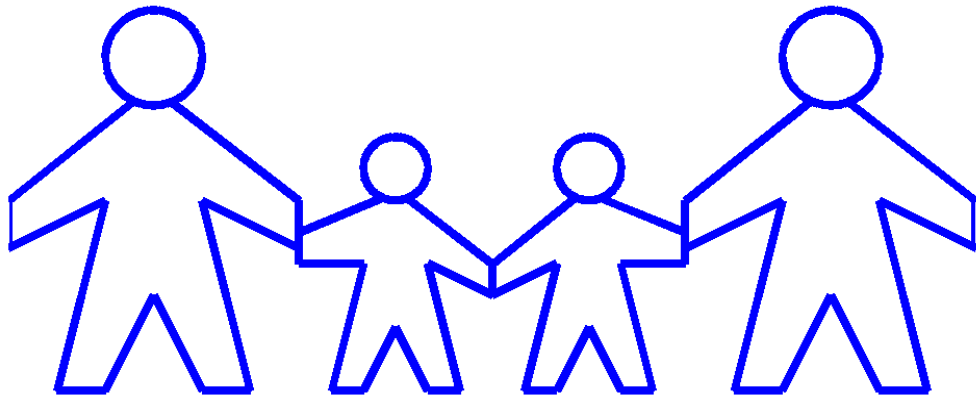


**THE FIRST JUDICIAL DISTRICT FAMILY  
TREATMENT COURT  
HANDBOOK**





## **MISSION STATEMENT**

The First Judicial Family Treatment Court mission is to address the safety and well-being of children and families. Through judicial accountability and enhanced access to comprehensive treatment, providing structure, discipline and encouragement for parents; the court seeks to preserve families and assist parents whose drugs and/or alcohol addictions have resulted in their involvement with the child welfare system.

- The goals are that the clients will have more success in parenting, reduces the number and duration of relapse, while increasing the duration of their sobriety and increase life skills. In addition, it is the Court's goal to reduce the number of cases where parental rights are terminated.

# **First Judicial District Family Treatment Court**

## **Participant's Handbook**

### **Introduction**

Welcome to the First Judicial District Family Treatment Court. The Family Treatment Court is under the direction of District Judge Jim Reynolds. This handbook is designed to answer questions, address concerns and provide overall information about the treatment court program. As a participant, you will be expected to follow the instructions given in treatment court by the Judge and comply with the treatment plan developed for you. This handbook will detail what is expected of you as a treatment court participant and review general program information. All participants are encouraged to share this handbook with family and friends.

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## **Program Outline**

The First Judicial District Family Treatment Court (FJDFTC) is a court-supervised, comprehensive treatment program for non-violent offenders. Candidates of Family Treatment Court have children placed in foster care and are specially chosen by the Family Treatment Court Team based on certain guidelines. The court is generally voluntary; however, in special circumstances it may be court ordered. The Program length is determined by each individual's progress, but you should expect it to last from 12 to 18 months. When you agree to join Family Treatment Court (FTC) you will sign a contract agreeing to follow the program requirements. As a participant, you will be expected to follow the Judge's mandates, follow your treatment plan, and show respect to all members of the FTC team and other participants. Treatment includes individual, family and group counseling and regular attendance at self-help meetings (for example: Narcotics Anonymous or Alcoholics Anonymous), provided through community-based treatment providers. The treatment team will also assist you with obtaining education and skills assessments and will provide referrals resources such as, vocational training, education, parenting classes and/or job placement services.

This team is under the direct supervision of the Family Treatment Court Judge. He will oversee your progress and have full jurisdiction of the entire process. Members of the team include Family Treatment Court Judge, Family Treatment Court Coordinator, County Attorney, Child and Family Protection Services (CPS) and Supervisor, CASA/GAL, Substance Use Treatment and mental health providers, Defense Council and other professionals.

Every participant will have an assigned CPS case worker. You are to schedule regular appointments with your CPS case worker. You are expected to be on time and present all requested information concerning your participation. CPS will give continuous updates to the Family Treatment Court Team regarding your progress. Your case worker will make home visits and check in with your work place, your treatment program, your physician, and any other person involved in working with you and your children while you are in Family Treatment Court. Your case worker will schedule family engagement meetings and visits between you and your child(ren). Your case worker will also monitor your adherence to the court ordered treatment plan.

## **Treatment Court Supervision**

As a FTC participant, you will be required to appear in treatment court on a regular basis. At each appearance, the Judge will be given a progress report prepared by your Treatment Court Team that includes your substance test results, attendance at self-help meetings and participation in treatment. The Judge may ask you questions about your progress and discuss any specific problems you have been experiencing. If you are doing well, you will be encouraged to continue

with the program and work with your treatment team toward graduation. If you are not doing well, the Judge will discuss this with you and determine further action. If you commit program violations, for example, fail to attend individual, family or group counseling, parenting classes, missed, positive or adulterated urine analysis tests (UA), the court will impose sanctions. With repeated violation of program expectations, and a failure to progress satisfactorily, the court may impose the ultimate sanction of termination from the program and may result in returning to the standard DN court case.

Failure to appear in court on the date and time you are scheduled could result in a warrant being issued for your arrest and you being placed into custody. If you cannot appear in court as scheduled, you must notify your CPS case manager and Family Treatment Coordinator 24 hours prior to your scheduled appearance.

Warrants and/or new criminal activity could result in you being terminated from the program. Other violations which could result in termination include dishonesty, missing UAs, demonstrating a lack of program response by failing to cooperate with treatment and violence or threats of violence directed at the treatment team or other clients. All decisions regarding termination from the program will be made by the Judge.

## **Treatment Court Program Rules**

As a FTC participant, you will be required to abide by the following rules:

- 1) Remain drug and substance free. Sobriety is the primary focus of this program. Maintaining a drug free lifestyle is very important in your recovery process.
- 2) No contact with known drug and alcohol users.
- 3) Refrain from gambling facilities. Gambling can become an addiction.
- 4) Attend ordered treatment sessions. If you are unable to attend a scheduled session, you must contact your treatment counselor before a session is missed.
- 5) Report to your CPS case manager as directed. If you have any problems making an appointment with your treatment provider, contact your case manager immediately.
- 6) Take care of your child(ren). You will be required to keep them safe and free from abuse and neglect.
- 7) When you have physical custody of your child(ren) you may bring them to court with permission from the Family Treatment Court Coordinator.
- 8) Contact CPS and Family Treatment Court Coordinator with any changes in address and phone number.
- 9) Be on time. You are expected to be on time to court and to treatment. If you are late to court, the Judge may impose a sanction.

- 10) You are expected to respect the courtroom, Judge and all treatment court personnel. Behave respectfully and in a non-threatening manner with Judge, participants, team and providers.
- 11) As a participant, you will be expected to wear a shirt or blouse, pants, dress, skirt or shorts of reasonable length. Clothing bearing drug, alcohol, and explicit related themes or promoting or advertising drug or alcohol is considered inappropriate. No gang attire is acceptable. Sunglasses and hats are not to be worn inside the courtroom or treatment centers. Speak with your treatment team if you need assistance with clothing. No chewing gum in the courtroom.
- 12) **ALWAYS TELL THE TRUTH.**

## **Treatment Procedures**

Your treatment will be provided through a team approach with the resources of local service providers. The treatment team will assess what level and intensity of treatment will best meet your needs and recommend to the Judge that you receive detoxification, outpatient or residential treatment. If you are admitted to a residential treatment program, your treatment plan will include the requirements of that program. If you are not admitted into a residential treatment program, an intensive, outpatient program will be developed which includes:

**Treatment Plans:** An initial treatment plan will be developed by your treatment team following an overall assessment of your problems and needs. The plan will act as a guide for your initial treatment phase. The plan will be maintained by your treatment team and will be updated as you progress through the program.

**Random Substance Testing:** You will be substance tested randomly a minimum of two times a week though the entire treatment process. This includes nights and weekends.

**Counseling:** You will be required to participate in substance abuse counseling as recommended by the individual treatment plan. You must participate in all recommended treatment. Your attendance at counseling sessions will be reported to the team as part of your progress report. You must have prior permission from any provider to be excused from a counseling session.

**Self Help Groups:** Attendance will be required at Self Help Groups such as Narcotics Anonymous or Alcoholics Anonymous at least two times each week. Attendance at self-help groups is an important part of your recovery process. These meetings will help familiarize you with the recovery process and you will develop levels of trust and create social bonds with other people in recovery. Your treatment team will provide you with information regarding the time and location of meetings. You must provide proof of attendance to your case manager and the team at each court appearance.

Sponsor: You must obtain a self-help sponsor. A sponsor is a group member with significant sobriety (at least one year) who assists you on a personal level with sobriety, personal problems, working through recovery, etc. Ask at meetings for a temporary sponsor.

### **Child/ren's Treatment**

Your children will be assessed and provided with recommended treatment providers. You will be required to participate, cooperate, and support your children's treatment.

### **Court Appointed Special Advocate (CASA)/Guardian ad litem (GAL):**

Your child(ren) will be appointed a CASA/GAL. Their role is to advocate for the best interest of your child(ren). The CASA/GAL is expected to visit with your children a minimum of once every two weeks. They will communicate regularly with the child protection specialists, foster parents, day care providers, parents' employers, probation and parole officers, treatment providers, counselors (parent and child), teachers and extended family. They are responsible for submitting a report with participant information to the FJDFTC in a timely manner that includes their recommendations, in what CASA/GAL believes is in the best interest of the child.

### **Parenting Time and Treatment Phases**

Details regarding ongoing parenting time are reviewed during treatment plan meetings and/or at the beginning of each Phase. At the beginning of each phase, Child Protection Specialists (CPS) outline anticipated parenting time increase dates, however, these are subject to change if you have non-compliance issues, the team does not approve, and/or if your child(ren) is/are not ready for increased parenting time.

Parenting time will typically follow the phase pattern as outlined below. Changes may be made based on parent's progress or issues with the children, as well as available resources. The CPS will provide a parenting time schedule to the team within ten days of a schedule change. Parenting time exceptions are also considered for special events such as holidays or birthdays.

You are required to make requests for special parenting time in writing to the CPS, who will then bring that request to the team for review/approval. Exceptions to scheduled parenting time/special parenting time are considered based on the parent's progress as well as the children's circumstances.

***Parenting time may move at a slower or faster rate based on children's safety, children's needs, parent's needs, and/or resource availability. Parenting time schedules are ALWAYS at the discretion of the CPS and the Treatment Team.***



## **Phase 1 – Stabilization**

### **Length: Approximately 4 weeks**

In Phase 1, you will be assigned to a case manager. You will be provided with an orientation/overview of the treatment court program. Your needs will be assessed and a treatment plan will be developed by your case manager and facilitated by the FTC Team.

Parenting time will be supervised at the parenting time sites. Parenting time will typically be one – two (1-2) times per week, with each time lasting one to two (1-2) hours in length. This will be adjusted based on the needs of the children, such as an infant who needs shorter visits more times each week, or sibling groups who may each need individual time with parent, as well as family time. Whenever possible, parent(s) will attend medical, dental and therapy appointments with the child(ren). Parents may enroll and begin participation in parenting classes during Phase 1. In some cases, and only with express permission from the CPS, parenting time may be supervised by someone other than a CPS or visitation specialist (SST), if it is deemed to be in the best interest of the child/ren. Only the person/people expressly granted such permission will be allowed to supervise parenting time. Such permission may be withdrawn at any time by the CPS, at which time parenting time will be returned to a parenting time site, to be supervised or monitored by an SST or CPS.

### Phase 1 treatment requirements include:

- 1) Attend status hearings in court with the team weekly.
- 2) Contact your case manager once per week and/or as directed.
- 3) Attend a self-help group a minimum of two times per week and provide written verification of attendance.
- 4) Obtain a self-help sponsor.
- 5) Random substance testing at designated facility. (2 tests per week minimum.)
- 6) Attend all recommended therapy and classes as directed by the FTC team such as: parenting class, treatment groups and individual and family counseling. Provide written verification of attendance.
- 7) Curfew: 9 pm, unless otherwise ordered by the court.
- 8) Complete all paperwork for insurance and/or Medicaid.

### Phase 1 requirements for completion of:

- 1) Participate in Phase 1 for a minimum of 4 weeks.
- 2) Established a minimum of 4weeks with no substance use.
- 3) Attend program requirements.
- 4) Completion of phase up paperwork and round table interview.
- 5) The team agrees that client has demonstrated personal responsibility for recovery and the need for help in that process. The team agrees that client has demonstrated the ability to use positive parenting skills.

## **Phase 2 – Primary Treatment**

### **Length: Minimum 12 Months**

In Phase 2, your treatment plan will be reviewed and may be updated by you and your case manager.

Parenting time will be moved from supervised to monitored at the parenting time site(s), and parenting time may also increase in length, at the discretion of the CPS, and only if it is deemed to be in the best interest of the child/ren, **if it is appropriate**. If you have not begun participation in parenting classes during phase 1, you will have to enroll and begin participation in parenting classes. During Phase 2, you will provide a daily schedule to the CPS and will also provide documentation of driver's license, insurance, registration, and appropriate child restraints in their vehicle(s). It is possible that toward the end of this phase, parenting time may move from the parenting time sites into the community.

You will be expected to follow these requirements:

#### Phase 2 treatment requirements include:

- 1) Attend status hearings in court every 2 weeks.
- 2) Contact your case manager as directed.
- 3) Attend a self-help program a minimum of two times per week and provide written verification of attendance.
- 4) Maintain a sponsor.
- 5) Random substance testing at designated facility. (2 tests per week minimum.)
- 6) Attend all recommended therapy and classes as directed by the FTC team such as: parenting class, treatment groups and individual and family counseling. Provide written verification of attendance.
- 7) Curfew: 10 pm, unless otherwise ordered by the court.
- 8) Obtain or maintain employment, training or enter a formal academic program.
- 9) Obtain HiSet or Driver's License.
- 10) Pay therapy providers as required.

#### Phase 2 treatment requirements for completion of:

- 1) Participate in Phase 2 for a minimum of 12 months.
- 2) Establish a minimum of 9 weeks with no substance use.
- 3) Attend all program requirements.
- 4) Obtain or maintained employment, training or academic program.
- 5) Submit to the team, a written relapse prevention plan, prepared by you and your treatment counselor.
- 6) Completion of phase up paperwork and round table interview.

- 7) The team agrees that client has sufficient information and proper attitude to support recovery as well as the ability to use positive and safe parenting skills.

### **Phase 3 – Relapse Prevention**

#### **Length – Approximately 6 months**

In Phase 3, you will address your ongoing recovery needs including maintaining total abstinence from all substances through relapse prevention. The focus will be on daily living skills. This phase is designed to support you in your reunification of your family as a positive and responsible parent.

Parenting time will typically include a gradual transition from supervised/monitored in the community to monitored in the home. A home visit must be completed by the CPS or the SST and the home must be determined to be safe and appropriate prior to initiating home parenting time. Parenting time will increase in length and you may begin transporting children to and from parenting time and to various appointments during this phase. You will provide a detailed schedule to their CPS to facilitate increased parenting time, schedule changes, and to ensure that, while parenting time is increased, if you are continuing to be compliant with their various Family Treatment Court (FTC) requirements. If not already completed, you will be concurrently enrolled in parenting classes, and, when possible, will continue to attend any/all appointments with the children. Toward the end of this phase, you and your child(ren) CPS will coordinate parents' and children's schedules to develop the final transition plan. If at any time the CPS or SST determines that it is not in the best interest of the child(ren) to continue home parenting time, parenting will be moved back to a parenting time site.

You will be expected to follow these requirements:

Phase 3 treatment requirements include:

- 1) Attend status hearings in court with team monthly.
- 2) Contact your case manager monthly and/or as directed
- 3) Attend a self-help group a minimum of two times per week and provide written verification of attendance.
- 4) Random drug testing at designated facility. (2 tests per week minimum.)
- 5) Attend weekly therapeutic/aftercare group, individual counseling and parenting related training, as directed by your treatment team.
- 6) Curfew: 11pm, unless otherwise ordered by the court.
- 7) Obtain or maintain employment, training or enter a formal academic program.

Phase III and Graduation requirements for completion of:

- 1) Obtain or maintain employment or formal training or academic program.
- 2) A minimum of 12 weeks with no drug use.

- 3) The team agrees that the client has sufficiently integrated the necessary information to support recovery and positive parenting skills for the long term.
- 4) Successful completion of CD treatment.
- 5) Continue participation in 2 self- help meeting weekly. Provide written verification of attendance.

#### **Phase 4 – Recovery Management**

Parenting time will move toward day-long and overnight parenting time, ultimately resulting in transition of the children into your full-time care, **with approval of the team**. A final transition plan will be presented to the Treatment Team. You are responsible for scheduling and attending all children’s appointments in coordination with the foster parents. When your children are returned home, a referral for in-home follow-up services will be made by the CPS.

CPS and the appropriate agency will continue to monitor the placement and needs of the family. You will be responsible for scheduling and attending your children’s medical, dental, therapy, and any other recommended or prescribed appointments, as well as notifying their CPS of any of those appointments and appointment outcomes.

Phase 4 treatment is strictly for your benefit and is to help you maintain your sobriety and positive parenting skills. The court coordinator will be calling you and/or setting up monthly meetings. This phase is to help you solve any problems you may have after you formally leave treatment court. We may also be asking you some questions to help us improve treatment court.

Checkups by telephone will occur for 3 years following graduation; on a monthly basis during first 6 months after graduation; every 2 months for the next 6 months and quarterly for the next 24 months.

#### **Incentives and Sanctions**

**Incentives:** When you participate positively in Family Treatment Court, and comply with treatment recommendations for yourself and your children, the Judge may, at his discretion, award certain incentives which may include the following:

- Receive praise from the Judge during court
- Call your case first on the hearing docket
- Graduate you to the next phase
- Reward progress with free coupons/tickets or other benefits
- Receive fish bowl gift
- Receive certificates of achievement
- Other incentives deemed appropriate

Activities that could result in an incentive: positive visits with children, attending all treatment sessions and schedule meetings with case manager, substance free UAs, and appropriate behavior in court.

**Sanctions:** When you fail to participate positively in Family Treatment Court or comply with treatment recommendations for yourself and your children, the Judge may, at his discretion, impose the following:

- Community Service
- Workbook Assignments
- Lose time in phase
- Increase in drug testing
- Incarceration
- Termination
- Other sanctions deemed appropriate

Activities that could result in a sanction: missed UAs, tampering with urine sample, positive substance UAs, inappropriate behavior in court or treatment session, missed case manager appointment, missed treatment session, missed self- help group meeting, forging self-help attendance sheets, missed court appearance.

### **Substance Testing Procedure**

Testing will be conducted at a designated facility directed by FTC team. If you refuse to provide a sample, it will be considered as a positive result. All substance testing will be observed. If you challenge the results, the sample may be submitted to a lab for verification, at your cost.

### **Altered/Diluted Test**

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Restart time and Sanction
- 3<sup>rd</sup> – Incarceration
- 4<sup>th</sup> – Termination from FTC

## **Frequently Asked Questions**

1. Can I work while I am in Treatment Court?

Yes. Participants are encouraged to work as long as it does not conflict with your ability to parent your children or your treatment needs.

2. Will I have to break up with my boy/girl friend or spouse?

You need to focus on your recovery and sobriety and on your children. Any relationship you have affects your children, so the team may insist that you end a relationship you are currently in, but the hope is that you will look at how current relationships are affecting your children and your ability to be a positive and responsible parent.

3. Can I engage in new relationships?

New relationships with a boy/girlfriend can only be entered into with a prior approval of the FTC team and your CPS case manager. Your treatment plan will also address the issue of the new and current relationship.

4. Will I lose my kids if I quit or am terminated from Family Treatment Court?

If are terminated, your case may be given a different CPS case worker and may be returned to the original presiding Judge.

5. What happens if I have a criminal history or currently have an open criminal case?

Many new participants have past or present criminal case. All cases will be reviewed individually to see if the criminal case will cause a conflict.

# Resource List

<b>Agency</b>	<b>Phone Number and Address</b>	<b>Services/Description</b>
Family Treatment Court	228 Broadway, Room 304 406-457-8809, cell 406-417-1013	Comprehensive, court and multi-agency treatment for parents whose children have been removed from the home due to the parent(s) drug related actions
Public Defender	139 N Last Chance Gulch 406-444-0104	Legal services and appellant representation for indigent clients.
Child Protective Services	2024 9 <sup>th</sup> Ave 444-2030	CPS receives and investigates child abuse reports and works with parents/guardians to stabilize their situation and to develop safe and permanent family environments.
Intermountain Community Services	3240 Dredge Dr 406-442-7929	Substance Use and/or Mental Health Services provided for children, adolescents and families. Outpatient clinic services include substance use and co-occurring treatment for adolescents and young adults, mental health therapies, child and adolescent medication management, psychological assessments, occupational therapy, in-home services, case management and parenting classes.
Boyd Andrew Community Services	60 S Last Chance Gulch 406-443-2343	Substance Use Disorder and Mental Health Treatment, Prevention and Intervention Services for adults including outpatient, intensive outpatient, residential care and pre-release services.
CASA	75 E Lyndale Ave 406-457-0797	Volunteer Court Appointed Special Advocates who work on behalf of abused and neglected children to promote their best interests in the pursuit of safe, permanent homes.
Job Services	715 Front St 406-447-3200	Employment assistance and referrals for training for employment
Community Solutions (UA)	334 Fuller Ave 406-502-2150	Drug testing
Career Training Institute (CTI)	347 N Last Chance Gulch 406-443-0800	Coordinates training for employment for adults and youth. CTI coordinates job placement sites,

		and provides life skills training for clients.
HiSet (GED)	406-447-6387	Adult Learning Center services for obtaining a high school equivalency diploma
Center for Mental Health	925 N Hannaford St 406-442-2925	Adult mental health services and case management. Also, provide medication management and a day center for adults
NAMI Montana	555 Fuller Ave ST 3 406-443-7871	Mental health advocacy and networking
Child Care Connections	406-587-7786	Child care resources and referral agency
Healthy Mothers Healthy Babies Healthy Mothers Healthy Babies (cont.)	400 North Park Ave 406-449-8661 1-800-421-6667	Coalition dedicated to advocacy and providing resources focused on improving health, safety and well-being of kids through supporting mothers and babies, age zero – three.
Drop A Tot	2125 Euclid Ave 406-443-3231	Drop in child care
Food Share	1616 Lewis St 406-443- 3663	Food pantry and community services information
Family Outreach	1236 Helena Ave 406-442-1571	Family and child program for children and adults with special needs. Services include in-home specialized care, information and education for families and adults.
Family Promise	406-465-9467	Housing and support for homeless families
God's Love	533 N Last Chance Gulch 406-442-7000	Shelter and healthcare for homeless men
Salvation Army	1905 Henderson St 406-442-8244	Financial and other supports for multiple concerns in the community
Helena Housing Authority	812 Abbey St 406-442-7970	Low income housing
United Way	75 E Lyndale Ave 406-442-4360	Advocacy and coordination of social services and supports in local community. Early Childhood Coalition coordination, Helena Resource Advocates, Disaster and emergency Services, free tax help and
Lewis and Clark Public Health Department (Health Department cont.)	1930 9 <sup>th</sup> Ave 406-457-8900	General public health services –walk-in clinic, immunizations, WIC nutrition program, home visiting nurse, cancer screening, pregnancy and parenting support, tobacco cessation and use prevention, case management, HIV/AIDS testing, Fetal, Infant, Child Mortality Review.
Pure View	1930 9 <sup>th</sup> Ave 406-457-0000	Health Clinic providing comprehensive health care, dental care and behavioral (mental health) care. Also, provides assistance with signing up



		for Medicaid
St Peter's Hospital	2475 E Broadway St 406-442-2480	Urgent Care, Hospital Services, Lab & X-Ray, Medical Clinics, Emergency Room and adult psychiatry inpatient care.
YMCA	1200 N Last Chance Gulch 406-442-9622	Child and family activities and spots
YWCA	501 N Park Ave 406-442-8774	Transitional housing services for women and their children. Case management, referrals, assistance with employment and finding housing. Social and racial justice advocacy
Rocky Mountain Development Council (RMDC)	406- 457-7368 648 Jackson St	Human Resource Development Council (HRDC) for local area providing services and coordination of resources for local area including Low Income Energy Assistance, Affordable Housing, Meals on Wheels, Foster Grandparents, Head Start, Senior Center and Senior commodities
Helena Indian Alliance	501 Euclid Ave 406-449-5796	Primary healthcare, substance use outpatient treatment services, tobacco use prevention, mental health services, diabetes care, nutrition counseling, breast and cervical cancer screenings, AIDS/HIG/STD testing and counseling, patient advocacy
Friendship Center	1430 Sanders St 406-442-6800	Safe shelter and housing, referral and advocacy for domestic violence victims and families, support group for survivors of domestic/sexual abuse and stalking, Sexual Assault Outreach, Order of Protection Assistance, Legal Advocacy, Case Management, 24 hour Crisis Line, Counseling
Motor Vehicle Division (Driver's License)	302 N Roberts St 406-444-3933	Driver's license testing and education materials.
Helena Police Department (non-emergency)	221 Breckenridge St 406-447-8479	Law enforcement
Lewis and Clark Sheriffs (non-emergency)	221 Breckenridge St 406-562-3460	Law enforcement

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