



HILLSBOROUGH COUNTY-SOUTH DRUG COURT

RECOVERY COURT

**Participant Handbook
Hillsborough County South Adult Drug Court**

Table of Contents

Introduction from Justice Jacalyn Colburn	Page 3
Emergency Contact Numbers	Page 3
Mission and Program Description	Page 4
Participation in Recovery Court	Page 4
Non-Discrimination Policy	Page 5
Recovery Court Team Members	Page 5
Supervision	Page 7
Treatment	Page 8
Case Management	Page 9
Case Plans	Page 10
Court Hearings	Page 10
Recovery Court Rules	Page 10
Program Phases	Page 13
Program Completion	Page 17
Incentives and Sanctions	Page 17
Case Review/Case Conference Meetings	Page 21
Communication with the Team	Page 22
Emergency Situations	Page 22
Drug and Alcohol Testing	Page 22
Health Insurance	Page 25
Complaints	Page 26
Termination	Page 26
Additional Information	Page 28
Appendix A – Acknowledgement and Waiver of Rights	Page 29
Appendix B – HCSADC Contact Information	Page 31
Appendix C– NPC/OTC Medication Acknowledgement Form	Page 32
Appendix D – Health Insurance Policy Acknowledgement	Page 34
Appendix E – Drug Testing Agreement	Page 36

Introduction

Dear Prospective Participant,

You are being considered as a potential participant or have already been accepted into the Hillsborough County South Adult Drug Court (HCSADC) Program. The HCSADC Team is committed to work with those individuals who choose to participate in the program and who are willing to work toward making healthy lifestyle changes in their recovery.

This handbook is for you to keep. Please take the time to review the handbook. Hopefully it will answer some questions about the program and how the program works. The HCSADC Team evaluates the program rules and requirements on a regular basis and this handbook is subject to change when the need arises.

Reading and understanding the expectations of the HCSADC Program should help you to decide if the HCSADC Program is the right fit for you. This is a challenging program. If you are willing to make the commitment, we think you will find it well worth your effort.

If you have not already been accepted into the program and you have any specific questions or concerns, please direct those questions to your lawyer. If you have already been accepted into the program, please direct questions to the assigned probation officer, case manager or a treatment counselor. We look forward to your participation and success.

Sincerely,

Jacalyn Colburn
Presiding Justice

EMERGENCY CONTACT INFORMATION

If you are in crisis and/or need immediate support, please use the phone resources listed below:

Greater Nashua Mental Health Emergency Services – 1-800-762-8191

24-hour support, 7 days a week

You do not need to be a client of the agency to access this service

H.E.A.R.T.S. Warm Line (5pm – 10pm, 7 days a week) – 1-800-306-4334

New Hampshire Suicide Hotline – 1-800-SUICIDE or 1-800-784-2433

New Hampshire Crisis Hotline – 1-800-TALK or 1-800-273-8255

Mission of Hillsborough County South Adult Drug Court

The mission of the Hillsborough County South Adult Drug Court (“HCSADC” or “Recovery Court”) is to reduce criminal recidivism and enhance community safety by providing participants whose substance use disorder has led to criminal behavior with treatment and community supervision. As an alternative to incarceration, this judicially supervised program will provide participants with the opportunity to promote their recovery to reduce crime, restore families, and successfully reintegrate participants into the community.

Program Description

The HCSADC provides intensive substance use disorder treatment and community supervision. Key components of the program include:

- substance abuse treatment
- case management
- frequent, random drug testing through observed urine screens
- intensive community supervision
- frequent status hearings in front of the Recovery Court Judge to report on compliance and progress
- the use of sanctions and incentives to promote positive behavioral change.

Participation in Recovery Court

The HCSADC is a voluntary program for offenders who have met legal eligibility requirements, have a severe substance use disorder, and who are at risk to engage in new criminal activity without intensive treatment and supervision.

It is important to understand that when you participate in Recovery Court, you will be expected to follow program rules as well as recommendations made by your therapist, Case Manager, and Probation Officer, and that if you fail to do so, you will be sanctioned. Please take the time to review this handbook and the Acknowledgement and Waiver of Rights (*Appendix A*) carefully with your attorney as you determine whether Recovery Court is right for you.

In order to participate in the HCSADC:

- You must sign the Acknowledgement and Waiver of Rights at your Plea and Sentencing Hearing.
- You must give permission to Recovery Court team members to share information about you, your treatment, and your progress with other members of the Recovery Court team.
- You must authorize Recovery Court team members to share and obtain information from your other health, treatment, and service providers to ensure effective treatment coordination.

Non-Discrimination Policy

The Hillsborough County-South Adult Drug Court is committed to ensuring that citizens who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, national origin, gender, sexual orientation, sexual identity, physical or mental disability, religion, marital status, familial status, veteran status or socioeconomic status receive the same opportunities as other citizens to participate and succeed in the HCSADC. The HCSADC prohibits discrimination based on any of the grounds listed above and on any other class or status protected in law. HCSADC will not tolerate discrimination in any form, from any person or organization. If you believe you have experienced discrimination or have witnessed discrimination within HCSADC, you should follow the complaint procedure outlined in the Participant Handbook.

Recovery Court Team Members

Recovery Court team members represent local law enforcement, criminal justice, and substance use treatment and recovery organizations. Team members, despite their unique roles, share the common goal of promoting treatment and recovery for each participant.

When you report to a Recovery Court hearing, the team will meet beforehand to discuss your compliance with program requirements and progress toward treatment goals. During this meeting, the team may recommend incentives for progress and/or sanctions for non-compliance in order to encourage positive behavioral change. At this meeting, team members may also develop plans to help you succeed by adjusting treatment plans, case management plans, and community supervision efforts to help you meet your goals. Team members also communicate during the week as necessary, to promptly and effectively manage urgent issues that may arise.

Team Members:

Superior Court Judge – The Judge presides over the court proceedings and monitors the appropriate application of treatment, community supervision, sanctions and incentives, while maintaining the integrity of the court. The Judge is ultimately responsible for determining and imposing sanctions, including incarceration and/or termination.

Superior Court Clerk – The Clerk is responsible for scheduling all legal proceedings such as pleas and status hearings as well as processing all orders of the court.

Coordinator – The Coordinator, under the supervision of the Judge, is responsible for overseeing the Recovery Court program, to ensure the program provides high-quality services in accordance with empirically-determined best practice standards for Drug Courts and meets the requirements of grantors and contracts. The Coordinator also acts as a liaison with the

Recovery Court Steering Committee, to help engage the larger community in supporting Recovery Court.

Prosecutor –The Assistant County Attorney’s role is to promote community safety and ensure that justice is being served. In a collaborative way, the prosecutor monitors participant progress and makes recommendations regarding supervision, incentives and sanctions. The Prosecutor reviews all potential participants for legal eligibility upon referral.

Public Defender – The Public Defender’s role is to promote the legal rights of participants as well as advocate for the appropriate supervision, incentives, and sanctions to support the participant in his or her recovery and rehabilitation. The Public Defender, in her role on the Recovery Court Team, does not represent a participant’s stated legal interests in an adversarial way in the courtroom, but rather works in a collaborative manner during staff meetings and court sessions by helping the team take account of the possible interests and legal rights of participants.

Probation/Parole Officer – The PPO is responsible for community supervision of participants and monitoring their compliance with Recovery Court and probation requirements. The PPO works in a collaborative manner with the team and makes recommendations regarding treatment, incentives, and sanctions.

Representative from Hillsborough House of Corrections – The representative from the Hillsborough House of Corrections serves as a liaison between the Recovery Court team and the jail staff regarding the needs, behavior, and comportment of participants who are incarcerated due to sanction, new arrests, and/or violations of probation. He also assists with facilitating incarcerated participants’ participation in drug testing and other programs (e.g., Medication Assisted Treatment) to help prepare incarcerated participants to be successful upon release.

Police Officers – The Police Officers are liaisons between the Recovery Court and their respective departments. They are responsible for disseminating information to their colleagues to support officers and participants in home visits and curfew checks as well as non-planned contacts. The police also provide important information to the Recovery Court team regarding community and policing issues that could potentially impact the progress of any participant.

Treatment provider(s) – Therapists are responsible for providing assessment and treatment planning to participants as well as facilitating Intensive Outpatient Treatment, other substance abuse groups, and individual therapy. Therapists provide assessment and referral to substance-abuse and mental health services not provided directly through the Recovery Court such as inpatient treatment, partial hospitalization, psychiatry, psychological evaluation, and Medication-Assisted Treatment. The Therapist provides information and updates to the rest of the Recovery Court team regarding a participant’s substance use treatment needs, mental health concerns, and adherence to treatment.

Case Manager (s) – The Case Manager works in a collaborative way with the participant and the treatment providers to provide assessment and service-planning to support participants in their treatment and their long-term recovery. The Case Manager provides referral and linkages to other services and agencies in the community such as social services, housing, medical services, and educational programs. The Case Manager provides information and updates to the rest of the Recovery Court team regarding the participants’ compliance with program rules, their overall progress toward goals, and any barriers they face.

Recovery Coach(es) – The Recovery Coach works directly with participants in various phases of the program, with a particular focus of work with participants who have stabilized in treatment and need guidance and coaching to connect to recovery and community supports.

Steering Committee – The Steering Committee is a group of community members who engage the larger community in supporting the Recovery Court through outreach and education.

Supervision

In order to be admitted into Recovery Court, you will be sentenced to probation. You will be required to meet the conditions of your probation supervision (and any parole supervision). This means that you must:

- remain on good behavior – avoid any local, state, or federal crimes
- abide by your given curfew
- obtain authorization from your PPO for housing, travel, or work
- attend all scheduled meetings with your PPO
- make agreed-upon payment toward any restitution, fines, or fees as ordered by the Court.

Home Visits and Curfew Checks

Your PPO will conduct both scheduled and unannounced home visits. Home visits are important to provide accountability and understand your living situation so that the team can help you address any issues that could potentially impact your recovery.

Local Police Departments provide additional support to Probation by conducting brief curfew checks at your home. These Police Officers are specially trained by the Recovery Court team and help to provide accountability ensure you are at home during your curfew. Through brief conversations with you at the curfew check, they also provide the team with general updates on how you are doing in the community.

Searches

Please note that your PPO may inspect and/or search your belongings, including your living space, car, and cell phone, as part of his or her responsibility for supervising probationers in the

community. Failing to comply with your PPO's requirements can lead to sanction and/or probation violations.

Verification of Information

Additionally, your PPO, working in conjunction with your Case Manager, will require you to submit financial information on your income, benefits, and assets in order to verify that you have legal income. Failing to comply with your PPO's requirements can lead to sanction and/or probation violations.

Work Approval

Recovery Court recognizes that employment is an important component of recovery and encourages work for participants in later phases. Your PPO is responsible for approving and authorizing you to work at your chosen employment/employer, with input from team members. When determining whether to authorize you to work with a specific employer, your PPO will consider:

- Scheduling – Does the schedule allow you to easily meet your Recovery Court obligations?
- Legal – Are you being employed “on the books”, with taxes being withheld as required?
- Risk – Does the work environment present a risk for you to engage in continued substance use or illegal activity?

Special consideration is given to jobs in treatment or recovery-related organizations, recognizing that work in treatment or recovery-based organizations can present both positive opportunities and risks to a person in recovery. Additionally, because Recovery Court partners with a variety of treatment and recovery-based organizations in the area, we want to make sure that we can maintain the privacy and confidentiality of our work with other participants who receive services from these other organizations. Generally speaking, you will not be approved to work in a treatment or recovery-related organization until you have been accepted into the Aftercare Phase and have demonstrated a significant period of sobriety (one year) as well as a recovery support network that is both broad and deep. If you wish to work in the treatment or recovery field, you must complete a formal petition in order to be considered for approval. The petition can be obtained from your Case Manager.

Treatment

You will be assigned a Therapist from Greater Nashua Mental Health Center (GNMH). Your therapist will meet with you individually on a regular basis. You and your therapist will work together to develop a treatment plan that will outline the activities and goals you will work on to help you to meet your Case Plan goals and your own goals for sobriety and recovery.

Most participants start the program by participating in the Recovery Court's Intensive Outpatient Program (IOP) run by GNMH. This group meets three mornings each week for a total of nine hours per week. The IOP uses a curriculum that educates on addiction and recovery issues, while teaching skills to support sobriety and early recovery.

As you make progress toward your goals, you will transition to outpatient treatment groups that meet twice per week and focus on the skills and life changes needed for long-term recovery. Based on your situation, you may also be required by Recovery Court to participate in other groups (e.g., groups for parents such as "Nurturing Families" or similar if you are a parent, groups for those with co-occurring disorders, or groups focusing on coping skills, etc.). As part of your Case Plan, you may also be recommended or required to participate in additional therapies including but not limited to psychiatry, Medication Assisted Treatment, or mental health services.

It is important to understand that you may require more intensive treatment than IOP if you continue substance use or experience a prolonged relapse. If your therapist determines that a higher level of care with more structure is necessary to help you obtain sobriety, you will be required to complete an application, be admitted to a PHP or inpatient treatment program, and meaningfully participate and successfully complete that program.

If you fail to report to a PHP admission or residential inpatient bed; leave against the program's advice; or are administratively discharged, you must notify your Case Manager and PPO immediately and report to Court by 9 a.m. the next business day if the court is closed.

Failure to adhere to your treatment plan, including referrals to other treatment programs or failure to comply with the rules of other treatment programs, can result in sanctions as well as jeopardize your continued participation in Recovery Court.

Case Management

You will be assigned a Case Manager from Greater Nashua Mental Health. Your Case Manager will meet with you individually on a regular basis. Initially, you and your Case Manager will work to identify and resolve issues that could be barriers to your participation in treatment such as housing problems, emergency medical issues, childcare and children's needs, etc. As you make progress, you and your Case Manager will begin focusing on addressing longer-term goals that support your continued recovery such as education, work, financial management, family goals, and permanent housing. As with treatment, you are expected to adhere to your service plan.

Part of the Case Manager's role is to monitor your progress and report that to the court. You will be expected to comply with any requests for documentation to verify your income, employment, work schedule, housing, medication, etc. If you are seen at the emergency room or are admitted to the hospital, please make sure to obtain discharge information for your Case Manager to coordinate follow-up care and any verify medication(s) given.

Case Plans

You and your team will develop a Case Plan that outlines the goals and objectives that you will be working toward each phase to promote your recovery and decrease your risk to engage in new criminal activity. You and your team (CM, Therapist, PPO, Recovery Coach) are going to be exploring your life and behaviors and coming up with goals and objectives to change risky behaviors and situations to promote long-term recovery and a crime-free lifestyle. In addition to establishing these objectives, the Case Plan will outline activities, skills, strategies, services, etc., to help you meet these objectives. It will also outline ways to measure your progress. In many ways, the Case Plan is a map or guide for making progress in each phase to get you to your long-term goals.

Court Hearings

Recovery Court is held every Tuesday at 1 p.m. (Women's Docket) and 2 p.m. (Men's Docket) in Courtroom 4. As a Recovery Court participant, you will be required to appear in court on a regular basis. The frequency of your appearances will depend on the Recovery Court Phase you are in and your compliance with Recovery Court rules. Initially, you will be required to attend on a weekly basis.

During hearings, the Judge will review your compliance with Recovery Court rules and discuss your progress toward your treatment goals. The Judge provides support, encouragement, and constructive feedback as well as accountability. To do this, she will issue incentives for new, positive behaviors and skills and sanctions to discourage negative behaviors, such as not following program rules or not following your Case Plan.

During court, please be respectful and supportive of other participants. Please demonstrate your respect for court by dressing appropriately, using appropriate language, avoiding conversation with others, avoiding gum chewing, and turning in your cell phone to the Bailiff prior to the hearing.

Recovery Court is open to the public. We encourage you to invite family and supportive friends to court to understand your participation in this program, recognize your progress, and encourage you.

Recovery Court Rules

As a Recovery Court participant, you are required to abide by the following rules. Failure to abide by these rules may result in sanctions, up to and including termination.

I. Substance Use

1. **You are required to completely abstain from the use of alcohol and any controlled drugs, including synthetic substances. You are prohibited from selling, possessing, distributing, transporting or being in the presence of any controlled drugs, including synthetic substances. You are prohibited from possessing any alcohol.**
2. You are required to comply with drug testing and the rules around drug testing. *(See Section on Drug and Alcohol testing for more information on this.)*
3. You are required to inform all your doctors, medical providers, dentists, emergency medical providers etc. that:
 - You have a substance use disorder
 - You are involved in the Hillsborough County South Drug Court
 - You cannot take any narcotic medication due to your substance use disorder and your participation in the Recovery Court
 - You authorize your medical/health care/social service providers to communicate about treatment with the applicable members of the Recovery Court team (Therapists, Case Managers, and PPO) to coordinate care. Note: you must sign a written Release of Information with the provider
4. All non-emergency narcotic prescriptions must be reviewed by your therapist at Greater Nashua Mental Health before being filled. This review may involve further discussion between your therapist and the medical provider.
5. You must review and abide by the Non-controlled products/Over-the-Counter (OTC) Medication Agreement Form (see Appendix C) to avoid taking any over-the-counter products that can be misused or interfere with drug testing results. If you have any questions regarding OTC medication, you must speak with your treatment team in advance.
6. You are required to be upfront and honest about any alcohol or substance use that you engage in. This means being proactive and reaching out to your therapist and/or Case Manager to let them know of any use or relapse as well as informing your IOP group in a timely manner (when you first have contact or no later than 12 hours after use). By being honest and upfront, team members and peers can help you develop a stronger plan to avoid slips or relapses in the future.

II. Residency and Living Arrangements

1. You must maintain permanent residency within the jurisdiction of the Hillsborough County Superior Court – Southern District while participating in Recovery Court.

2. Your living situation and residence must be approved by your PPO and the Recovery Court Team.

3. You must be in your home by your assigned curfew. Unless otherwise instructed, curfews are as follows:

Phase I – 9:00 p.m.

Phase II – 10:00 p.m.

Phase III – 11:00 p.m.

Phase IV – 12:00 a.m.

4. You must obtain prior permission from your team and obtain authorization from your Probation Officer prior to spending an overnight elsewhere. You must provide your PPO with the name and address of those you wish to stay with. Extended periods of overnights, or longer trips, will be approved by the Recovery Court Team. The PPO and team members will evaluate the request based on the following considerations:

- *No overnights in Phase 1 unless it is an emergency.*
- Compliance with program rules
- Engagement in treatment
- Purpose of the trip
- Interference of the trip with your treatment
- Impact of the trip on your recovery
- Safety of the environment you will be staying at
- Development of a relapse prevention plan with your therapist.

5. You are not permitted to travel outside of New Hampshire, even for a day trip, without prior permission from your PPO.

III. Association with other Recovery Court participants

1. You are required to be honest and upfront with your team about your contact with other Recovery Court participants. By being honest with the Recovery Court about your contact with other participants, we can help you to set safe boundaries for yourself. The Recovery Court team strongly encourages you to remain focused on your own progress, needs, and safety while in treatment and strongly cautions you about socializing or associating with participants who are engaging in risky or unsafe behaviors. We strongly discourage participants from romantic or intimate relationships with another participant as it frequently interferes with treatment and recovery. The Recovery Court team reserves the right to prohibit contact between participants whose association has a pattern of leading to unsafe or criminal behaviors or otherwise interferes with treatment.

2. You are not allowed to stay or live with another Recovery Court participant except under very specific circumstances (e.g., emergency shelters, sober living houses) as approved by the Recovery Court team.
3. If you are related to or were involved in a past relationship with another Recovery Court participant, you must inform the Recovery Court team.
4. You are not allowed to work with or for another Recovery Court participant without prior authorization from the Recovery Court Team.
5. You are not allowed to sell, buy, trade, or barter items with another Recovery Court participant.

IV. Treatment

1. You are required to participate actively in treatment and adhere to your treatment plan.
2. You are required to attend your treatment and case management sessions, groups, or other treatment requirements as scheduled and on time. If you need to reschedule an individual treatment or case management session due to an emergency or other unavoidable issue, you must provide 24-hour advanced notice. Rescheduling is at the discretion of the staff member based on their schedule, and the team will determine whether the reason for rescheduling is valid and permissible. Group sessions cannot be rescheduled.
3. You are required to complete all homework assignments by deadlines given. Homework is a critical component of therapeutic groups and individual treatment. You are expected to put good effort into your work.
4. You are expected to be respectful of peers and treatment providers to ensure a safe, supportive environment for all. Abusive or threatening language or behavior is prohibited.

V. Other

1. You are required to pay fines and restitution as ordered by the court, as well as program fees.

Program Phases

The HCSADC has four Active Treatment Phases and one Aftercare Phase. Each Phase has objectives that you must meet in order to move to the next Phase. Early phases focus on

substance use treatment and addressing issues in your life that can interfere with treatment such as unstable housing, childcare, or untreated mental health issues. Middle phases focus heavily on treatment to address substance use and other issues that can drive criminal behaviors. Later phases – including the Aftercare Phase - focus heavily on developing the foundations and supports you need in your life to be successful in long-term recovery.

The time spent in each phase depends on how quickly you can meet the required objectives. The times listed by each phase are general guidelines – the time may be longer than indicated if you are still working on the goals or may be shortened if you make progress more quickly. The objectives of each phase are subject to change at the discretion of the HCSADC Team.

To be promoted to the next phase, you must complete a Phase Promotion Petition for the Recovery Court Team to review. The Phase Promotion Petition gives you an opportunity to share your accomplishments and helps you to think about what you must accomplish during the next phase. If the Recovery Court team reviews your Petition but determines that you have not yet met the objectives of the phase, you will be provided with helpful feedback about what you should focus on in order to be promoted. Your Case Manager is always available to help you complete the Petition.

Phase I Stabilization to Program (approximately 60 days)

In Phase I, the focus is on stabilization into the Recovery Court program, and the objectives relate to participation in treatment, including working to address urgent needs that interfere with treatment. To advance to the next phase, you will need to:

- Demonstrate responsibility in meeting program rules and obligations:
 - Abstain from criminal activity
 - Meet curfew obligations
 - Stay in an approved housing location (even if temporary)
 - Report to your PPO as directed
- Demonstrate compliance with treatment:
 - Be honest
 - Establish an initial Treatment and Case Plan goals,
 - Attend treatment appointments
 - Follow referrals regarding appropriate level of care
- Actively address barriers to treatment
 - Work with your Case Manager to address any issue(s) such as emergency medical needs or childcare interfere with participation in treatment.
 - Develop, with the support of your Case Manager, a transportation plan to show how you will be able to attend treatment and other appointments in the next phase.
 - Complete an application for health insurance if health insurance is not currently active. (Note – this is done with the assistance of Case Manager)
- Establish a minimum of 14 consecutive days of sobriety.

Phase II: Clinical Stabilization (approximately 90 days)

In Phase II, the focus is on clinical stabilization, which includes more active engagement in treatment and a focus on addressing substance use and other urgent needs. To advance to the next phase, you will need to:

- Demonstrate responsibility in meeting program rules and obligations:
 - Abstain from criminal activity
 - Meet curfew obligations
 - Stay in an approved housing location (even if temporary) and work toward the housing goal which is approved by your team.
 - Report to your PPO as directed
- Demonstrate compliance with treatment
 - Be honest
 - Attend and actively participate in treatment appointments and referrals
 - Actively participate in developing Case Plan and treatment goals.
- Actively address barriers to treatment
 - Work with your Case Manager to address any identified barriers.
 - Obtain a valid government ID if you don't already have one.
- Begin getting involved with the Recovery Community by meeting with your Recovery Coach and choosing a new activity or meeting to attend to see what the experience is like.
- Establish a minimum of 30 consecutive days of sobriety.

Phase III: Prosocial Habilitation (approximately 90 days):

In Phase III, the focus is on building new skills in areas that will support your ongoing recovery while addressing underlying issues that could harm your recovery if not addressed. Areas of your life that you may focus on in this phase include education, work, family, and positive recreation. During this phase, you will also focus on addressing risk factors for continued criminal behavior. To advance to the next phase, you will need to:

- Demonstrate responsibility in meeting program rules and obligations:
 - Abstain from criminal activity
 - Meet curfew obligations
 - Stay in an approved housing location (even if temporary) and make appropriate progress toward an approved housing goal.
 - Report to your PPO as directed.
 - Make payments toward any court fines and restitution owed, following the agreed upon payment plan made with your PPO.
- Demonstrate engagement with treatment

- Be honest
- Be an active participant in treatment appointments and referrals
- Make positive changes and use new skills
- Make clear progress toward your individualized Case Plan goals:
 - Start participating in CBT Group, the criminal thinking intervention group.
 - Make clear progress toward an individualized educational/vocational goal.
- Begin to build a recovery support network
 - Identify and attend various peer/recovery support meetings
 - Participate in prosocial activities
- Complete a personal development activity related to your career, financial management goals, or family/parenting (as approved by team).
- Establish a minimum of 45 consecutive days of sobriety.

Phase IV: Prosocial Habilitation and Recovery Life Skills (approximately 90 days):

In Phase IV, the focus on skill-building continues, with a focus on developing and broadening the recovery support system in your life to maintain long-term recovery. To advance to the next phase, you will need to:

- Demonstrate responsibility in meeting program rules and obligations:
 - Abstain from criminal activity
 - Meet curfew obligations
 - Stay in an approved housing location and make clear progress toward an approved housing goal.
 - Report to your PPO as required.
 - Make payments toward any court fines and restitution owed, following the agreed upon payment plan made with your PPO.
- Demonstrate engagement with treatment
 - Be honest.
 - Actively participate in treatment appointments and referrals
 - Make positive changes and use new skills
- Make clear progress toward your individualized Case Plan goals:
 - Successfully complete CBT Group, the criminal thinking intervention group.
 - Make clear progress toward an individualized educational/vocational goal.
 - Making clear progress on other individualized goals and objectives.
- Build a recovery support network
 - Identify and attend in chosen peer/recovery support meetings and obtain a sponsor, if appropriate
 - Participate in prosocial activities
- Complete a personal development activity related to career, financial management, or family/parenting (as approved by team).
- Develop a proposal for a Volunteer Give Back Project to be completed in the Aftercare Phase.

- Establish a minimum of 60 consecutive days of sobriety.

Aftercare (approximately 9 months):

In Aftercare, you will continue engaging in long-term treatment, services, and recovery supports that support your long-term recovery. The Aftercare Phase provides an opportunity for you to practice new skills and prepare for life after graduation. To graduate, you will need to:

- Demonstrate an ability to maintain a sober, crime-free lifestyle and adhere to program and supervision rules and requirements.
- Demonstrate an ability to follow your Aftercare Plan, making adjustments as necessary. This includes making ongoing progress toward goals related to education, career, finance, family, etc.
- Maintain involvement with identified prosocial activities and recovery supports.
- Attend at least 5 Alumni Group meetings in preparation for life after Recovery Court.
- Complete a Volunteer “Give Back Project”. Developing and following through on a unique volunteer project gives you an opportunity to connect with the larger community and develop new (often marketable!) skills. It symbolizes your commitment to being a positive member of the community. Team members are available to help you with your planning.
- Establish a minimum of 90 consecutive days of sobriety.

Program Completion

When you have met the goals of the Aftercare Phase, you may petition to complete the program. The HCSADC will hold periodic celebrations (approximately twice per year) to recognize and celebrate those that have completed the program during the preceding months.

Incentives and Sanctions

We know that changing behavior can be difficult and so we want to support you in taking the steps leading to recovery. Incentives are used to support and reinforce positive behaviors that allow you to make progress toward goals such as:

- Honesty
- Attendance and participation in treatment
- Commitment to treatment – for example, working with your team to develop an effective plan and following that plan
- Demonstrating sobriety through valid, negative drug tests
- Meeting your goals
- Following program rules

Typical incentives include:

- Positive feedback from the team or the Judge

- Applause from your peers
- Written recognition of your hard work
- Benefits such as being “first in line” or “early dismissal from court”
- Small, tangible rewards such as small gifts, or gift cards
- Phase promotions, which are associated with more privileges such as later curfew, etc.

Similarly, sanctions are used to discourage negative or counterproductive behaviors such as:

- Dishonesty
- Not attending treatment
- Not participating appropriately in treatment
- Failing to follow program rules

When you don't comply with rules or you engage in a negative or counterproductive behavior, you can expect to receive a sanction to discourage you from continuing the behavior. Sanctions include such things as:

- Verbal warnings
- Written warnings
- Written assignments
- Community Service assignments
- Increased supervision requirements – e.g., increased reporting, electronic ankle monitoring
- Assignment to observe general court sessions
- Short-term incarceration

If a team member believes you have violated a Recovery Court rule, he or she will attempt to speak with you about the issue before the weekly hearing. You are encouraged to reach out to the team and discuss any potential rule violations prior to coming to the hearing. Before each Recovery Court hearing, the team meets to discuss your progress as well as any possible rule violations.

The team may recommend a specific sanction be issued in response to any negative behavior or violation. In recommending sanctions, the team considers how far along you are in the program, whether the rule or requirement is easy for you to follow or achieve, and if you have had a pattern of similar violations or not. Sanctions will be more severe for easily avoidable behaviors than for those that are more challenging to stop. The severity of sanctions will increase if you continue to repeat the behavior.

Because the team looks at your progress and the number of times you have been sanctioned for that type of behavior, different participants may receive different sanctions for the same behavior. For example, a participant in Phase I who was not honest about drug use before a positive drug test came back might receive a mild sanction (for example, an assignment to complete 2 hours of community service) while a participant in Phase IV who did not report use until after a positive test came back and who was recently sanctioned for dishonesty would

receive a stronger sanction (for example, a night in jail). However, the team's goal is to impose similar sanctions in response to similar behavior by similarly situation participants.

There are certain categories of behavior that receive unique or specialized sanctions. They are:

- Failure to comply with a sanction – if you fail to comply with the sanction ordered by the Court, you may receive an additional sanction *and* you may still be required to complete the initial sanction.
- Failure to report for a Cell Block Hold Sanction – if you are sanctioned to be taken into custody at the Cell Block at the courthouse and you fail to report as scheduled, the Judge will issue a bench warrant and you may be held in jail until the next Recovery Court session.
- Failure to report to a Jail Sanction – if you are sanctioned to report to the jail for a sanction and you fail to report as scheduled, the Judge will issue a bench warrant and you may be held in jail until the next Recovery Court session. If you report late to a jail sanction, you will appear in court the following week for an additional sanction. The standard sanction for reporting late to a jail sanction is an additional night jail sanction.
- Failure to Appear in Court – if you fail to appear at Recovery Court as scheduled or directed, the Judge will issue a bench warrant and you may be held in jail until the next Recovery Court session. This includes failure to appear at court on a regularly scheduled session; when directed to a session to address an infraction; or failing to report if you leave or are discharged unsuccessfully from a PHP or residential treatment program. In addition to the bench warrant, the Judge may impose an additional sanction at the next Recovery Court session. Additionally, the team may recommend that a Violation of Probation be filed for extended periods of absconding.

In all cases, the Judge makes the final decision about what sanction to impose and will always give you an opportunity to speak before imposing it.

General Sanctions

If the team recommends any sanction other than jail, the Judge will discuss the violation or behavior with you when you come to the podium. The Judge will ask you to provide your perspective about the violation or behavior and may ask you questions about your explanation. The Judge may also ask team members with relevant information to speak. After hearing from you, the judge may impose the recommended sanction, impose a different sanction, or withhold the sanctions.

Contested Hearing When Jail Sanction is Likely

Recovery Court participants do not waive every right when they enter the Recovery Court program. One of those rights that is maintained is the right to a contested hearing when a violation of the rules of Recovery Court could result in a jail sanction. This means that you can contest the evidence supporting the violation, if you deny you violated the rules of the program.

If the team has recommended a jail sanction to the Judge, you will be notified by the public defender team member (or designee) of the violation you are accused of and the recommended sanction. If you decide to contest a jail sanction, you must provide your notice to the defense attorney team member, who will notify the Court. You will then meet with the defense attorney to discuss the proposed sanction and your defense. Statements you make with the defense attorney during this meeting are confidential and will not be shared with the rest of the team.

The hearing will be brief and will typically be held during or at the end of the regular Recovery Court session. The defense attorney team member (or designee) will represent you, and the prosecutor team member (or designee) will represent the state during the hearing. The hearing will be limited in nature and will in most instances witnesses will not be required to testify. After hearing from both you and the state, the Judge will decide if you violated the rules, and if so, whether to send you to jail.

If you choose not to formally contest a jail sanction, you will still have an opportunity to speak with the Judge and explain your view of the situation.

The process outlined here does not apply to non-jail sanctions. It also does not apply to certain emergency situations or when the basis for sending you to jail results from an issue unrelated to Recovery Court. Finally, the Probation/Parole Officer has discretion to arrest (and in some cases sanction) you independent of the Recovery Court process if he/she has reason to believe that you have violated a rule of your probation or parole.

Arrest on Recovery Court Warrant

In the event a warrant is issued for your arrest based on your participation in Recovery Court (e.g., failing to appear at a Recovery Court session), you may be held in custody until the next regularly scheduled Recovery Court hearing. By agreeing to participate in Recovery Court, you waive the right to a prompt bail hearing.

Note Regarding Treatment Adjustments:

Your treatment team may also adjust your treatment plan in response to your behaviors and needs. For example, if you are unable to stop using drugs or alcohol while participating on the Recovery Court IOP, you may be referred for a more intense level of treatment, such as residential inpatient treatment. Your treatment plan may also be adjusted to include additional goals and/or referrals for ancillary services such as Medication Assisted Treatment (MAT), mental health treatment, etc. in order to meet your individual needs. Please understand that treatment adjustments are NOT a sanction, but a therapeutic response to help provide you with the support and resources you need to be successful in Recovery Court.

Case Review/Case Conference Meetings

If you have had a new arrest or a serious violation of program rules, a pattern of failing to follow program rules, or if you are not making adequate progress toward your Case Plan goals, members of the Recovery Court team may meet with you for a Case Review/Case Conference to support you in resolving the underlying issues.

Generally speaking, you will first meet with members of your team including your therapist, Case Manager, Probation Officer, and Recovery Coach to discuss the concerns and re-establish clear expectations, recommendations, and goals (we call this a “Small Team Case Conference” or “Case Review”). Your Case Plan will be reviewed, and you and your team will identify barriers to progress, problem-solve, and make recommendations for adjustments to your plan. Your team will set a timeframe to review your progress with the new plan and may make further recommendations at that time.

If violations or a lack of progress continue, the next step would generally be a discussion with the entire Recovery Court Team (a “Large Team Case Conference”), outside of regular court proceedings. Similar to the first meeting, the team will discuss concerns with you and re-establish clear expectations, recommendations and goals and will set a timeframe for reviewing progress. If you have not made sufficient progress during this time, the team will generally consider whether program termination is appropriate at that time.

This graduated intervention is designed to be a courtesy to help you recommit yourself to the program if you are struggling. However, based on the circumstances and seriousness of the non-compliance, the team may not necessarily follow these interventions as outlined prior to recommending termination.

Communication with the Team

It is important you are always open and honest with the team. This program cannot be effective unless the team understands what is going on with you. When you are honest about use, struggles, and challenges, then we can work with you on a plan to address the issues. Because of the importance of honesty, please understand that your sanction for a negative behavior will always be greater if you are also dishonest about the situation.

It is important that you are honest and upfront with your team around urges to use so that we can help you to find support. If you use do drugs or alcohol, we expect you to reach out and notify your therapist or Case Manager when you first have contact with them and no later than 12 hours after use (or the first business day after use). This may mean that you report your use in group, treatment, case management, or that you actively reach out to report by phone if you would not otherwise be meeting. By reaching out early, we can help support you in developing a plan to avoid continued relapse. When participants wait longer to admit use, they place themselves at risk for continued relapse. In addition, by not disclosing use in a timely fashion, it gives the appearance that a participant may be acting dishonestly to avoid “getting caught”.

Prior to any drug test, you are required to indicate in writing any use of prescription, OTC, or illicit drugs or alcohol within the last 14 days.

A list of important team phone numbers can be found in Appendix B. Note: GNMH Team members use business phones and voicemail. GNMH team members do not use texting or email to receive or send information, in order to ensure your privacy. The HCSADC is an outpatient program, which means that team members are only available during normal business hours. It is important to understand that voicemail messages may not be received or returned immediately and are not returned outside of normal business hours. You can generally expect team members to return your call within 1-2 business days, depending on urgency. Last minute requests or needs cannot be dealt with effectively – it is up to you to **plan ahead** and give your team time to respond.

Emergency Situations

In any mental health emergency, contact Greater Nashua Mental Health's 24-Hour Emergency Line at 1-800-762-8191 or call 911. See Appendix B for additional emergency contact information.

Please be aware the Revive Recovery, 263 Main St., distributes free Narcan and training to those interested in carrying it for emergencies.

Police Contact

If you have police contact of any kind, you must report the contact immediately, by phone, to your PPO and your Case Manager.

You must keep your PPO, Case Manager, and Therapist informed of your current address and phone number at all times.

Drug and Alcohol Testing

Throughout your participation in Recovery Court, you will be required to participate in drug and alcohol testing. You will be tested on a random basis, several times per week, and you can expect that you may be tested on weekends and holidays in addition to weekdays. On any given day, you may be directed to test by a Recovery Court team member even if your color has not been selected for testing that day.

For testing, you will be required to provide a urine sample. You will be observed when providing a sample to ensure that there is no tampering with the sample. There may be occasions when Recovery Court team members will ask you to submit to breathalyzer testing or oral swabs in place of or in addition to providing a urine sample. You are required to follow their instructions to ensure the validity of the results.

Weekday Testing (Monday through Friday)

The HCSDC partners with Dominion Labs/PEAK Outcomes for Drug Testing on weekdays. You will be assigned a color and must call the “Color Line” every morning between 6 a.m. and 8 a.m. to see if your color has been selected for testing that day. Dominion Labs also maintains a website that shows the selected colors each day (see Appendix B for contact information).

If your color is selected, you must report for testing at GNMHC at 440 Amherst St., 2nd floor, between 8:15 am and 11:45 am, Monday – Friday. Dominion Labs staff will monitor the sample collection. You will be provided instructions on how to provide a sample by the monitor and will be expected to follow those instructions.

If a monitor suspects that a sample has been tampered, substituted, or adulterated, he or she may give additional instructions in order to verify that the sample is legitimate. We have also instructed the monitor to document, in writing, any observations leading them to believe a sample is not legitimate as well as any failure to follow given directions. You will be sanctioned if you don’t follow directions and the sample may be considered invalid, which would result in a reset of your negative test date for phase promotion purposes.

Please be patient, cooperative and respectful when working with the monitors. Disrespectful or abusive behavior will not be tolerated. If you encounter any concerns when working with a monitor, you should speak to your Case Manager or the Recovery Court Coordinator about the issue.

Prior to any drug test, you will fill out a Testing Disclosure form to report any use of prescription, Over-The-Counter (OTC) medication, or illicit drugs or alcohol within the last 14 days. It is not necessary to report your use directly to the monitors. As a reminder, it is your responsibility to seek out your treatment team, in a timely fashion, regardless of whether your color is called to report any use AND then to document it prior to a drug test.

Weekend Testing (Saturday and Sunday)

You will be expected to call the “Color Line” or check the Dominion Labs app every weekend morning after 6:00 a.m. to see if your color has been selected for testing that day. The color line will also provide information on where and at what time you will need to report, as the lab is not regularly open on weekends, but testing may still occur. Please note that tests are frequently scheduled at 8 a.m. and so you must call the color line in time to ensure you can get to testing if your color is selected.

The Recovery Court team will consider accommodations in the testing schedule ONLY for verifiable and valid reasons such as a work conflict or medical emergency. If you are considering a work schedule that conflicts with scheduled testing hours, you must obtain approval from the Recovery Court team and arrange an alternative plan with your Case Manager as to how you will meet your testing obligations. You must obtain approval, 48 hours in advance, from your Case Manager to test at an alternate time due to an unexpected work

conflict. The Recovery Court team reserves the right to deny any request for accommodation due to scheduling.

Prescription and Over-The-Counter (OTC) medications may impact test results. For this reason, you must report any medication prescribed by a doctor and provide written documentation of this to both your therapist and Case Manager as well as abide by the Non-controlled products/OTC Medication Agreement Form (Appendix C). Failure to do so could mean that you could be sanctioned for a positive test.

When testing, you are required to produce a valid sample that can determine or rule out the presence of drugs and alcohol. Following the proper procedures and directions for testing helps to ensure a valid sample.

Invalid samples may result in a sanction, medical testing, or increased drug testing, and generally lead to a reset of the negative test sober date for phase promotion purposes since the lab cannot determine that an invalid sample is negative and free from illicit substances. The lab tests samples for indicators that a sample has been diluted or adulterated. Examples of types of invalid tests are listed below. Evidence of adulteration, falsification, or substitution of a sample is very serious and could lead to significant sanctions, including termination.

Types of invalid tests:

- Dilution – Adding liquid to the sample or drinking excessive amounts of water to achieve a drug concentration below the threshold. Because there is no way to determine whether a dilution is intentional or accidental, and because research shows that the majority of dilutions are, in fact, intentional, we consider all dilutions to be positive tests. To avoid unintentional dilutions, avoid drinking excessive amounts of water or other beverages before testing. To avoid high creatinine tests, avoid taking creatine supplements or food products containing creatine (e.g., many energy drinks, which are prohibited in this program).
- Adulteration – Adding a chemical masking agent to the urine to inhibit the testing procedure.
- Failing to test, missing a test, or testing late.
- Failure to follow instructions by monitor to ensure the validity of the sample or test.
- Refusal to produce a sample or inability to produce a sample after 60 minutes.
- Inability to produce a sample of sufficient quantity for testing.
- Positive test results due to the ingestion of prohibited OTC medication or poppy seeds.
- Substitution of urine – Replacing your urine sample with an alternative sample. *NOTE: Substitution may lead to additional sanctions and may be grounds for termination.*

Please be aware that the Recovery Court calculates sobriety dates starting with the first *negative, valid* test. Because testing is based on medical orders, we cannot allow participants

to test on unscheduled days in an effort to restart their sobriety/negative test date as soon as possible.

The team reserves the right to consider the specific circumstances associated with a diluted, missed, or late test when evaluating a participant's sobriety/negative test date if a participant is otherwise eligible for Phase Promotion or graduation and if the circumstances indicate that there was a valid reason for the diluted, missed, or late test.

If you dispute the results of a screening test, you can request a confirmation test. Should the test confirm the positive results, you may be responsible for paying any associated lab fees and you may receive sanctions for dishonesty.

To help us determine whether or not continued positive tests indicate new episodes of use, we use established scientific research that shows how long it takes for a drug to fall below the positive test threshold after use. It is important for us to know how often you are using, so that we can effectively work with you in treatment. You may be sanctioned if you continue to test positive beyond these timeframes without reporting any additional use.

The timeframes we use are below:

Type of Drug	Length of time urine sample will test positive
Amphetamines, including methamphetamine	Up to 4 days
Barbiturates	Up to 7 days
Benzodiazepines (Klonopin, Xanax, etc.)	Up to 7 days
Marijuana	Up to 7 days for single or occasional use Up to 21 days for heavy, chronic use
Opioids (Fentanyl, Percocet, Oxycontin, Heroin, etc.)	Up to 5 days
PCP	Up to 6 days

Additionally, positive EtG/EtS results at (500/100 ng/mL) will be considered as consistent with the ingestion of alcohol-containing products as research concludes that these results are not associated with environmental alcohol sources like hand sanitizer, etc.

Health Insurance

As a Recovery Court participant, you are required to have health insurance in order to make sure that your medical, mental health, and substance abuse treatment needs can be adequately addressed.

Please be aware that GNMHC will bill your insurance for certain treatment services and that you are responsible for any deductibles or co-payments. If your insurance lapses, you will be responsible for any bills.

Dominion Lab will bill your insurance for drug testing your samples and you are responsible for any deductibles or co-payments. If your insurance lapses, you will be responsible for any bills. Dominion Labs does have an income-based program that can help to reduce bills significantly. Please see your Case Manager immediately if you know your plan has a deductible, co-payment, if you are without insurance, or if you receive a bill.

Please notify your Case Manager immediately if your insurance lapses. Please see Appendix D for more detailed information. Your Case Manager will work with you to obtain coverage if you do not currently have insurance. You must notify Greater Nashua Mental Health of any changes to your insurance. Any mail from your insurance company should be brought to your next Case Management meeting so that you can make sure any issues are dealt with promptly to avoid losing your insurance.

Complaints

At times, you may disagree with a plan or how a situation has been managed by the Recovery Court. We encourage you to speak directly with the team member(s) involved to discuss the situation. We believe that by discussing concerns directly, both parties have an opportunity to develop a stronger working relationship. Because of this, we will direct you to speak to the team member involved when you have a concern. We know that it isn't always easy to discuss issues that may involve strong emotions; if you feel uncomfortable speaking directly with the team member involved, you can ask that a team member who is not involved in the issue attend the conversation.

If you remain dissatisfied following the discussion, you should follow the policies and procedures outlined by that team member's organization/employer to address the issue.

Termination from Recovery Court

Warrants, new arrests, and/or convictions, or a violation of any aspect of your treatment plan, case plan, and rules of probation and/or parole supervision may result in termination from the Recovery Court Program.

Other violations, which could result in termination, include the following:

- Refusal of substance abuse treatment or voluntary withdrawal from the program. **Note:** Part of your treatment plan, case plan, and rules of probation and/or parole may require you to participate in inpatient treatment or a partial hospitalization program. Failure to comply with the requirements of the recommended level of treatment and the rules of treatment providers may result in termination.
- Refusal or failure to give consent to the release of information or the withdrawal of any release of information to outside providers of substance abuse treatment, mental health treatment, or other ancillary services.

- Lying or dishonesty
- Positive drug tests
- Failure to comply with the drug testing policy, housing policy, or any court order
- Any illegal activity, even if not arrested
- Falsifying or attempting to alter urine tests
- Use of any synthetic substances
- Violence or the threatened use of violence directed at anyone
- A new arrest/conviction of an offense that is defined as a “violent” offense.
- Attempts to encourage or support drug and alcohol use or criminal behavior by other participants.
- Repeated non-compliance with Recovery Court rules
- Failure to make progress in response to Care and Concern Meetings /Case Conferences
- Absconding from the program for a significant period of time or a pattern of absconding.
- Any attempt to sell or facilitate the sale of drugs or medications.

The final decision to terminate a participant from Recovery Court will be at the discretion of a Judge after an evidentiary hearing on either a Violation of Probation or a Motion to Impose Your Suspended Sentence. Should you face termination, you have the right to have an attorney represent you at this hearing as well as the right to choose to have the hearing held by the judge presiding over the Recovery Court team or an alternate judge.

Termination of Probation

As a requirement of the original sentence, Recovery Court participants are expected to complete the Recovery Court Program prior to the expiration of their probation period. Approximately 6-12 months prior to expiration of a Probation sentence, your PPO, Therapist and Case Manager will meet with you if you are still in the program to review and adjust your

plan to help you successfully complete the program. Participants who fail to do so may face an imposition of their original sentence.

Additional Information

This workbook outlines the basic principles, protocols and procedures of the Hillsborough County Recovery Court Program. At times, components of the HCSADC program may change in order to improve the program; as a result, the principles, policies, and procedures outlined in this Handbook may be revised at the discretion of the HCSADC team. Participants will be notified of any such changes in a timely manner.

Should you have any questions along the way, please be sure to ask the appropriate Team Member. We want you to be successful during this program and far beyond your time with us. We recognize that it won't be easy, but we feel *you are well worth it!*

In support of your recovery and growth,

The Hillsborough County South Recovery Court Team

**APPENDIX A – ACKNOWLEDGEMENT AND WAIVER OF RIGHTS
STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH COUNTY
SOUTHERN DISTRICT**

SUPERIOR COURT

**HILLSBOROUGH COUNTY ADULT DRUG COURT
ACKNOWLEDGEMENT AND WAIVER**

State v. _____
Docket Number: _____

I voluntarily plead guilty to each and every charge.

I will participate in drug treatment as directed by the Hillsborough County Drug Court (HCDC) team and my treatment providers. I will obey all of the rules of the HCDC and the rules of probation and/or parole.

I will submit to all random, supervised urine tests as directed by the PPO, the Court or other person associated with the HCDC team.

I will attend all scheduled treatment meetings, court dates and other scheduled appointments, on time.

I will pay any program fees, court-ordered restitution or fines as directed by the court. I will have an opportunity to “earn down” some fees and fines, but not restitution, for excellent program participation.

I understand that failure to fully participate, failure to appear, positive urine tests and other program failures will result in sanctions being imposed on me. Sanctions may include being held in custody pending a court hearing. I waive the right to a more prompt hearing. I understand that I may be held in custody until the next drug court hearing. I understand that the court will not schedule a separate bail hearing. I agree to waive a bail hearing and may be held up to 7 days before I am heard on the issue.

I agree that any attempt to falsify a urine test is grounds for sanctions. I understand that a missed test will be considered a positive test result and will also be subject to sanctions.

I agree that the court may generally rely on a presumptive chemical test result. I may request a further confirming test but if I test positive, I will not only bear the cost of the test but will be subject to additional sanctions.

I consent to waive the confidentiality of any medical, treatment or social service records. Records may be shared with all members of the HCDC team for purposes of reporting on my progress in the drug court program. If I withdraw this consent, I understand I will be terminated from the drug court program.

I understand that failure to appear for a court date will result in an immediate bench warrant and I will be held in custody until the next court date.

I understand that I must inform the PPO and all treatment staff of any prescription medication as well as over-the-counter medication that I am taking.

I understand that the average length of the drug court program is 12 months in the Active Treatment Phase and 9 months in the Aftercare Phase. After graduating from the drug court program, I will continue on probation as per the terms of my sentence.

I understand that my current attorney's involvement will end once the Court has accepted my guilty plea and I enter the drug court program. I understand the defense attorney member of the drug court team will have a different role from that of my attorney. I understand that I will typically speak on my own behalf during drug court sessions without the assistance of a lawyer. I understand that the team, including the judge and attorneys, will talk about me in team meetings when I am not present. I understand that these discussions will be conducted in a non-adversarial manner. There are exceptions to this. For instance, if I want to contest facts that are going to cause me to be sanctioned to jail for *one week or less*, I may have a brief hearing at the end of the regular drug court session. At that time, the defense attorney member of the drug court team will represent me for the sole purpose of challenging the facts that may lead to the jail sanction. Another instance would be when a jail sanction *in excess of one week or if termination is possible* (e.g. a violation of probation or a motion to impose my sentence is filed), defense counsel will be appointed and a fully contested hearing, held outside of the regular drug court docket, will be available to me.

I have been provided with the Participant Handbook and have read and understand all the terms and conditions associated with the program, including the section on Contested Sanctions. I understand that the terms and requirements of the program are subject to change at the discretion of the HCSADC team. I will be notified of any such changes in a timely manner.

Defendant Signature

Date

As counsel for the defendant, I have thoroughly explained all the components, requirements and expectations of the drug court program, including but not limited to the sanctions and rewards, possible jail time and an overall outline of the phases of the program. I believe the defendant fully understands the program and the consequences of this acknowledgement.

Counsel Signature

Date

As presiding judge of the Hillsborough County Adult Drug Court, I have inquired of the defendant as to whether he/she understand the requirements of the drug court program and I am satisfied that he/she has a full understanding of the program.

Presiding Justice

Date

APPENDIX B – HCSADC CONTACT INFORMATION

DURING BUSINESS HOURS:

	Team Members	Agency Address
PROBATION	PPO Nellie Chancey Nellie.w.chancey@doc.nh.us 603-880-5206 PPO Keith Melanson Keith.m.melanson@doc.nh.us 603-399-6777	Nashua Probation/Parole Office 3 Pine St. Extension Nashua, NH 03063 603-886-3444
CASE MANAGEMENT	Tim McNamara 603-809-6273 Deb Kerr-Moore 603-809-6286 Lisa Record 603-809-2898	Greater Nashua Mental Health Center 440 Amherst St Nashua, NH 03064 603-889-6147
TREATMENT	Christina Minasian Hunt 603-889-6147 x 3256 Denielle Aldridge 603-889-6147 x3293 Dolly Care 603-889-6147 x3250	Greater Nashua Mental Health Center 440 Amherst St Nashua, NH 03064 603-889-6147
RECOVERY COACHES	Jess Parnell 888-317-8312 Priscilla Matos 603-484-3924	Revive Recovery 263 Main St. Nashua, NH 03060 888-317-8312
COORDINATOR	Julie Christenson-Collins 603-816-8838	Nashua Superior Court 30 Spring St. Nashua, NH 03060

APPENDIX C – Hillsborough County Adult Drug Court

**Hillsborough County Adult Drug Court
Non-controlled products/OTC Medication Acknowledgement Form**

I understand that as a participant in Drug Court, I cannot take certain over-the-counter (OTC) medications commonly used for cold, allergies, or cough; certain foods; and other non-controlled products as they may interfere with testing and/or cause an altered mental state or mood.

I understand that I am prohibited from ingesting products containing Kratom, K2, Spice, Bath Salts, or other mood- or mind-altering substances that are not prescribed to me, regardless of whether the substance is legal or not.

I understand that I am prohibited from taking allergy/cold/cough medication that contains any of the following:

Alcohol	Doxylamine
Dextromethorphan	Phenylpropanolamine
Diphenhydramine	Pseudophedrine

I understand that examples of medication including such compounds include, but are not limited to:

Actifed	Coricidin D	Robitussin Sinus	Tylenol Cold
Benadryl	Dayquil	Sine-Off	Vicks 44D
Benylin	Dimetapp	Sinutab	Vicks 44M
Comtrex	Neo-Synephrine	Sudafed	Zyrec-D
Contac	Nyquil		

I agree that it is my responsibility to ensure that any OTC medication I take does not contain the compounds listed above and understand that I should consult with a pharmacist about this as necessary. I agree that if I am unsure about whether an OTC medication contains prohibited ingredients or compounds, I will refrain from taking it. I understand that if I test positive due to taking any of these prohibited medications, it will be counted as a positive test and that I may be subject to sanctions. If, under the care of a medical doctor, I am directed to take an OTC medication that is prohibited, I understand that I am required to provide written documentation to my Case Manager within 2 business days.

I also understand that I am required to disclose *any* OTC medication taken when I complete the Testing Disclosure Form at any drug testing sample collection (urine screen).

I understand that I am prohibited from ingesting creatine and any nutritional supplements without a doctor's prescription or treatment's approval as they may contain creatine, or other compounds, that can interfere with testing or cause an altered mental state or mood.

I also understand that I am prohibited from ingesting foods containing poppy seeds, CBD Oil/products, and energy drinks including Red Bull, Monster, etc. as these products interfere with testing and/or can contain mood- or mind-altering substances.

Signature

Date

Clinician or Case Manager Signature

Date

APPENDIX D –

**Hillsborough County South Adult Drug Court
Acknowledgement of Health Insurance Policy**

I, _____, understand that as a participant in the Hillsborough County South Adult Drug Court, I am required to have health insurance to ensure that my medical, mental health, and substance abuse treatment needs can be adequately addressed.

I, _____, understand that:

- Greater Nashua Mental Health (GNMH) is the primary provider for the HCSADC’s substance use disorder treatment services.
- GNMH will bill my insurance for certain treatment services including substance use disorder group and individual therapy.
- If I am referred for ancillary treatment services through GNMH including, but not limited to, medication assessment, mental health treatment groups, or other mental health or substance use disorder services, GNMH will bill my insurance for these services. If I am without insurance, and wish to receive referred services, I agree to work with GNMH to identify, and, if appropriate, apply for state or federal programs.
- I am responsible for any deductibles, co-payments or co-insurance amounts associated with each service.
- I am required to notify GNMH of any changes to my insurance and to provide all up-to-date insurance information as requested.
- If I am without insurance coverage, GNMH will charge me for services in accordance with GNMHC Financial Policies.
- I understand that all payments are due at the time of service, or, if applicable, within thirty days of billing or before the next service date, whichever is shorter.
- I understand that GNMH may suspend or cease services if I fail to remit payments at the time of service.
- If I am referred for other substance use disorder or ancillary treatment services through another provider, that provider will bill my insurance and I am responsible for any associated deductibles or co-pays.
- The HCSADC utilizes Dominion Labs for drug testing and that drug testing will be billed through my insurance.
- I am required to notify Dominion Labs of any changes to my insurance.
- I am responsible for any associated deductibles or co-payments for drug testing and that Dominion Labs will bill me in accordance with their policies.
- If I am without insurance coverage, Dominion Labs will bill me for services in accordance with their policies.
- I may apply for financial assistance for any charges not covered by insurance through Dominion Labs Reduced Rate program. Eligibility and benefits for the program are determined by Dominion Labs and not the Hillsborough County South Adult Drug Court.
- I am required to notify my HCSADC Case Manager promptly of any changes to my insurance and to provide any coverage-related correspondence from my insurance company in order to help me address any issues in order to avoid or minimize any lapse in coverage. My Case Manager will provide referrals and assistance to help me apply for and obtain coverage.

By signing this acknowledgement, I confirm that I have read and understand the HCSADC's Health Insurance Policy.

Participant Signature _____ **Date** _____

Participant Name _____

Staff Signature _____ **Date** _____

**APPENDIX E – Hillsborough County South Adult Drug Court
Drug Testing Agreement**

I, _____, understand that as a participant in the Hillsborough County South Adult Drug Court that I will be tested for the presence of drugs in my system on a random basis according to procedures established by the Drug Court Team.

TESTING

I understand that I will be given a location and to report for my drug test and that it is my responsibility to report to the assigned location at the time given.

I understand that it is my responsibility to produce a valid sample:

- I understand that if I am late for a test, or miss a test, it will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I understand that if I fail to produce a urine specimen or cannot provide sufficient urine (30 ml) to test, it will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I have been informed that the ingestion of excessive amounts of fluid can result in a dilute urine sample. I understand that my urine sample will be tested to ensure that the sample is not dilute. I understand that if I produce a dilute urine sample (creatinine measured at 20 mg/dL or below), it is considered an indication of an attempt to dilute the sample and will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I have been given a copy of the OTC Medication Policy Acknowledgement and have been informed that certain supplements may intentionally or unintentionally result in an abnormal creatinine level and it is my responsibility to avoid ingesting them. I understand that if I produce a sample with an abnormally high creatinine level (creatinine measured at 400 mg/dL and above), it will be considered an indication of an attempt to alter the results of the sample provided and will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I understand that substituting or altering my specimen, attempting to substitute or alter my specimen, or trying in any way to modify my body fluids for the purposes of changing the drug testing results will be considered as a positive test for drugs/alcohol as well as premeditated dishonesty and that I may be sanctioned.
- I understand that failing to follow the directions given by the Lab Collection Assistant to demonstrate the validity of the sample may be considered as a positive test for drugs/alcohol and that I may be sanctioned. Furthermore, I understand that monitors are employed by a private laboratory and that any inappropriate behavior toward the monitor may be grounds for a sanction as well as jeopardize my ability to complete testing as required by the program.

- I understand that once entering the testing area, leaving the area before producing a sample will be considered non-compliance and I may be sanctioned.
- I understand that I am required to report any recent use of prescription or approved OTC medication as well as any prohibited use of drugs, alcohol, OTC medications or abuse of prescription medication on the disclosure form when testing.

INSURANCE/BILLING

I understand that the Hillsborough County South Adult Drug Court partners with PEAK Outcomes/Dominion Diagnostics to provide laboratory testing of urine samples:

- I understand that PEAK Outcomes/Dominion Diagnostics will bill my insurance for testing services. I understand that I am responsible for any associated deductibles or co-payments for drug testing and that PEAK Outcomes/Dominion Diagnostics will bill me in accordance with their policies. If I am without insurance coverage, I understand that I am responsible for any bills and that PEAK Outcome/Dominion Diagnostics will bill me for services in accordance with their policies.
- I understand that I may apply for financial assistance for any charges not covered by insurance through Dominion Diagnostics income-based financial assistance program. Eligibility for this program are determined by Dominion Diagnostics and not the Hillsborough County South Adult Drug Court.

I, _____, acknowledge that I have read and understand the above and that I grant permission for the Hillsborough County South Adult Drug Court/GNMHC to provide the following information to PEAK Outcomes/Dominion Diagnostics for billing purposes: name, substance use disorder diagnosis, insurance information, address, date of birth.

Participant Signature

Date

Witness

Date