> <li>• Long-term monitoring M.S. 169A.277 for 30 days each year the participant is on probation</li> </ul>

## Graduation Requirements:

<p><b>GRADUATION</b></p> 	<ul style="list-style-type: none"><li>✓ Minimum of six month sobriety from all mood-altering chemicals</li><li>✓ Completion of Pre-Graduation “Life Plan”</li><li>✓ Successful completion of treatment and COG group</li><li>✓ Program fees and restitution has been paid in full</li><li>✓ Successful completion of all program requirements and case plan goals</li><li>✓ Completed work toward high school diploma or GED</li><li>✓ Employed</li><li>✓ Participating in a recovery support group</li><li>✓ Living in a safe, sober, stable residence</li><li>✓ Approval of ASAC Team</li></ul>
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On the day of your graduation, you will be invited to share with the ASAC Judge how life has changed for you since you started the program. At your graduation ceremony, the Judge will present you with a certificate of completion and will recognize your excellent accomplishments. Family and friends are encouraged to join you on your celebratory day.



*“WE ALL HAVE BIG CHANGES IN OUR LIVES THAT ARE MORE OR LESS A SECOND CHANCE.”*

## DRUG AND ALCOHOL TESTING

As a participant in the program, you are required to submit to regular, random, and observed drug and alcohol testing. The frequency of drug and alcohol testing will remain consistent throughout the duration of the program. At a minimum, **you will be tested at least 2 times per week** (including weekends).

Drug and alcohol testing will occur through a contract vendor, RS Eden. You will be assigned a color(s) and required to call the color-code line **every day** to see if your color(s) are called for testing the next day. The number to the color code line is **651.209.6139**. For example: call Monday to see what the colors are for Tuesday. If your color(s) is called, go in the following day to complete your UA. The hours RS Eden is open is listed below and on your passport. **RS Eden stops testing 30 minutes prior to the closing time**. Complete information will be given to you by your case manager.

The following procedure will apply regarding drug testing: RS Eden employees will perform the testing procedures and report results to your case manager within thirty-six (36) hours. It is highly recommended that you have RS Eden staff initial and date your passport when you submit a UA. If you know your drug test will be positive, inform the tester at RS Eden and your case manager prior to submitting to the test. Remember, honesty is the foundation of this program. If you deny the results of the positive test, you may request a confirmation test at your cost.

Instant drug tests, PBT's (preliminary breath tests), and oral swabs can be given on a random basis at any time during court, case management meetings or random home visits. You may be called to submit a random UA and/or oral swab at RS Eden or your case manager's office at any time. Failure to do so may result in a sanction. This program also utilizes SCRAM or TAD, which is an anklet that detects the presence of alcohol through skin secretion.

Sanctions will be imposed by the Court at the next ASAC session for positive tests; the severity will be determined by your admission or omission of chemical use. In addition, immediate sanctions will be given for the following:

**Diluted Test:** A diluted test result is when a person drinks an excessive amount of liquids or takes other chemicals to mask one's use prior to drug testing.

**Missed UA:** Failure to appear for drug/alcohol testing will be considered a positive test. You must notify your case manager as soon as you have knowledge you missed a test as well as immediately report to RS Eden for a test.

**Tampering:** Tampering with a test sample will constitute a positive drug test (deliberately mixing your urine with fluids or other products, using someone else’s urine or other methods to “cheat”).

**Continued positive tests, diluted tests, missed tests or tampering with tests may result in any of the following: loss of sober date; community service hours; jail time; more frequent testing; and/or your termination from the program.**

The use of mood-altering substances (alcohol, illegal drugs, synthetic marijuana, and prescription drugs) is prohibited by the program. **If you are on medications for a documented medical condition, you must provide proof from your doctor. Additionally, it is your responsibility to ensure that the medication you are taking will not create a “false-positive” drug test. ANY prescription medications (example: muscle relaxer, pain medication) must be verified and prior approval for use must be obtained from your case manager. Failure to abide by these restrictions will not be an excuse for “false-positive” drug tests and will result in a sanction.**

**Hours of RS Eden Drug Testing:**

Monday: 12:00pm-7:30pm (8:00pm)  
Tuesday: 12:00pm-7:30pm (8:00pm)  
Wednesday: 4:00pm-7:30pm (8:00pm)  
Thursday: 12:00pm-7:30pm (8:00pm)  
Friday: 8:30am-4:00pm (4:30pm)  
Saturday: 10:00am-1:30pm (2:00pm)

**FEES AND TRANSPORTATION**

**Fees** for ASAC are: Project Remand – Tracks 1 & 2: \$300.00  
Ramsey County Community Corrections (probation) Tracks 3 & 4: \$200.00  
Ramsey County Community Corrections (probation) Track 5 Felony DWI: \$500.00

At sentencing, the Judge may order you to pay court fines in a nominal amount along with restitution. You will also be responsible for paying probation fees (if on probation with Ramsey County Community Corrections). Payment plans can be established for all fees.

**\*A judgment for restitution may be entered, depending on the amount and circumstances of your case.**

## **Transportation**

While you are in Phase 1, you may be eligible to receive bus passes or tokens if you have a demonstrated need and are engaged in treatment. You are required to be in full compliance with your case plan goals, phase requirements and other program obligations as set forth by your case manager to be eligible. Your case manager will determine if you meet the criteria and request the team that you receive the resources needed. Your case manager may bring additional requests to the team for assistance once you are in advanced Phases, but there must be a demonstrated, exceptional need in order for the team to approve the request.



## **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 are determined by the team. Incentives include (but are not limited to):

- Fishbowl drawing-weekly drawing if in full compliance
- Verbal recognition and praise from the Judge and Team
- Medallions for sobriety benchmarks
- Early call in court
- Ability to leave court early
- Gift cards for local restaurants and shops
- Recovery materials (key chains, books, mugs, etc)
- Treats during court
- Bus passes or tokens
- Phase movement acceleration
- Movie passes
- Reduced fines or fees



## SANCTIONS

Sanctions are in response to noncompliance of program requirements or other infractions. Sanctions include (but are not limited to):

- ✓ Verbal or written warnings and admonishment by the Court
- ✓ Essays or book reports for court
- ✓ Journaling
- ✓ Increased support groups
- ✓ Increased supervision and/or court reporting
- ✓ Increased drug/breath testing and/or random field visits
- ✓ Community Work Service or Sentence to Service (STS)
- ✓ Geographic restriction or other housing change
- ✓ Loss of sobriety date
- ✓ Curfew or home restrictions
- ✓ Writing assignments
- ✓ SCRAM, Electronic Home Monitoring and/or ignition interlock
- ✓ Escalating periods of jail

(revised 4-13)



## ALUMNI GROUP

The Alumni Group is a required monthly support group that you will attend once you are in Phase 3. The goal of the Alumni group is to provide a supportive environment for you and give you a chance to be mentored by a graduate of the program. The foundation of the group is honesty.

It is a support group, not a formal AA meeting. The structure of the meeting promotes honesty and self-disclosure away from the court process, case managers, ASAC team and is a confidential and safe place.

At the meetings, you will meet graduates and socialize with other Phase 3 participants. Ideas and topics of discussion are introduced by the facilitator, which are then talked about with the group at large. In addition, you may participate and/or volunteer in other ASAC alumni sponsored events such as sober dances, sober softball league, picnics, recovery walks, etc.

The meetings are held the 3<sup>rd</sup> Tuesday of every month, from 6:00 p.m. to 7:00 p.m. at the Salvation Army- St Paul Citadel Corps Community Center located at 401 W. 7<sup>th</sup> Street, Saint Paul, Minnesota.

ASAC graduate, Dan Mittelstadt is the meeting facilitator who you can contact at any time with questions, comments or for support.

Any changes to an upcoming meeting will be communicated during court; you can also obtain the information from your case managers or the program Coordinator. Flyers with meeting information, dates and contact information for Paul Cole can be obtained from your case manager.



*“Daily Acknowledgement, Daily Acceptance”*

## HELPFUL PHONE NUMBERS



Alumni Group Volunteer – Dan Mittelstadt ASAC Coordinator	(cell) 651.315.2431 651.266.9254
Case Manager (Tracks 1 & 2, Project Remand): Erin	651.266.2989
Case Manager (Tracks 3 & 4, Ramsey County Community Corrections): Shannon	651.266.1816
Project Remand-General Information Ramsey County Community Corrections General Information	651.266.2992 651.266.2300
Ramsey County Attorney’s Office Ramsey County Public Defender	651.266.3222 651.215.0600
Court Information Criminal Division Fine payments and questions Violations Bureau	651.266.8300 651.266.8180 651.266.9207 651.266.8101
Driver’s License Information (State of MN)	651.296.6911
Law Enforcement Center - Information Ramsey County Workhouse Electronic Home Monitoring	651.266.8180 651.266.1400 651.266.1436
Ramsey County Rule 25 Ramsey County Mental Health Crisis Unit	651.266.4008 651.266.7999 651.266.7900
RS Eden – drug testing Code-a-phone	651.644.3017 651.209.6139
African-American Family Services CLUES Hispanos En Minnesota Twin Town Treatment Center	651.642.0021 651.379.4200 651.227.0831 651.645.3661
Legal Assistance-SMRLS Medical-Open Cities Health Center Housing-Project Hope GED-Ronald Hubb Center	651.222.4731 651.290.9200 651.222.5863 651.290.4822

**You must report all medication (prescription and over-the-counter) use to your case manager, PRIOR to taking the medication. You need approval for everything you take. If you are unable to reach your case manager, you need to ask for a NON-NARCOTIC medication.**

The following is a small list of over-the-counter medications that we know are safe and reliable:

**Pain/Fever/Cough**

Advil, Aleve, Aspirin, Ibuprofen (motrin), Naprosyn (naproxen), Robitussin DM, Tessalon Perles, Tylenol

**Antihistamines**

Be aware that antihistamines can trigger a positive UA. The two below we know do not. Benadryl and Zyrtec

**\*\*DO NOT TAKE\*\***

Sleep Aids/ Hypnotics such as Ambien/ Lunesta

Narcotic pain relievers

Barbiturates

Benzodiazepines or other anxiolytics

such as ativan, valium (diazepam), clonazepam, lorazepam

Over the counter caffeine preparations, diet pills, or energy drinks

Alcohol

Tranquilizers

Cough syrups containing codeine and/or alcohol

**Remember: do not take any prescriptions or herbal remedies without permission from the ASAC team.**

**Should you continue taking addictive MEDICATION, a hearing will be scheduled to allow you to present evidence of the need for these medications. If you chose to continue use without authorization from the Drug Court Team, positive drug screens will be considered sanctionable and termination a potential end result.**