



# ASHLAND WELLNESS & RECOVERY COURT

## Participant Handbook

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## **WELCOME**

Welcome to the Ashland County Wellness & Recovery Court (WRC) Program, a partnership between Ashland County and the Bad River Tribe. Who you are - and who you will become - are very important to us. We have looked at your past to decide if you belong in this innovative, problem-solving court. Now, together, we will look to the future, to the positive changes you can make in your life. This handbook will answer questions, address concerns, provide you with information about WRC, and describe what is expected of you. Please keep in mind that this handbook represents general program practices, some of which may be different in your specific case.

While you are in WRC, you will be expected to follow all instructions given to you by your case manager, probation agent, and the Judge, whether or not those instructions are found in this handbook. You also will be expected to follow the treatment plan that you develop with your approved treatment provider.

WRC may seem overwhelming at first. Do not be discouraged, that will lessen as you gain skills and make good decisions. WRC uses the authority of the court to create the right conditions for you to make the changes needed to face the issues that caused your substance use and criminal behavior. You will receive a variety of treatment, wellness activities, and supervision to support you to live a drug-free life. We urge you to share this handbook with family and friends so that they can help support your recovery journey.

## **OVERVIEW**

WRC is a joint effort between the Ashland County criminal justice system, the Bad River Tribe, and our substance abuse treatment community. The WRC promotes wellness and self-reliance to help you to become a healthy and responsible community member. It is a voluntary program where the choice to become drug and alcohol free is made by you with our support.

WRC is a four (4) phase program for adults who have pled guilty to one or more crimes related to their drug or alcohol use and who are having trouble staying sober. WRC involves frequent court hearings, random drug testing, community supervision, and both individual and group drug abuse counseling. The WRC will also help you with your treatment, housing, transportation, wellness, and cultural/spiritual activities.

The WRC Team rewards you for being honest, for staying crime-free, and for staying drug-free. You may also receive therapeutic responses to enhance your recovery or you may receive sanctions if you do not follow the rules. There are examples of incentives and sanctions further along in this handbook. The WRC Coordinator and Case Manager will help you understand what is expected of you.

**WRC Team:** The team includes the following partners (or designated appointee) from:

1. Circuit Court Judge
2. District Attorney
3. Public Defender
4. Ashland Department of Health and Human Services Director (DHHS)
5. Criminal Justice Council Coordinator
6. Law Enforcement
7. Tribal Cultural Advisor(s)
8. Department of Corrections, Probation and Parole Field Supervisor
9. AODA and Mental Health Treatment Representatives
10. WRC Coordinator & Case Manager

### **Court Proceedings:**

- WRC court hearings are held each week on Wednesday afternoon either in-person or virtually. All WRC participants should attend court at 1:00 p.m. unless otherwise directed by WRC.
- The WRC court status hearings (either online or in-person) are aligned with both traditional Ojibwe culture and the 10 Key Components of Tribal Healing to Wellness Courts. Hearings are on the record and presided over by the WRC Judge, but are less formal and allow for input by Team members and other participants during the hearing. The hearings are opened in a good way with a reading or blessing.
- In-person WRC court hearings are held in a circle around a table in the small courtroom. The circle includes you, the Judge, and the Team (including your peer supports and treatment counselor). The circle format is based on indigenous values and Tribal Wellness Court best practice to:
  - Encourage relationships,
  - Encourage discussion,
  - Honor participant voices,
  - Allow Team input on your progress during the hearing,
  - Create unity, and
  - Support connections.
- At the staffing prior to the court hearings, which is off the record, the WRC Team will review and discuss your progress. During each Court Status Hearing, which is on the record, the Judge will discuss your recovery progress with you.
- If you have a positive drug test and WRC Team members ask you to appear at the next closest Court date, you are required to attend Court on that date.

## **Courtroom Expectations:**

The following guidelines apply during your weekly court status hearings, either in-person or virtual:

1. Although WRC hearings may be different than other court hearings you have had, remember that it is an official court hearing.
2. Speak clearly and loud enough when talking to the Judge and WRC Team because the hearing will be recorded and your responses will be on the record.
3. Do not interrupt when others are speaking.
4. Show respect to other participants, Courtroom staff, family members, and observers.
5. Support other WRC participants by listening during their court hearings. Do not talk to those around you while a hearing is taking place.
6. During in-person hearings, turn your cell phone off, put it in the charging area with the other cell phones, and retrieve your cell phone when court is over.
7. No swearing or rude language.
8. Show respect by wearing proper clothing (not excessively revealing, torn, or dirty) and remove hats.
9. You are expected to stay in the Courtroom during all of the WRC proceedings. Please use the restroom prior to the start of Court.
10. Do not use portable electronic equipment.
11. Do not sleep during Court.
12. Children are allowed in the Courtroom during in-person hearings, but they must be supervised. Parents are encouraged to find other childcare during court hearings.

## **Confidentiality:**

So that the WRC Team can help you succeed, you must sign a waiver of confidentiality that allows the sharing of your health, medical, mental health, AODA, criminal, employment, and education records among WRC Team members and service providers. You will sign the waiver at the time of screening for WRC and it will be updated as necessary. A waiver must be signed before you start WRC, and not signing the waiver will result in rejection of your admission into the program or termination from the program. You are also required to sign a faith-based program waiver if you choose to participate in a faith-based program. For confidentiality reasons, WRC files are separate from Circuit Court files and District Attorney's Office files. All WRC files are confidential and are not open to the general public.

## **Costs:**

You will be charged a total of \$600 to take part in WRC. You can do a community service project, or document community service hours at a rate of \$7.50 per hour instead of a cash payment, or do a combination of cash and community service. As a note, \$300 is about 40 hours of community service. It is expected that you will pay \$50 (or about 7 hours of community service) each month starting in Phase 2 until the full \$600 is paid. You must pay this fee in full before you graduate.

## **YOUR MAIN PROGRAM RESPONSIBILITIES**

We believe that if you meet the following goals, you will achieve sobriety and succeed in the WRC:

1. **BE HONEST.** Of all the rules, this is often the hardest to follow. The team expects you to be honest at all times, in all areas of your life. Do not try to lie, cheat, or steal your way through WRC – this includes lying to any member of the WRC Team, trying to hide your drug/alcohol use, or trying to alter a drug test.
2. **TAKE OWNERSHIP.** When you do something against the rules, own up to it and accept the results. This is not an easy program and you will make mistakes. We expect you to admit your mistakes and learn from them. Taking ownership also includes the good things you do in the program. When you do something right, like turning down a drink or a chance to use drugs, take pride in the fact that you are the one making the choice to succeed.
3. **BE RELIABLE.** It is vital that you show up on time for all of your drug tests, court hearings, meetings, groups, and any other appointments required by WRC. You will be given a planner/calendar to keep track of your schedule and to show that you are doing what is expected. It is your duty to keep track of these appointments and attend each one. You must bring your planner to all WRC appointments and court sessions.

## **PROGRAM PHASES:**

You will sign the Participant Contract that outlines the rules of WRC. The Judge can order additional rules for you, depending on your situation.

You will be given a folder when you enter the WRC and are expected to have that folder with you when you come to court or a scheduled appointment. The folder contains: this Participant Handbook, a calendar/daily planner, AA/NA schedule, WRC report forms, and blank activity logs. You will also receive "WRC 101" handouts that sum up the WRC phase activities and rules.

You will move through the WRC phases at your own pace. Some people will take longer to complete the program than others. Each phase has a minimum number of days you must stay in the phase and a minimum number of days of consecutive (all in a row) days of sobriety as shown by drug testing that are required to complete the phase. If you relapse or do not follow WRC rules you may need to restart one or more WRC phases or need to complete Recombitment to Recovery Phase activities.

To move to the next phase, you will need to meet the phase requirements, show good progress on your treatment plan, and go to a meeting with the WRC Team to talk about if you are ready to move to the next phase. At these meetings during each phase, you will tell the team about your progress and they will provide you with feedback on things you will need to do to complete your current phase. You can then submit a letter to the WRC Team to request the phase move when you are ready and you will be notified by the Judge during a court hearing whether your request has been approved.

### **The following table provides an overview of the Ashland WRC Phases**

Phase 1: Orientation/Stabilization  
Phase 2: Restructuring  
Phase 3: Life Skills  
Phase 4: Independence/Mastery.

A **Recommitment to Recovery Phase** is also there to support you if you relapse in your sobriety, are having a hard time progressing in the program, or are in an unhealthy cycle. You may be referred to the Recombitment to Recovery Phase for 1-3 weeks of extra services and to hopefully avoid being terminated. This phase will have extra rules and services that you must complete while you continue in your regular phase programming. If you continue to complete your current phase activities while also doing the extra Recombitment Phase activities then your phase clock will not be stopped, but your sober days may be reset.

<b>Ashland Wellness &amp; Recovery Court (WRC) Phase Structure – May 2021</b>				
<b>Components</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Minimum # of Days Required</b>	60	90	90	120 (90/30) <i>*Last 30 days=step-down</i>
<b>Minimum # Sober Days Required</b>	30 (consecutive)	90 (consecutive)	90 (consecutive)	120 (consecutive)
<b>Court Status Hearings</b>	Weekly (small groups in circle)	Weekly (small groups in circle)	Bi-Weekly (small groups in circle)	Bi-Weekly (small groups in circle)
<b>Drug Testing</b>	Random	Random	Random	Random
<b>Electronic Monitoring</b>	Yes	As needed	As needed	As needed
<b>Curfew</b>	8:00 p.m.	Expanded as earned	None	None
<b>Treatment</b>	-WRC 101 Orientation -Welcome meeting w/team on first court day -Sign all ROIs/consents -Pre-contemplation group -Early recovery skills -Treatment engagement -Triggers/Cravings -AA/NA/other support -Begin/continue MAT -Meeting with team 1-2 weeks prior to request for Phase advancement	-MATRIX, Change Co, and Wellbriety -Intro to MRT concepts -Triggers/cravings -Group counseling -Individual counseling -AA/NA/other support -Begin/continue MAT -Meeting with team 1-2 weeks prior to request for Phase advancement	-Group counseling -Individual counseling -AA/NA/other support -MRT groups at DOC or at Northlakes Clinic -Wellbriety -Criminal Thinking -Group sober activities -Begin/continue MAT -Meeting with team 1-2 weeks prior to request for Phase advancement	-Group counseling -Individual counseling -Explore opportunity to lead AA/NA/other -Continue MAT -Transition plan focus: meet with team 45 days prior to graduation to develop plan for final 30 days of program, and WIDOC focus on relapse plans and transition during last 30 days
<b>Support Services</b>	-Housing -Other basic needs (tribal benefits, income, food) -Create routine/calendar -Medical assessment + refer for health services -Mental health assessment -Intro to CCS (meet) -Stress management -Visits to: *Partners in Recovery *Red Cliff Noojii Ctr *Tribal Food Sovereignty	-Anger/stress management -Grief/trauma -CCS services -Intro to VRNA, FSET, CEP and how they can help -Continuing medical, as needed -Continuing MH, as needed	-Employment support -Education support -Parenting skills -CCS services -Driver's license -Independent living skills -Group sober activities -Continuing medical, as needed -Continuing MH, as needed	-Obtain employment or other fulltime role -Explore possibility of training as a Recovery Coach or Peer Specialist -Continuing medical, as needed -Continuing MH, as needed
<b>Coordinated Service Team</b>	-Meet monthly with paid professionals to develop coordinated case plan	-Meet monthly with paid professionals to update case plan	-Meet monthly with paid professionals to update case plan	-Transition planning away from paid supports
<b>Self-Care Team</b>	Engage with Peer Specialist to build unpaid community supports	Build team: add family member + at least one more member	Add cultural, spiritual, or religious sober supports	Add 1-2 more sober supports for a total of 4-5
<b>Rule of 40</b>	Start on 1 <sup>st</sup> day of Month 2 of program	Yes, weekly	Yes, weekly	Yes, until 30 days prior to graduation if compliant
<b>Cultural/Spiritual</b>	-Introduction to Seven Grandfather Teachings	-Engage in cultural activities	-Engage in cultural activities	-Engage in cultural activities
<b>Community Service</b>	-Group activities -Intro to "community service opportunities" lead by staff	-10 hours required per week of group or individual	-10 hours required per week of group or individual	-10 hours required per week, until 30 days prior to graduation if compliant
<b>Wellness Activities</b>	Incorporated into all aspects of program to promote physical, social, emotional, and cultural/spiritual wellness	Incorporated into all aspects of program to promote physical, social, emotional, and cultural/spiritual wellness	Incorporated into all aspects of program to promote physical, social, emotional, and cultural/spiritual wellness	Incorporated into all aspects of program to promote physical, social, emotional, and cultural/spiritual wellness

The following describes what is required in each phase.

**Phase 1: Orientation/Stabilization**

- Length: Minimum of 60 days, negative drug tests for at least the last 30 consecutive days
- Court hearing every week or as ordered
- Meet WRC Team members before the first court hearing
- Work with your treatment provider to create your own individualized treatment plan
- Meet with AODA treatment provider and attend treatment sessions
- Follow the recommendations of the treatment provider
- Participate in spiritual and wellness activities
- Participant walks the WRC Coordinator, Case Manager, or DOC Agent through their home
- Curfew: 8pm, unless instructed otherwise
- Frequent and random drug testing
- Participate in efforts to build Coordinated Service Team of paid professionals
- Engage with a Certified Peer Specialist or Recovery Coach to start building the Self-Care Team (self-care team members should be willing to appear in court to support the participant, meet with DOC, and/or submit a letter to the Team)
- After you have been in WRC for 30 days, you will be required to document and report your Rule of 40 activities; minimum of 40 hours of approved treatment, peer support, cultural, employment, education, parenting, and health/wellness activities each week
- Meet with or call the WRC Coordinator weekly
- Attend group community service activities
- Electronic monitoring at no cost to you as directed by the WRC unless you are on jail supervision
- Home visits as determined by WRC Coordinator and/or Probation Agent
- Meet with Probation Agent as directed
- Follow the rules of probation
- Show progress in treatment and complete the short-term goals in your treatment plan
- Complete all sanctions before moving to Phase 2
- Schedule an interview with the Team to discuss moving to Phase 2

**Phase 2: Restructuring**

- Length: Minimum of 90 days, negative drug tests for 90 days in a row
- Court hearing every week or as ordered
- Curfew expanded as earned
- No electronic monitoring, unless ordered
- Frequent and random drug testing
- Attend individual or group counseling with treatment provider
- Follow recommendations of the treatment provider
- Become more connected with the Comprehensive Community Services (CCS) staff
- Participate in efforts to build Coordinated Service Team of paid professionals
- Add a family member or another supportive person to your self-care team
- Document and report a minimum of 40 hours of approved activities each week (including a combination of treatment, peer support, cultural, employment, educational, parenting, and health and wellness activities)
- Volunteer 10 hours per week in community service activities (either individual or in a group)
- Learn about job training activities in the community
- Meet with or call the WRC Coordinator every other week, or as directed
- Meet with Probation Agent as directed
- Follow the rules of probation
- Cooperate with home visits as determined by the WRC Coordinator and/or Probation Agent
- Begin monthly payments to satisfy WRC fee requirements
- Show progress in treatment and complete the short-term goals in the individual treatment plan
- Complete all sanctions before moving to Phase 3
- Schedule an interview with the Team to discuss moving to Phase 3



### **Phase 3: Life Skills**

- Length: Minimum of 90 days, negative drug tests for 90 days in a row
- Court hearing every other week, or as ordered
- No curfew, unless ordered
- Frequent and random drug tests
- Participate in activities with other WRC participants
- Attend individual or group counseling with treatment provider
- Follow the recommendations of your treatment provider
- Participate in efforts to build Coordinated Service Team of paid professionals
- Add cultural, spiritual, or religious sober supports to your self-care team
- Document and report a minimum of 40 hours of approved activities each week (including a combination of treatment, peer support, cultural, employment, educational, parenting, and health and wellness activities)
- Meet with the WRC Coordinator every 3 weeks, or as directed
- Cooperate with home visits as determined by WRC Coordinator and/or Probation Agent
- Start working toward getting a driver's license
- Volunteer 10 hours per week in community service activities (either individual or in a group)
- Meet with Probation Agent as directed
- Follow the rules of probation
- Show progress in treatment and complete the short-term goals in the individual treatment plan
- Complete all sanctions before moving to Phase 4
- Schedule an interview with the Team to discuss moving to Phase 4

### **Phase 4: Independence and Mastery**

- Length: Minimum of 120 days, negative drug tests for 120 days in a row
- Court hearing every other week, or as ordered
- Frequent and random drug tests
- Meet with WRC Coordinator monthly, or as directed
- Attend individual or group counseling with the treatment provider
- Follow the recommendations of your treatment provider
- Until 30 days prior to planned graduation, document and report a minimum of 40 hours of approved activities each week (including a combination of treatment, peer support, cultural, employment, educational, parenting, and health and wellness activities)
- Until 30 days prior to planned graduation, 10 hours per week in community service activities
- Participate in efforts to build Coordinated Service Team of paid
- Add 1-2 more sober supports to your self-care team, for a total of 4-5 members
- Explore opportunities to lead an AA/NA/other support group
- Explore the possibility of training as a Recovery Coach or Peer Specialist
- Obtain or maintain a job, or another full-time role
- Meet with Probation Agent as required and follow the rules of probation
- Make regular payments toward restitution
- Show progress in treatment and complete the goals in your treatment plan
- Schedule an interview with the WRC Team at least 45 days prior to planned graduation to develop a plan for your last 30 days of WRC; In the last 30 days of WRC:
  - Work with treatment provider to finalize transition plan
  - Follow all probation rules and meet with Probation Agent as scheduled to build skills to maintain sobriety
  - If there is a positive drug test during the last 30 days before graduation, sobriety days will be reset
- In order to graduate, you must:
  - Complete Moral Reconciliation Therapy (MRT) requirements
  - Complete all sanctions and therapeutic responses
  - Pay all program fees
  - Complete all community service hours
  - Complete an aftercare plan and present it to the WRC Team
  - Submit an application to the WRC Team requesting to graduate

## **Coordinated Service Teams and Self-Care Teams:**

To help you stay sober, the WRC requires that you develop and engage with both paid and unpaid networks of people that support your recovery.

A Coordinated Service Team is created for you during Phase 1. These paid, professional supports meet monthly with you to manage your care plan. The Coordinated Service Team can include the WRC Case Manager, treatment providers, and CCS representative. You can invite family members, sponsors, or others who support your sobriety to these meetings.

WRC's goal is to have you bring in sober supports early in the program and build a Self-Care Team of your own. The Peer Specialist works with you starting in Phase 1 to find sober people who can support you. Your sober supports can be family members, sponsors, cultural/spiritual leaders, sober community members, or friends. The Self-Care Team is grown by 1-2 members during each program phase with the goal of having 4-5 members who support your sobriety by the end of WRC. WRC graduates are encouraged to be part of the Self-Care Teams of people in the program.

## **Rule of 40 and Planner:**

As a requirement for each Phase, you must document at least 40 hours of approved activities each week that will include treatment, counseling, peer support, cultural, employment, education, parenting, and health and wellness activities. Some of these activities are required each week and some of them are capped at a certain level to count toward your 40 hours, but you may always participate in as many hours of these activities as you want to support your recovery.

**You are expected to submit all Rule of 40 documentation to WRC Staff by noon on Monday unless other plans are made in advance.**

To encourage positive habits, WRC requires that you plan out activities weekly in your planner and using the Reconnect app. WRC staff will review your activities with you during the week to check on the progress you make with keeping appointments, self-care, sober supports, community involvement, etc. As you go through the program, reporting and proof may be reduced.

### **The currently approved Rule of 40 activities include:**

1. Treatment Activities: Unlimited, required
  - a. Individual Counseling (AODA and Mental Health)
  - b. Groups; IOP
  - c. Psychiatric or Psychological appointments
  - d. Medication Management
2. Peer Support Activities: Unlimited, required
  - a. 12 Step Meetings (NA or AA)
  - b. 12 Step Fellowship Activities (events, picnics, volleyball, etc)
  - c. Healing Circles
  - d. Meet in person or by phone with community mentor
  - e. Community Service Activities

3. Wellness Court and Legal/Corrections: Capped at 5hrs/wk, required
  - a. Meetings with WRC Case Manager, Coordinator or other staff
  - b. Meetings with Attorney
  - c. Meetings with Probation Officer
  - d. Weekly WRC Hearings
  - e. Drug Screens and Testing
4. Cultural Activities: Unlimited, at least one required
  - a. Community Cultural Events
  - b. Cultural Classes (Basket making, language, beading, regalia making, etc)
  - c. Cultural Activities (Activities based in traditional culture such as Ojibwe language table, fishing/ice-fishing, hunting (as allowed), gathering, ricing, trapping, traditional crafts, sweat lodges, spiritual ceremonies not involving mind altering substances, reading/ learning about traditional culture, attending community feasts, etc)
  - d. Spiritual Advisory
5. Religious: Unlimited
  - a. Church
  - b. Bible Study
  - c. Social/Fellowship activities at Church
  - d. Spiritual Advisory
6. Health and Wellness Activities: Capped at 5hrs/wk, required
  - a. Working Out at Fitness Center or other approved location (1 hr cap/day)
  - b. Doctor Appointments
  - c. Dentist Appointments
  - d. Other health appointments (nutritionist, physical therapy, chiropractor etc)
  - e. Alternative Wellness Activities (acupuncture, massage, traditional healing, physical therapy, etc)
7. Social Services: Capped at 5hrs/wk
  - a. Economic Support Appointments
  - b. ICW Appointments
  - c. Food Distribution
  - d. CST Meetings or CCS Meetings
8. Parenting & Family Care: Capped at 10hrs/wk
  - a. School Meetings or activities (conference, sports, concerts, parent network)
  - b. Helping children with homework
  - c. Transporting to and from school
  - d. Meals with children and family including prep time
  - e. Family outings
  - f. Extracurricular activities for kids
  - g. Other activities as approved by WRC Staff
9. Education: Capped at 20hrs/wk
  - a. GED or HSED Classes
  - b. Vocational Programs: VRNA or DVR
  - c. College Classes
  - d. Online classes as approved
  - e. Studying (capped at 2hrs/wk)
10. Employment:
  - a. Employment search activities: FSET
  - b. Job applications/interviews
  - c. Actual work hours (capped at 20hr/wk)
11. Community Service:
  - a. Minimum of 5hrs/wk if not working
  - b. Supervised at approved site
  - c. Non-profit
12. Other:
  - a. Specific to Treatment Plan
  - b. Specific to Court Orders

## **Random Drug Testing Procedures:**

The WRC uses a combination of urine, sweat, and saliva testing to support your sobriety and test for any drugs in your system. Moving through the WRC phases and graduating, depends on showing your sobriety through a period of drug and alcohol-free test results.

How often you are tested will be the same throughout the program, but can be increased if you violate a rule or if your Treatment Provider or WRC Team recommends it to support your recovery. Drug testing will occur in the following manner:

1. Testing will be on a random basis.
2. Testing will be frequent.
3. The method used to test will be appropriate and accurate.
4. Testing will be increased when substance use is suspected.

***Check in every day at your assigned time using the Reconnect App to learn if you need to test that day.***

***Arrive at the testing site ready to provide a sample within 30 minutes after you check in on the App.***

***Prior to taking any drug test, you will report any use of any substance to the collector.***

### **Daily Check In:**

You will check in on the ReConnect app every day during your required timeframe to learn if you need to drug test that day. Failure to check in during this timeframe can result in a sanction.

If you do not report for the test at your assigned time, you will not be tested. A missed test is considered a positive test and will result in a sanction.

If there is a difference between the test result and what you report, the collector will ask you to explain. Report all information to the WRC Case Manager or Coordinator.

If you disagree with the test result, you may ask to have that sample tested again or have the sample sent to the lab for confirmation. If the re-test is positive for substances, you will pay for the cost of the extra test. If the sample is negative, WRC will pay for the re-test.

### **Urine Testing Procedures:**

Testing will take place at the Ashland County Courthouse or the Bad River AODA Clinic on weekdays, and at the Ashland County Jail on weekends and holidays. Your testing will be observed, and collectors will watch for any attempt to cheat the test.

#### **Male Testing**

- Remove jacket, sweatshirt, and any other bulky clothing; push long-sleeved shirts up past the elbow
- There is to be only 1 person testing in the bathroom at a time; if a public bathroom, you will need to wait until others leave.
- Show hands and arms up to elbow
- Lift shirt so waist can be seen, both front and back
- Unwrap the test cup and remove the paper to reveal the testing strip
- Remove cup lid right before providing sample
- Start a stream, stop, then urinate in the cup, and finish stream after urinating in the cup
- Observer will have a clear view of the urine stream as it leaves the body
- You place the lid on the testing cup, screw on the cap, and place it for the collector to read.

#### **Female Testing**

- Remove jacket, sweatshirt, and any other bulky clothing; push long-sleeved shirts up past the elbow
- Show hands and arms up to elbow
- Lift shirt so waist can be seen, both front and back
- Place specimen hat on the toilet; Unwrap the test cup and remove the paper to reveal the testing strip and set aside
- Provide sample by emptying bladder into the specimen hat
- Remove specimen hat from the toilet and set aside PRIOR to wiping or replacing tampon
- Pour sample into the specimen cup
- You place the lid on the testing cup, screw on the cap, and place it for the collector to read.

### **Sweat Testing Procedures**

WRC also uses a drug sweat patch worn on your skin that collects your sweat. The patch is put on your skin by WRC staff and detects Cocaine, Opiates (codeine, morphine, heroin), Amphetamine, Methamphetamine, Marijuana, and Phencyclidine. You will wear the patch for up to two weeks and then the patch is removed and mailed to the testing lab for analysis.

### **Oral Fluid (Saliva) Testing Procedures**

WRC uses the SoToxa Mobile Test System. You collect your own oral fluid (saliva/spit) sample by swabbing the collection device around your gums, tongue and inside your cheek. The test detects THC (marijuana), cocaine, opioids, amphetamine, methamphetamine, and benzodiazepines.

## **Prescription Medication:**

If you get seriously ill or are injured, we expect you to take care of yourself by seeking medical care. This may require a visit with your doctor, an urgent care clinic, or an emergency room. It is very important that you tell all doctors and dentists that you are in recovery. While in WRC, you must discuss pain management and medical treatment with your healthcare provider to see if there are ways to treat your pain without narcotics or addictive drugs. In this way, we can work together with your doctors to improve your health and keep you on the right track in recovery.

If you are going to be prescribed a medication from ANY doctor or dentist, you must give the prescriber a "Healthcare Provider Disclosure Form" which we provide to you. The doctor/dentist will need to fill out the form which will list the medicines prescribed. (A copy of the form is included in your folder and there are more copies in the WRC office.)

It is your responsibility to let us know that you have been to a doctor, the hospital, or an urgent care clinic. You must bring the Healthcare Provider Disclosure Form signed by the provider along with a copy of your prescriptions to your next contact with WRC staff (drug test, scheduled meeting, or court date). The Case Manager or Coordinator may check that you are taking all medicine as the doctor has ordered. If you are sick but do not need to see a doctor, you must be very careful with any over-the-counter medicines as some interfere with drug tests and some may harm your recovery.

## **Electronic Monitoring Program (EMP):**

All participants are placed on an electronic monitor in the Phase 1 of the program. The electronic monitor may also be used to help you throughout your time in the program.

WRC will pay your EMP fees unless you are on the EMP serving a jail sentence or for DOC supervision. Violations while on EMP will be reported to the WRC case manager. The Sheriff's Department EMP facilitator will place you in custody if you: (1) tamper with the device; (2) remove the device; or (3) have a positive result in the Sobriator (subjective).

## **Housing Assistance:**

The WRC can provide you with help with your housing if you need it. The WRC Team will assess your need for safe and stable housing and can refer you to emergency and recovery housing. The WRC can use program funds to help you pay for part of your housing costs for up to one year. You will be expected to pay a portion of the housing cost and to be actively engaged in treatment while receiving this help.

WRC staff and the housing facility will discuss your progress and behavior the entire time you are receiving WRC funds to help pay for it. If you are a member of the Bad River tribal community, it may be possible for you to access Bad River non-HUD tribal housing denied to those with a criminal record. Collaboration among the WRC and Bad River Tribe seeks to allow placement on the tribal housing waiting list for those with felony convictions if they complete one year of substance abuse treatment.

## **Medication Assisted Treatment (MAT):**

The WRC accepts people who choose to have Medication Assisted Treatment (MAT) as part of their treatment under the supervision of a doctor. The WRC will not provide MAT directly to you. You must participate in drug testing and medication monitoring by a partner agency to ensure that you are taking the MAT as prescribed, and you may need to complete extra treatment activities.

Medications prescribed for addiction have various levels of risk for abuse ranging from very low risk (e.g. naltrexone) to high risk (e.g. Methadone). WRC recommends that you begin with the MAT with the lowest risk possible, but WRC defers to the medical professional's opinion for each participant.

### **Residential Treatment or Incarceration Disclaimer**

Be aware that some treatment facilities or jails may refuse to provide your prescribed MAT medications to you, depending on their facility's policy. You and your MAT provider must be aware that your MAT could be interrupted. Note that it is safe to start and stop naltrexone (Vivitrol) because there is no risk of withdrawal, but if you are taking buprenorphine (Suboxone) you will experience withdrawal if it is stopped suddenly.

### **Pre-Admission MAT: Prescribed Prior to WRC Admission**

If you are taking MAT through an authorized provider before admission to WRC and they indicate that the MAT is a necessary part of your treatment, then you MUST do the following prior to admission:

1. Sign a release of information between the MAT provider and the WRC Team
2. Promote communication between the MAT provider and the WRC Team
3. Notify WRC of any change in MAT or providers
4. Understand that any abuse of the MAT (i.e., using drugs/alcohol, taking more than prescribed, giving it to others, not following the directions for taking it, or missing drug tests or counseling sessions) will trigger review of your eligibility decision by the WRC team;
5. If accepted into the WRC, you will follow all requirements listed as part of the "post admission MAT policy" below effective immediately upon WRC admission.

### **Post-Admission MAT: Prescribed After WRC Admission**

As a WRC participant, you have the option of exploring MAT as one tool in your sobriety toolbox. While participating in WRC, you can only do this if an approved MAT provider recommends it AND your MAT provider and your AODA counselor have talked about it. You may NOT make this decision on your own. If MAT is part of your recovery plan, you must follow the rules below or you could get a sanction or be removed from WRC:

1. Prior to beginning MAT, discuss the option of MAT with your counselor as part of your service plan
2. Acknowledge that the use of MAT may disqualify you from receiving some in-patient services or living at some sober housing facilities
3. With the help of the WRC Team, select a court-approved, credentialed medical professional (clinician) recognized by the American Society of Addiction Medicine, American Board of Addiction Medicine or the Substance Abuse and Mental Health Services Administration, or a physician with advanced knowledge of recovery issues

4. Sign all releases of information before the first MAT appointment is scheduled, take the medication as prescribed, and show that you are engaged in treatment and following WRC rules to achieve your recovery goals
5. Enroll in a medication management program and discuss program options with WRC staff, prescribing physician, and counselor
6. Use medications with the lowest risk of abuse for the effective treatment of your addiction disorders or mental health disorders
7. Understand that any abuse of the MAT (i.e., using drugs/alcohol, taking more than prescribed, giving medication to others, not following the directions for taking the medication, or missing urinalysis tests or counseling sessions) will trigger review of your WRC program status
8. Any misuse of MAT may result in sanctions imposed by the Court, including the possibility of WRC termination
9. Understand that if you use MAT medications incorrectly or share them with others it may result in your MAT being stopped after the WRC Team has made reasonable efforts to help you take it properly
10. If you and your doctor feel you should stop your MAT during your time in WRC, the clinician will provide documentation to the WRC Team of any conversations with the WRC participant regarding the cessation of MAT as well as the plan for stopping the MAT
11. You will never be asked by WRC to taper off your medication unless advised to do so by the MAT provider or a medical professional. Stopping MAT will not be a requirement for graduation from WRC.

## **Incentives:**

An incentive (or reward) is a way for the WRC Team to recognize that you reached a milestone or goal. Since every case is a little bit different, the Team decides which reward is best for each case. In some situations, the Team may grant more than one reward. When you participate in WRC in a positive way, you can expect the Team to recognize you in one or more of these ways:

- Positive feedback or praise from the Judge, treatment team member, or family member
- Going first in court hearings
- Applause in court
- Increase in privileges
- Lowered reporting frequency with the WRC Coordinator or Probation Agent
- Reduction in curfew
- Reduced court hearings
- Phase acceleration
- Advancement to the next phase
- Individualized reward
- Chance to mentor a new member
- Gift certificates
- Movie or family activity tickets
- Travel pass
- Art supplies
- Grocery vouchers
- Credit on WRC fees



## **Therapeutic Responses:**

Certain violations of WRC rules can result in a response focused on your drug use or recovery. These responses can include increased therapy, counseling, or treatment services including but not limited to:

- New assessment
- Adding treatment groups
- Increased outpatient treatment
- Additional social support meetings
- Residential treatment
- Referral to community agencies
- "Recommitment Phase" activities
- Journaling/homework/essays
- Behavior chain assignment(s)
- Thinking reports
- Cultural/spiritual activities
- Increased drug tests

## **Sanctions for Violation of Rules:**

Not following the rules of WRC may result in a sanction. Sanctions depend on your phase level, your risk/need level, and the rule you violated. The WRC team uses a sanctions grid that considers these and other factors to determine the best response for you. We work with you and your situation to determine your consequence and assure that the sanctions are equivalent to those received by others who had a similar violation. Equivalent does NOT always mean identical, equivalent means similar in severity. Sanctions can include, but are not limited to, the following:

- Curfew
- Electronic monitoring
- Increased supervision
- Daily reporting
- Jail (up to 7 days)
- Increased drug testing
- Warnings
- Team administrative sanctions
- Written apology
- Essay
- Make up missed treatment
- Additional court hearings
- Take away driving privileges
- Team Roundtable/Intervention
- Community service work
- Phase reduction

## **Pre-Graduation:**

During Phase 4 of the program, you will be shifting away from the program and toward the support of your community and self-care team. To assist you with your transition, you will schedule a transition planning meeting with the WRC Team about 45 days before your planned graduation. During this meeting you will learn about the reduced rules for the last 30 days of the program, and you will develop plans for the last 30 days of your program services and for beyond graduation.

## **Graduation**

When you complete all four phases and the Team recommends it, the Judge shall declare you a graduate of WRC. A graduation ceremony will be held in your honor for completing the program and to celebrate the steps you took to live a drug-free and crime-free life. You will no longer have to check in with WRC staff, but you are always welcome to call us for support or to return to support others. Recovery is a lifestyle that will need dedication and hard work long beyond your time in the program.

At your graduation ceremony, the Judge will present you with a certificate and will recognize what you have accomplished. We encourage you to invite your relatives, self-care team, and friends to join us for the ceremony and refreshments to celebrate YOU on this day. We hope that you choose to share your journey and tell others how life has changed for you since you started the program.

Depending upon the nature of your criminal case and any agreement you made with the State/District Attorney's Office, when you graduate one or more of the following can happen: dismissal of one or more of your offenses; reducing felony offense(s) to misdemeanor offense(s); jail that was ordered will not have to be served; ending probation early; or no prosecution on offenses that have been investigated by law enforcement. This list is not complete or a guarantee that one or more will happen, but these outcomes are examples of the potential legal benefits of completing WRC.

## **Termination:**

If the WRC Team recommends terminating you, the WRC staff will recommend that the District Attorney file a motion for Termination. If a motion for termination is filed, and if you choose to contest the motion to terminate, the motion will be set for a hearing in open court at which time you have a right to have an attorney present.

### **Possible Reasons for Termination:**

There are a variety of reasons that you can be terminated from the WRC that include, but are not limited to:

- You have committed a new crime;
- You are unavailable to participate in WRC for a period of time because of a new conviction, revocation or other act which impact your the ability to meaningfully and readily participate in WRC;
- You have failed to appear for WRC court hearings or program activities for more than 90 days;
- You abscond from probation, parole or extended supervision;
- You have been in the program for two years without making progress toward recovery;
- You move out of the Ashland/Bayfield area;
- You make threats of violence to staff or other participants;
- You have mental health issues that make you a danger to yourself or others, make you unable to participate in treatment, or you are declared legally incompetent;
- You do not sign the necessary releases and waivers to allow the WRC Team to monitor your progress toward recovery.

### **Automatic Termination for Participants Who Abscond:**

If you have been absent for 90 days from attending WRC activities you will automatically be terminated from the WRC through a motion. The District Attorney's Office will prepare a motion to impose any stayed jail sentence as a result of your termination from WRC. The motion will remain pending until you are in custody and appear before the Court on the outstanding warrant.

If you have been terminated based on a 90-day absence from WRC and want to re-enter the program, you can make a written request for a re-admission roundtable with the WRC Team. Your written request will outline how you will meet the expectations of WRC, the reasons why you should be readmitted, and what has changed for you that will result in a different outcome than when you participated before. The WRC Coordinator and Case Manager have a template in the WRC office to help guide you with the writing of this request. A re-admission roundtable with the Team does not guarantee reacceptance into the program.

**Due Process as To Termination:** If you are facing termination from WRC, you have certain due process rights. The WRC will allow you an opportunity to address the Court as to your termination. When making a decision about your termination, the Court will also consider the mandatory termination criteria that could exist in part due to grant funding requirements. The Ashland County District Attorney's office will notify you of your due process rights:

1. The right to be notified that the WRC Team has determined that termination is proper.
2. The right to be notified of the grounds for your termination.
3. The right to have a judicial hearing to determine if termination should occur.
4. The right to have an attorney represent you at a termination hearing. If you qualify, the Public Defender can appoint a private bar counsel or you may hire an attorney.
5. At the hearing, the burden is on the party that requests the termination to present information showing that you should be terminated from the program. The burden is the preponderance of evidence. Rules of evidence do not apply. Hearsay is allowed, but the Court will consider the reliability of any information provided. You may call witnesses or present an argument against termination. Cross-examination is also permitted. The hearing will be in open court.

If a majority of the WRC Team votes to remove you from the program based on any of the termination criteria, the WRC will send a letter to the District Attorney's Office to recommend that they file a motion to terminate you. The decision to file a motion to terminate a participant from WRC is made by the District Attorney's Office. If a motion for termination is filed and if the participant chooses to contest termination, the motion will be set for a hearing in open court at which time you have a right to have an attorney. If you choose to accept termination from the program without a hearing, you will be done immediately with WRC.

### **Alumni Association**

Upon graduation, all WRC graduates may be invited to join an Alumni Association.

***You don't get over an addiction by stopping using. You recover by creating a new life where it is easier to not use. If you don't create a new life, then all the factors that brought you to your addiction will catch up with you again.***

## **WRC Participant Handbook Receipt and Acknowledgement**

I, \_\_\_\_\_, acknowledge receipt of the Ashland Wellness & Recovery Court Participant Handbook (version February 2024). I met with WRC staff to review the handbook, I had the opportunity to ask questions, and I know how to contact WRC staff with additional questions. I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_