

ADULT DRUG COURT



STANDARD OPERATING PROCEDURES

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General Information

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Adult Drug Court Overview

Substance use is a debilitating disorder that affects not only the individual using the drug but their family and the whole community. Drug offenses such as unlawful possession, sale, use, growing and manufacturing of drugs, are a major problem on Guam. According to the Guam Police Department's 2016 Uniform Crime Report (UCR), the number of adult offenses involving drugs in 2016 was 494; a 34% increase from the 369 drug offenses in 2014. Possession of a Schedule II Controlled Substance was the second highest felony offense charged in Guam courts, with 261 cases filed as per the Judiciary of Guam's (JOG) 2016 Annual Report. Compounding the issue is the perceived correlation between drug and property crimes on Guam. The UCR recorded 3,741 property crime offenses in 2016 consisting of 1,612 burglary offenses, 1,866 larceny theft offenses, 256 motor vehicle theft offenses, and seven arson offenses. Probation officers report that a high number of property crime arrest reports reviewed also indicate an underlying substance use issue.

Guam's drug court movement began in the mid-1990's with the emergence of the "ice" (crystal methamphetamine) epidemic. In response to the epidemic, Guam legislators took an immediate stance on arrests related to crystal methamphetamine, creating one of the most restrictive and punitive statutes. A pro-arrest policy, mandatory sentencing guidelines, and mandatory confinement procedures were immediately instituted under Public Law 24-149, which was enacted March 25, 1998. There were no deferred plea considerations, nor were there considerations made relative to the volume of drugs offenders possessed at the time of arrest.

The Judiciary initiated a specialized court docket to deal with the influx of offenders; developed alternative sentencing programs in the early 1980's that focused on anger and stress management, crime prevention, and alcohol treatment; created a Drug Unit within the Probation Services Division in December 2002 to deal specifically with drug offenders on probationary or pre-trial status; developed policies for mandatory urinalysis testing and reporting procedures; established drug educational programs for adults in March 1999; and developed therapeutic drug programs for juveniles in October 2001 (Great Teens Program). Thereafter, the JOG was awarded funding from the Bureau of Justice Assistance to implement Guam's first Adult Drug Court. In August 2003, Guam held its first Adult Drug Court session.¹

The effectiveness of Adult Drug Courts is not a matter of conjecture. We know beyond a reasonable doubt that Drug Courts significantly reduce drug use and crime and do so with substantial cost savings.² Modeled after the National Association of Drug Court Professionals' 10 Key Components and Best Practice Standards, ADC utilizes evidence-based treatment, drug and alcohol testing, and judicial monitoring in order to promote successful therapeutic interventions, treatment engagement and recovery. Drug courts are also dependent upon the creation of a non-adversarial courtroom atmosphere where a single judge and a dedicated team work together toward a common goal of breaking the cycle of drug abuse and criminal behavior.

¹ NPC Research, Inc. (2005). Guam Adult Drug Court Process Evaluation Final Report. Hagatna, Guam: Carey, S., & Waller, M.

² National Association of Drug Court Professionals. Research Update on Adult Drug Courts. Alexandria, VA: Marlowe, D.

Guam's ADC is a voluntary four-phased intense, comprehensive, strengths-based approach to substance abuse treatment.

Mission Statement

The mission of the Adult Drug Court is to hold criminal offenders accountable for their behavior, to cease criminal activity related to the abuse of alcohol and drugs, and to increase the likelihood of successful rehabilitation through immediate, continuous, and intensive supervision. Through a committed collaborative team approach, we will work diligently to aid in our participants' successful recovery and re-integration into the community as productive, law-abiding citizens.

Adult Drug Court Goals

- To address the participant's substance use disorder.
- To ensure that participants develop recovery skills needed to successfully reintegrate into the community.
- To provide access to coordinated services to support the participant's employment, educational, and physical/mental health needs.
- To reduce substance abuse and criminal activity among judicially involved participants.

ADC Population

ADC works with adult participants who have been assessed to be of **high criminogenic risk** with a **high need for treatment**, charged with drug and/or alcohol offenses or other offenses related to their drug and/or alcohol use, and are facing criminal prosecution.

Program Components

The ADC program design is based on the National Association of Drug Court Professionals' (NADCP) 10 Key Components as its guiding principles. The Key Components are as follows:

1. Integrate alcohol and other drug treatment services with justice system case processing. The ADC Team combines judicial supervision, prosecutorial and public defender services, treatment services, case management and probation services to promote recovery through a coordinated response to participants' criminal activity and substance abuse.

2. Use a non-adversarial approach where prosecution and defense counsel promote public safety while protecting participants' due process rights. Guam's Office of the Attorney General, the Public Defender Services Corporation, and Alternate Public Defender are committed to participating in the team approach, which advocates for the participant's recovery. Each agency has designated a specific attorney to be a member of the ADC team. The assigned Assistant Attorney General screens all potential cases for legal eligibility. Defendants found to be legally eligible meet with their defense attorney to discuss the ADC program requirements, legal and

treatment implications of entering the program, and the defendant's desire to enter into the program. The defense attorney coordinates the clinical screening with the ADC Coordinator and continues to advocate for their clients throughout their participation in the program.

3. Identify eligible participants early and promptly for immediate placement into the program. The Judiciary of Guam has designated two Judges to serve as Adult Drug Court Judges. Legal screenings and clinical assessments are conducted to expedite entry into ADC.

4. Provide access to a continuum of treatment and rehabilitation services. ADC provides a continuum of care through judicial supervision, participant attendance at sober support activities, individual and group therapy sessions, and family education group sessions. Therapists are contracted by the Judiciary of Guam to conduct group therapy sessions using evidence-based models, such as the Matrix Model which is proven effective for the treatment of stimulant substances like methamphetamine and cocaine. Individual counseling sessions are provided to each participant upon entry and are also available throughout the program, if needed. Peer recovery support services are also available through the non-profit organization, TOHGE and New Beginnings, the Drug and Alcohol Treatment Division of the Guam Behavioral Health and Wellness Center. If a participant demonstrates a need for increased therapeutic services by the therapist or treatment team, appropriate referrals are made for additional assessments, inpatient treatment, or other support and rehabilitative services.

5. Monitor abstinence by frequent drug testing. Frequent and random drug and alcohol testing is an important component of ADC. All ADC participants are required to undergo random drug and/or alcohol testing on a weekly basis. The Judiciary of Guam Probation Services Division conducts drug testing through the use of urinalysis, saliva, and Breathalyzer tests. The samples from any presumptive positive drug test, which the participant chooses to challenge, are secured and sent to a laboratory for confirmatory testing.

6. Coordinate court and treatment program responses to participant's compliance or lack of compliance. Guam's ADC recognizes the importance of incentives and sanctions in supporting program compliance. Incentives are used to recognize and reward forward movement in the program. Sanctions are used to address non-compliance and as a tool to develop individual accountability to the program. The ADC team meets to discuss the participants' progress in the program and to discuss treatment plan recommendations, as necessary.

7. Require ongoing judicial interactions with drug court participants. The Adult Drug Court Judges assume the lead role in the ADC Program. ADC participants appear before the ADC Judges according to the following general phase requirements:

Phase I – Weekly

Phase II – Twice a month

Phase III – Monthly

Phase IV – Monthly

ADC participants are scheduled for court hearings before ADC Judges immediately, in the event of program violations.

8. Monitor and evaluate achievement of program goals and program effectiveness. The ADC team collects data to evaluate and monitor achievement of program goals and to evaluate the success of the program. ADC participants also provide program feedback during exit interviews and surveys.

9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations. Members of the ADC team assess priority training needs on a regular basis. Each year, team members attend the RISE Conference, the world's premier conference on addiction, mental health, and criminal justice reform, sponsored by All Rise, formerly known as the National Association of Drug Court Professionals. Team members also attend local trainings relevant to community supervision, cultural and linguistically appropriate services, trauma, substance use treatment services, motivational interviewing, and grants management.

10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness. Guam's ADC has received support from the Guam Chamber of Commerce in recognizing the achievements of the ADC graduates. Partnerships with the Lighthouse Recovery Center, and Guam Behavioral Health and Wellness Center provide additional therapeutic options. The Department of Public Health and Social Services provides necessary health and medical services. TOHGE, a non-profit organization, is also available for peer recovery support services for ADC participants. Community-based sober support activities are also a critical resource for the participants.

Roles and Responsibilities

Judicial Officer

- Serve as team leader of the ADC team
- Oversee the overall progress of participants
- Keep colleagues and the community informed about the Adult Drug Court
- Educate team members and participants about courtroom policies and procedures
- Hold participants accountable
- Offer project leadership and direction in program policy development
- Preside over the ADC hearings, case staffing, and treatment team meetings
- Impose appropriate incentives and sanctions
- Establish a rehabilitative relationship with each participant through intensive interaction during court appearances
- Review treatment progress and address it directly with the participant in court, considering the recommendation with the ADC team
- Ensure participants' compliance with the ADC program rules
- Provide encouragement and motivation to each ADC program participant

ADC Coordinator

- Participate fully as a drug court team member
- Administer and monitor daily operations of the drug court
- Ensure participants are screened and evaluated in accordance with the policies and procedures
- Assist in the budget and grant writing processes
- Maintain files, inclusive of auditing a sample of files quarterly
- Oversee record keeping and conduct statistical reporting at least every 6 months
- Identify and allocate resources
- Oversee budgeting and evaluation efforts to maximize efficiency in operations
- Help establish common goals among drug court partners and stakeholders (e.g., justice, law enforcement, treatment, community service providers) to improve supervision and agency coordination
- Consult with Drug Court Judge(s) on a wide range of organizational and managerial issues including but not limited to drug court efficiency and internal/external quality assurance
- Organize and coordinate trainings for the drug court team
- Attend and participate in meetings, conferences, and committees as the drug court representative

ADC Case Manager / Probation Officer

- Assist Program Manager in implementing daily operations of drug court
- Conduct participant screening for program eligibility
- Develop individualized case plans, identify treatment and intervention services needed, counsel participants, and make recommendations to the court
- Identify and recommend appropriate resources to minimize problems and develop a plan of action for services and follow-ups
- Monitor progress and compliance of the ADC participant
- Prepare a status report of ADC participants prior to scheduled court hearings
- Facilitate participants with access to services
- Work closely with Judicial Officers, court personnel, and other social, health, education and employment service agencies to meet participants' needs
- Coordinate drug testing of participants
- Prepare appropriate incentives and sanctions for the participant
- Coordinate case staffing and hearings
- Assist with the planning and organizing of meetings to include team trainings, graduation, and other events
- Assist in the communication with program evaluators, partners, and other stakeholders
- Attend and participate in meetings to discuss various court-related issues including drug court management, coordination of community services, and procedural changes

Assistant Attorney General

- Ensure adherence to local laws
- Assist in identifying eligible participants
- File all motions and petitions required for defendant's involvement in the drug court
- Assist in case related decision making

Defense Attorney

- Represent and safeguard participants' interests throughout the process
- Make participants aware of the benefits of the drug court
- Keep participants informed about court procedures
- Encourage participants to participate and complete the drug court program
- Handle any related criminal charges against participants
- Assist with case related decision making

Treatment Providers

- Develop and review assessment-driven treatment plans in accordance with the drug court model
- Conduct group and individual therapy utilizing manualized and evidence-based treatment based on ASAM level of care
- Communicate participants' progress in treatment, including the results of drug tests, and other relevant information
- Determine the appropriate substance use disorder and/or behavioral health treatment and continuum of care for participants
- Collaborate with Case Managers and Probation Officers to determine need for services
- Communicate with ADC Team to ensure continuity of care
- Participate in staffing and hearings
- Educate the team on relevant issues regarding treatment modalities, relapse, and substance use disorders

ADC team members shall stay current with trends in treatment courts nationally as well as any changes and advances in the treatment of addictions. ADC staff shall undergo Adult Drug Court orientation as indicated in Attachment A.

Program Eligibility Criteria

Adult Drug Court I

- Prospective participant is at least 18 years of age.
- Prospective participant is a resident or plans to be a resident of Guam for the duration of the program.
- Eligible charges are limited to felony Possession of a Controlled Substance or felony Possession of a Controlled Substance with non-disqualifying misdemeanors.
- Prospective participant has no prior convictions that are sexual in nature.
- Prospective participant has no felony convictions in the 10 years prior to legal screening.
- Prospective participant is not currently serving a prison sentence at the time of legal screening.
- Prospective participant has no felony convictions of violence as defined by the federal standard of violent offender.
- Prospective participant has no felony convictions involving drugs.

- Prospective participant has no pending felony charges of violent and/or sex crimes, and no pending distribution, manufacturing or intent to distribute charges pursuant to 9 GCA §67.401(a).
- Prospective participant has been screened and determined to be of HIGH criminogenic risk and assessed to have a HIGH need for treatment.
- Prospective participant has the ability and voluntarily agrees to participate in the program.

Adult Drug Court II

- Prospective participant is at least 18 years of age.
- Prospective participant is a resident or plans to be a resident of Guam for the duration of the program.
- Prospective participant is charged with a 3rd Degree or lesser felony that is not otherwise a disqualifier.
- Prospective participant has no distribution, manufacturing, or intent to distribute convictions.
- Prospective participant has no prior felony convictions that are violent or sexual in nature.
- Prospective participant has no pending felony charges of violent and/or sex crimes and no pending distribution, manufacturing or intent to distribute charges pursuant to 9 GCA §67.401(a).
- Prospective participant has the ability and voluntarily agrees to participate in the program.
- Prospective participant has been assessed for clinical eligibility and found to be of HIGH criminogenic risk and has a HIGH NEED for treatment.

Disqualification Criteria

- Prospective participant has been convicted of a violent crime or has a violent felony criminal history as defined by federal statute 42 U.S.C. Section 3797u-2 and 9 GCA 80.37.2(c).
- Prospective participant is a perpetrator of sexual abuse as defined by Title 9 GCA Chapter 25.
- Prospective participant has a chronic or terminal medical condition requiring extensive medical treatment, such that it impairs her/his ability to meet treatment or court requirements.
- Prospective participant is suffering from severe psychiatric symptoms such that their ability to meaningfully participate in the program is impaired.

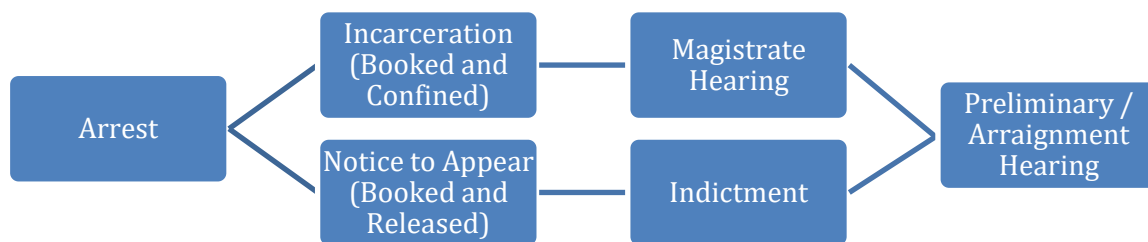
Confidentiality

The confidentiality of substance use and mental health records is governed by federal law. ADC shall comply with all applicable requirements of federal regulations, specifically, 42 C.F.R. Part 2 of the Code of Federal Regulations which governs the confidentiality of substance use patient records and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Parts 160 & 164. Confidentiality requirements apply to participant staffing and hearings. Those requesting to observe ADC staffing or court hearings must receive prior approval and be willing to sign a confidentiality agreement form (Attachment B).

Procedures regarding release of participant information are as follows:

1. Participant information is not given out over the phone or released in any form to any unidentified or unknown parties without proper releases of information.
2. Participants not covered by a signed release of information, including friends, employers and family members, calling to request information on participants will be advised that we can neither confirm nor deny that the person is in drug court.
3. Phone messages and/or email for the participant do not state that they are from drug court.

Pre-Trial Process Map



1. Arrest

- The Guam Police Department responds to a complaint and may detain the defendant at the Department of Corrections until his/her Magistrate Hearing or release the defendant and give them a Notice to Appear at a scheduled Preliminary Hearing.
- The Guam Police Department forwards the police report to the Attorney General's Office. The Attorney General has the discretion to charge out the crime.
- If AG's proceeds to charge out the crime, they file a Magistrate Complaint with the court. That Complaint provides the defendant's name, age, the charges filed, and a declaration of the alleged crime.
- Probation researches the defendant's legal history and completes the Ohio Risk Assessment System Pre-Trial Assessment Tool (ORAS PAT) to assist the judge in determining the defendant's release or remand at the Magistrate Hearing.

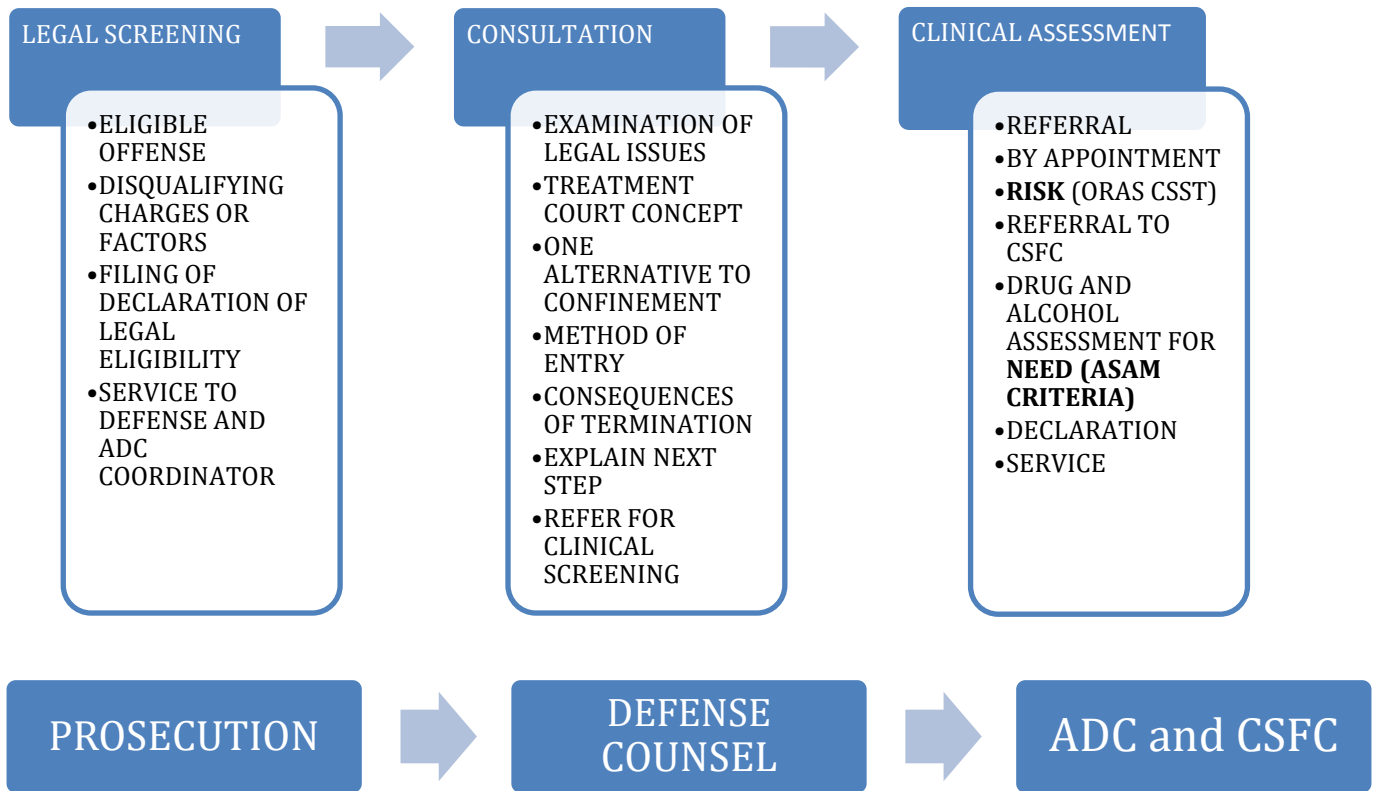
2. Magistrate Hearing

- The Magistrate Hearing is heard by the Magistrate Judge with Probation and the Attorney General present.
- If the defendant was detained at the time of the arrest, the Magistrate Hearing must be held within 48 hours (excluding weekends and holidays) of arrest.
- If the defendant was given a Notice to Appear at the time of arrest, an Arraignment Hearing must be set within the statutory limitation.
- At the Magistrate Hearing, the charges brought against the defendant are read, a defense attorney is appointed if needed, and the defendant is released or detained. The defendant is given pre-trial release conditions by the judge that he/she must adhere to until the case is adjudicated. These conditions are outlined on the Pretrial Release form that is completed by the Court and Probation Officer during the hearing and given to the defendant for their review and signature of acknowledgement after the hearing.

3. Arraignment Hearing

- If the defendant is indicted on felony charges an Arraignment is held. Also present at the hearing are representatives from the Probation Services Division, the Attorney General's Office, and the defense attorney.
- At the Arraignment Hearing, the felony charges brought against the defendant are read, a defense attorney is appointed, and the defendant is released or detained.
- If released, the defendant is given pre-trial release conditions by the judge that he/she must adhere to until disposition. These conditions are outlined on the Pretrial Release form that is completed by the Court and Probation Officer during the hearing and given to the defendant for their review and signature of acknowledgement after the hearing.

Screening, Assessment, and Admission Process



Screening, Assessment and Admission Process:

1. Screening for legal eligibility.

The Attorney General’s Office reviews the case and defendant information to determine legal eligibility for the Adult Drug Court. Defense counsel may also request that the Attorney General’s Office review a case that has not already been reviewed for legal eligibility.

The first inquiry is whether the defendant is charged with an eligible offense. The second inquiry is whether there are other disqualifying charges or factors.

The defense counsel, defendant, and Adult Drug Court Coordinator are notified immediately if the defendant is found to be legally eligible or ineligible via filing and service of a Declaration of Legal Screening by the Office of the Attorney General. The defense counsel **shall** consult with the defendant prior to the clinical screening. The consultation shall include examination of the legal issues, an explanation of ADC program as one alternative to confinement, explanation of the method of entry, explanation ADC requirements, and explanation of the possible consequences of termination from ADC.

The eligible participant is referred by their counsel to the Adult Drug Court Program for clinical assessment upon completion of legal consultation.

However, even if an individual is legally eligible for the Adult Drug Court, clinical assessment and admission may be subject to limitation based on availability of resources. In such circumstances, notwithstanding Rule 4.5, clinical screening and assessment and admission to ADC may be delayed or denied until sufficient resources become available.

2. A two-part screening and assessment process is used to determine clinical eligibility. Screening for criminogenic risk and an assessment for treatment need are conducted utilizing validated assessment tools.

- a. The prospective participant receives orientation from the Adult Drug Court Coordinator, Case Manager, or Probation Officer to determine whether there is interest in the program. The screener utilizes the ADC Case Info, Biodata, and Background form to gather biographical data and background information (Attachment C)
- b. The prospective participant is screened for criminogenic risk using the Ohio Risk Assessment System (ORAS) Community Supervision Screening Tool (CSST) (Attachment D). Defendants with a HIGH score are found to be of HIGH RISK. The ADC screener also utilizes the Mental Health Screening Form III to identify potential co-occurring disorders and other mental health history. (Attachment E)
- c. ADC then refers the prospective participant to the Client Services and Family Counseling (CSFC) Division for a Drug and Alcohol Assessment. The CSFC assessor will utilize the American Society of Addiction Medicine Criteria to determine if the prospective participant has a HIGH NEED for treatment, the recommended level of care., point of treatment entry, and if the prospective participant is not appropriate for ADC because of exceptional circumstances and/or exceptional clinical needs.
- d. Upon completion of the clinical screening and assessment, a Declaration is filed by the Adult Drug Court Staff indicating the participant's clinical eligibility or ineligibility. (Attachment F) The Declaration is then served upon the Attorney General's Office and defense counsel via email.

3. Defendant voluntarily accepts recommended ADC track.

If the defendant voluntarily accepts the ADC track they are eligible for, the following will occur:

- a. A Change of Plea hearing will be scheduled by the assigned Pre-Trial Judge. The defendant will plead guilty. If the defendant is entering ADC I, the judge will defer acceptance of the defendant's guilty plea. If the defendant is entering ADC II, the guilty plea will be accepted. The defendant will then be placed on supervised probation and required to participate in the program. The defendant is now considered an ADC participant.
- b. Within 2 working days of the Change of Plea or the participant's release, ADC staff meet with the participant and review and explain the program rules, expectations, and participant

requirements. During this meeting, the participant will be provided with the participant handbook which includes the following:

- Authorization for Use, Disclosure and Re-disclosure of Protected Health, and Ancillary Services Form (Attachment G)
 - ADC Program Rules
 - Weekly Requirements
 - Phase Structure and Criteria for Promotion and Graduation
 - Possible Incentives and Sanctions
 - Termination Process
 - Drug Testing Protocol
 - Grievance Procedures
 - Frequently Asked Questions
 - ADC Staff Contact Information
- c. An appointment to conduct and complete the Substance Abuse and Mental Health Services’ (SAMHSA) Government Performance and Results Act (GPRA) survey tool is provided within one week after intake. Upon completion, ADC staff will enter GPRA information into SAMHSA’s Performance Accountability and Reporting System (SPARS).
- d. The ORAS Community Supervision Tool (ORAS-CST) is administered within two weeks after intake. (Attachment H) Implementation of ORAS-CST will be in adherence to the ORAS manual. ORAS-CST was designed to assist in both the designation of supervision level as well as to guide case management for offenders in the community. These goals are accomplished by establishing priorities in the management of dynamic risk factors based on the likelihood of recidivism. The following scoring guide determines the participant’s level of risk:

Risk Categories for MALES		Risk Categories for FEMALES	
Scores	Rating	Scores	Rating
0-14	Low	0-14	Low
15-23	Moderate	15-21	Low/Moderate
24-33	High	22-28	Moderate
34+	Very High	29+	High

An individualized case plan (Attachment I) is developed using the results of the ORAS-CST and Drug and Alcohol Assessment utilizing ASAM criteria. Additional wrap around services needed, including but not limited to assistance with transportation, childcare, education, substance abuse treatment aftercare, or obtaining government identification, will also be noted in the participant’s case plan. Access to these services will be based on the availability of funds and the funding source.

Case Staffing and Court Hearings

Case staffing provides a setting for the ADC team to discuss the participant's progress and compliance in the program and any current issues that require immediate attention, including positive urinalysis, saliva, and breathalyzer results with recommendations for incentives, sanctions or assessments for therapeutic adjustments. Case staffing will occur once a week and will precede the participant's Further Proceedings hearing. The purpose of case staffing(s) is as follows:

- Discuss information contained in ADC Status Reports;
- Identify/discuss/prioritize issues impacting case progress;
- Identify the participant's resource needs for facilitating program compliance and prioritized issues;
- Review current program status to determine if advancement to the next Phase is warranted;
- Identify if a reward or sanction is warranted and if so, what the reward or sanction should be;
- Schedule the next case staffing and further proceedings hearing;
- Make recommendations for future actions.

The Further Proceedings hearing provides a setting for the court to carry on a dialogue with the participants as to their progress, compliance and success in the program. It is also a time when the participant is commended for doing well or sanctioned for rule infractions.

The ADC is structured around a team concept and there is an expectation that all team members will communicate regularly through telephone, electronic mail, or team meetings on a participant's status in the program. ADC I staffing is scheduled every Friday at 8:30am followed by Further Proceeding hearings which begin at 9:30am. ADC II staffing are held every Thursday at 8:30 am, followed by Further Proceedings at 9:00am. However, the day and time may change according to the court's availability and subject to proper notice.

The frequency of staffing and Further Proceedings hearings are determined by the participant's Phase in the program:

	Further Proceedings
Phase I:	1 x per week
Phase II:	2 x per month
Phase III:	1 x per month
Phase IV:	1 x per month

In addition, any participant in any phase may be heard on any ADC court day, as needed.

The ADC Coordinator is responsible for the coordination of case staffing and Further Proceeding hearings. The ADC Judges are responsible for overall leadership during the staffing process and Further Proceedings. The ADC staff will distribute an ADC Status Report (Attachment J) to the

team, describing participant engagement in the program, compliance with weekly requirements, and progress in treatment, and any other relevant participant issues.

Program Structure

ADC is composed of four phases. Participants must meet minimum requirements to complete each phase and promote to the next phase. Each phase consists of court hearings, treatment, and supervision requirements.

Requirements for each phase are described below. As progression is made through the program, the case plan may be revised or updated as the participant's needs change. In order to promote phases, the participant must complete an Application for Promotion. (Attachment K)

During each phase, the ADC Case Manager will schedule weekly case management meetings with the participants for status updates. At this meeting, the ADC Case Manager will discuss treatment status, goals, compliance protocols, and any concerns the participant may have. The ADC Case Manager/Probation Officer will document the meeting utilizing the ADC Case Management form (Attachment L).

Treatment

ADC participants will be required to actively engage in treatment, as recommended by ADC treatment providers. Upon entry, if warranted, participants will be scheduled to undergo a complete a drug and alcohol re-assessment using the ASAM criteria with an ADC treatment provider to determine their treatment needs and develop a treatment plan. Otherwise, Drug and Alcohol Assessments conducted to determine clinical eligibility will be utilized to develop a treatment plan. Participant treatment plans may include, but may not be limited to, group therapy sessions, individual, family and/or couples counseling sessions, sober support attendance, detoxification, and/or residential treatment.

Throughout the participant's time in the program, and depending on, or in response to participant needs, reassessments will be conducted, and therapeutic adjustments may be recommended. Failure to complete assessments, failure to engage in treatment, and/or failure to follow treatment recommendations may be considered violations and the participant may be subject to sanctions.

Adult Drug Court I Phases

PHASE I:

Minimum 8 Weeks

Requirements

- Participant must meet with Case Manager once per week.
- Participant must attend Further Proceeding hearings once per week.
- Frequent and random drug testing is conducted with a minimum of three tests per week.
- Participant must complete initial drug and alcohol assessment using the ASAM criteria and follow recommended treatment plan, including, but not limited to, group therapy, individual counseling, and/or detoxification or residential treatment.

Criteria for a participant to promote from Phase I to Phase II are:

- A minimum of 10 consecutive negative drug tests
- A minimum of 8 meetings with the Case Manager
- A minimum of 14 days of sobriety as verified by substance use testing
- Updated case plan
- Established treatment goals
- Recommendation for Promotion to Phase II by the ADC Team and approval by the ADC Judge

Phase I is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE II

Minimum 10 Weeks

Requirements

- Participant must meet with Case Manager once per week.
- Participant must attend Further Proceeding hearings once per week.
- Frequent and random drug testing is conducted with a minimum of three tests per week.
- Participant must complete re-assessments as needed and comply with recommended treatment plan.

Criteria for Participant to promote from Phase II to Phase III:

- A minimum of 14 consecutive negative drug tests
- Completed a minimum of 10 meetings with the Case Manager
- Minimum of 30 days of sobriety as verified by substance use testing
- Updated case plan
- Completed a minimum of 8 recreational therapy hours
- Recommendation for Promotion to Phase III by the ADC Team and approval by the ADC Judge

Phase II is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE III

Minimum 10 Weeks

- Participant must meet with Case Manager once per week.
- Participant must attend Further Proceedings hearings twice a month.
- Random drug testing is conducted with a minimum of two times per week or as recommended by the ADC team.
- Participant must complete re-assessments as needed and comply with recommended treatment plan.
- Participant must attend 4 hours of recreational therapy per month.

Criteria for Participant to Progress from Phase III to Phase IV:

- A minimum of 14 consecutive negative drug tests
- Completed a minimum of 8 recreational therapy hours
- Completed a minimum of 10 meetings with the Case Manager
- Minimum of 45 days of sobriety as verified by substance use testing
- Updated case plan
- Participant must be actively searching for employment or taking steps to acquire vocational training
- Recommendation for Promotion to Phase IV by the ADC Team and approval by the ADC Judge

Phase III is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE IV

Minimum 20 Weeks

Requirements

- Participant must meet with Case Manager once every other week.
- Participant must attend Further Proceedings hearings once a month.

- Random drug testing is conducted with a minimum of two times per week or as recommended by the ADC team.
- Participant must complete re-assessments as needed and comply with recommended treatment plan
- Participant must attend 4 hours of recreational therapy per month.
- Participant must be actively searching for employment or taking steps to acquire diploma or other certifications for employment

Criteria for participant to complete Phase IV and apply for graduation:

- A minimum of 20 consecutive negative drug tests
- Completed a minimum of 10 meetings with the Case Manager
- Completed a minimum of 8 hours of recreational therapy
- Development of an After Care plan
- A minimum of 90 days of sobriety as verified by substance use testing
- Participant must be actively searching for employment or taking steps to acquire vocational training
- Recommendation for Graduation by the ADC Team and approval by the ADC Judge

Phase IV is completed when the participant fulfills all phase completion criteria. The participant may then apply for graduation.

GRADUATION FROM ADC I

Participants who successfully complete the program's tracks and achieve case plan goals are eligible for graduation from Adult Drug Court I. The graduation date is determined by the Adult Drug Court Judge. Dismissal of the charges will be granted upon successful completion of all drug treatment phase requirements. The Case Manager and treatment provider will certify to the Judge of a participant's completion of the drug treatment program. The participant will be required to attend a graduation ceremony as recognition and certification of success and completion of the program. The Judge will, on motion of the defense counsel, dismiss and expunge the record of the criminal charges against the defendant. The case will be deemed closed and dismissed at this point.

To be certified as eligible for graduation, a participant must have achieved the following:

- Compliance with treatment and supervision
- A minimum of ninety (90) consecutive days of verified sobriety from drug and alcohol use
- Maintain prosocial activity
- Maintain recovery network
- Maintain areas as needed; such as employment, parent/family support, vocational training, and education
- Completed all required community service
- Paid all fees owed to the Superior Court of Guam
- Made all restitution payments to the Superior Court of Guam, if applicable

- Any other requirements ordered by the Court

Adult Drug Court II Phases

PHASE I

Minimum 10 Weeks

Requirements

- Participant must meet with Probation Officer or Case Manager once per week.
- Participant must attend Further Proceeding hearings once per week.
- Frequent and random drug testing is conducted with a minimum of three tests per week.
- Participant must complete initial drug and alcohol assessment using the ASAM criteria and follow recommended treatment plan, including, but not limited to, group therapy, individual counseling, and/or detoxification or residential treatment.

Criteria for a participant to promote from Phase I to Phase II are:

- A minimum of 10 consecutive negative drug tests
- A minimum of 10 meetings with the Probation Officer or Case Manager
- Compliance with current treatment plan
- A minimum of 16 days of sobriety as verified by substance use testing
- Updated case plan
- Recommendation for Promotion to Phase II by the ADC Team and approval by the ADC Judge

Phase I is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE II

Minimum 17 Weeks

Requirements

- Participant must meet with Probation Officer or Case Manager once per week.
- Participant must attend Further Proceeding hearings every other week
- Frequent and random drug testing is conducted with a minimum of three tests per week.
- Participant must complete re-assessments as needed and comply with recommended treatment plan

Criteria for Participant to promote from Phase II to Phase III:

- A minimum of 14 consecutive negative drug tests
- Completed a minimum of 15 meetings with the Probation Officer or Case Manager
- Completed a minimum of 8 recreational therapy hours

- Minimum of 30 days of sobriety as verified by substance use testing
- Updated case plan
- Recommendation for Promotion to Phase III by the ADC Team and approval by the ADC Judge

Phase II is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE III

Minimum 16 Weeks

- Participant must meet with Probation Officer or Case Manager once per week.
- Participant must attend Further Proceeding hearings once per month
- Frequent and random drug testing is conducted with a minimum of two tests per week.
- Participant must complete re-assessments as needed and comply with recommended treatment plan

Criteria for participant to promote from Phase III to Phase IV:

- A minimum of 15 consecutive negative drug tests
- Completed a minimum of 15 meetings with the Probation Officer or Case Manager
- Completed a minimum of 8 recreational therapy hours
- Minimum of 45 days of sobriety as verified by substance use testing
- Updated case plan
- Recommendation for Promotion to Phase III by the ADC Team and approval by the ADC Judge

Phase II is completed when the participant meets all promotion criteria and is in compliance with his/her treatment plan. The participant must apply for promotion to the next phase.

PHASE IV

Minimum 25 Weeks

Requirements

- Participant must meet with Probation Officer or Case Manager once every other week.
- Participant must attend Further Proceeding hearings once per month
- Frequent and random drug testing is conducted with a minimum of two tests per week.
- Participant must complete re-assessments as needed and comply with recommended treatment plan

Criteria for participant to complete Phase IV:

- A minimum of 20 consecutive negative drug tests
- Completed a minimum of 8 recreational therapy hours
- Completed a minimum of 12 meetings with Probation Officer or Case Manager
- Minimum of 90 days of sobriety as verified by substance use testing
- Completion of treatment as determined by treatment provider
- Development of a comprehensive continuing care plan

Phase IV is completed when the participant has completed treatment and has meet all criteria for graduation. The participant must apply for graduation.

GRADUATION FROM ADC II

Participants who successfully complete the program's phases and achieve case plan goals are eligible for graduation from Adult Drug Court II. The graduation date is determined by the Adult Drug Court Judge. An early closure of probation will be granted upon successful completion of all drug treatment phase requirements. The Probation Officer or Case Manager and treatment provider will certify to the Judge of a participant's completion of the drug treatment program. The participant will be required to attend a graduation ceremony as recognition and certification of success and completion of the program. The Judge will, on motion of the defense counsel, grant an early closure of the defendant's probation. The case will be deemed closed at this point. ADC II cases are not eligible for expungement or dismissal.

To be certified as eligible for graduation, a participant must have achieved the following:

- Completion of treatment and compliance with supervision
- A minimum of ninety (90) consecutive days of proven sobriety from drug and alcohol use
- Maintain prosocial activity
- Maintain recovery network
- Maintain areas as needed; such as employment, parent/family support, vocational training, and education
- Completed all required community service
- Paid all fees owed to the Superior Court of Guam
- Made all restitution payments to the Superior Court of Guam, if applicable
- Any other requirements ordered by the Court

Incentives and Sanctions

All incentives and sanctions used by ADC are designed to target a specific behavior and to reinforce stability, build self-confidence, self-esteem, and a feeling of accomplishment, or in the alternative, eliminate substance abuse, dishonesty and encourage growth and stability by not repeating the behavior that incurred the sanction. The ADC will ensure that sanctions are applied in a fair, certain, proportionate, and immediate manner.

These policies and procedures do not limit or inhibit the court's inherent power to punish for contempt of court for violation of a court order. Incentives and sanctions are recommended by drug court team members based upon the information presented to them at the weekly staffing. The incentive/sanction is presented to the court for its consideration at the further proceedings hearing. The following are suggested incentives and sanctions:

Incentives:

- Decreased drug testing requirements
- Accolades from the Judge
- Decreased further proceedings hearings
- Certificate of promotion
- Recognition certificates for specific achievement
- Community service credit hours
- Listed at the beginning of court docket: first to be heard, first to leave hearing
- Round of applause in court
- Phase length reduced
- Tangible incentives, including but not limited to, gas coupons, food coupons, personal hygiene products, household cleaning items, laundry supply items, family-oriented activity coupons, and bus passes.

The types of incentives utilized will be dependent on the availability of funds and the funding source. Procured incentives will be stored and kept in a secure, locked filing cabinet accessible only to the ADC Coordinator. An inventory of all incentives on hand will be managed and logged by the ADC Coordinator in adherence to JOG Procurement rules and regulations. A report of the inventory of incentives will be provided to the JOG Procurement Division quarterly. All participants receiving an incentive will be required to acknowledge receipt of the incentives. Records of receipt will be kept in the participant's file.

Upon disbursement, the following will be immediately entered by the Case Manager or Probation Officer into the Judiciary's electronic case management system:

1. specific incentive received,
2. date received, and
3. specific reason for the reward.

Sanctions can include but are not limited to the following:

- Increased further proceedings hearings
- Increased case manager meetings

- Verbal reprimand or verbal warning
- Closely monitor community service or job search
- Written reports, such as book reports, reflection papers, or essays
- Judicial warning
- Additional community service
- Increase sober support activities and report on each activity
- Increase drug testing
- House arrest
- Imposition of a curfew
- Electronic monitoring
- Responsibility time, such as jail or day confinement or sitting in court proceedings
- Phase refresh
- Termination from the ADC program

Upon implementation of a sanction, the following will be immediately entered by the Case Manager or Probation Officer into the Judiciary's electronic case management system:

1. specific sanction received,
2. date received, and
3. specific reason for the sanction.

Drug Testing

ADC operates on the principle that testing is central to the court's monitoring of the participant's compliance. It gives the participant immediate information about his or her own progress, making the participant active and involved in the recovery process rather than a passive recipient of services. Timely and accurate test results promote frankness and honesty among all parties.

Upon entering ADC, participants receive a clear and comprehensive explanation of their rights and responsibilities related to drug and alcohol testing. This information is described in the participant's contract and handbook. This information is also reviewed with the participant periodically during the case management meetings.

The Probation Services Division will administer the urinalysis (UA) drug testing and Breathalyzer testing. Drug testing will be administered on a frequent and random basis with established minimum tests per week in accordance with program phase and best practice standards. Refer to the drug testing standard operating procedure created by the Probation Services Division for further detailed information.

ADC participants will be scheduled for drug and/or alcohol testing according to a schedule developed by a randomizer. Participants will be informed of the testing notification process by their Probation Officer or Case Manager at the time of intake. The program will adhere to the required testing frequency in the respective phases.

The Adult Drug Court Program routinely utilizes a 5-panel urine drug screening test kit. A 12-panel test may be used randomly to test for a broader range of substances. Saliva drug test kits are also randomly used with participants and in cases where the participant is unable to provide a urine sample.

Breathalyzer screening will be administered on a random basis or upon reasonable suspicion of alcohol use by the participant.

All drug and alcohol test results will be recorded in the Judiciary's electronic case management system.

Testing by Treatment Providers

- All participants are expected to comply with the treatment provider's request to submit to drug or alcohol testing. The treatment provider will be responsible for informing the ADC staff of testing results on a weekly basis. The response of the court will be treated in the same manner as if the tests were performed by the Probation Services Division. If a test is scheduled by the treatment provider and ADC for the same day, the participant will not be required to submit to both and the ADC staff may accept the test result communicated by the treatment provider.
- Participant(s) in inpatient treatment or where random drug and alcohol testing are done consistently and meet the required testing schedule may not have to participate in additional ADC testing. Participant(s) will be required to begin calling the Adult Drug Court Testing Line the day after they are discharged or have graduated from an inpatient or residential program.

Failure to Test

Participant(s) who miss a test, are unable to produce a valid sample, or avoid the test in other ways after having been given ample opportunity to provide a valid sample, will be noted as non-compliant. Any of the above circumstances will be treated as a positive test result and may subject to a sanction.

Use of Adulterants

Participant(s) who deliberately "flushes" or use adulterants to dilute their test sample will have their test count as a positive test. Any participant who alters or attempts to alter his/her test will be deemed to have tested positive.

Confirmatory Testing

A positive test result may be sent to a laboratory for confirmation testing. This process may take seven to nine working days. The purpose of the confirmatory test is to confirm or refute the positive result of the initial test. Confirmatory testing costs start at a minimum of \$80 and may increase depending on the type and number of substances being tested. Fees for confirmatory tests that reveal positive results will be charged to the participant.

Procedure for Positive, Missed, or Adulterated Tests

Should an ADC participant's sample test positive for any substance, or be found to have been adulterated, the participant will be afforded the opportunity to admit substance use or relapse via written declaration.

Participant Admitted Use:

1. The participant signs written declaration describing what substance or substances they ingested, how it was ingested (smoked, sniffed, intravenously, etc.) and when (date) it was ingested.
2. Assigned Probation Officer or Case Manager will counsel the participant regarding the relapse – chain of events that transpired and other contributing factors that may have led to the relapse.
3. The participant is informed of the possible sanction he/she may receive in accordance with the ADC Handbook and Substance Abuse Contract.
4. With the admission of use, the participant must contact a licensed driver to arrange for their pick up at the probation office.
5. The Probation Officer may file a violation for the positive drug test upon the participant's admission to drug/alcohol use.
6. The Probation Officer will communicate to the ADC Judge of the violation via filing, with the participant's defense attorney via email service, and the ADC Coordinator via email of the violation. The Probation Officer or Case Manager will consult with the treatment provider on the appropriate sanction or therapeutic adjustment to recommend.
7. The participant will be added to the week's further proceedings hearings to address the violation and sanction.

Should the participant refuse to admit and/or execute a written declaration admitting to use or relapse, the drug test result will be considered challenged.

Participant Challenged Drug Test Result:

1. The assigned Probation Officer will counsel the participant regarding the test result and possible consequences for challenging a test in the event it comes back as confirmed positive.
2. The participant's urine sample is secured and tagged following the drug testing protocols. The sample is sent to a diagnostic laboratory for testing.
3. The participant will not be allowed to operate a motor vehicle, and must contact a licensed driver to arrange for their pick up at the probation office.
4. Upon receipt of the results from the diagnostic laboratory, the participant is informed of the confirmatory test result at their next case manager meeting.
5. A violation is filed for confirmed positive drug tests upon receipt of the confirmed positive result from the diagnostic laboratory.
6. The costs for the laboratory testing of confirmed positive drug tests will be added to the participant's fines and fees.
7. The Probation Officer will communicate to the ADC Judge of the violation via filing, with the participant's defense attorney via email service, and the ADC Coordinator via email of the

violation. The Probation Officer or Case Manager will consult with the treatment provider on the appropriate sanction or therapeutic adjustment to recommend

8. The participant will be added to the week's further proceedings hearings to address the violation and sanction.

Termination or Removal from the Program

Termination is defined as removal from the ADC Program. Participants may be recommended for termination, may agree to be terminated, or may be terminated by the ADC Judge for the following:

- Arrests for new charges.
- Persistent non-compliance with program requirements
- Persistent non-engagement in treatment, including persistent refusal to complete required assessments
- Persistent failure to comply with treatment recommendations
- Absconding

In the case of termination, the participant may face a probation violation and probation revocation. Participants who are faced with termination are accorded due process protections that include notice and a right to be heard at a Court hearing. Upon receipt of notice of recommended termination, the participant will meet with their defense attorney, ensuring that all consequences of program termination are explained to the participant.

Participants may also request voluntary removal from the program.

Exit Interview/Survey

Participants exiting ADC, whether through graduation or termination, shall complete an exit interview/survey. (Attachment M). The survey is designed to gain information from the participant in order to improve services provided by the ADC program.



Judiciary of Guam

PROBATION DIVISION
120 West O'Brien Drive, Hagåtña, Guam 96910
Tel: (671) 475-3448 • Fax: (671) 477-4944



ROSSANNA VILLAGOMEZ-AGUON
Chief Probation Officer

TRISHA T. SUZUKI
Acting Deputy Chief Probation Officer

New Staff Orientation Sheet for Adult Drug Court

Welcome to your new role with Adult Drug Court. Please complete the following check-list to learn about drug courts and how your role on the team can positively change lives.

Initial and Date when completed

Received and Read the Standard Operating Procedures

Received and Read the Participant Handbook

o Understand the Phase Structure & Phase Requirements

Complete the Courses on Treatment Courts Online

www.treatmentcourts.org:

NDCI Training Videos	Role of Treatment Provider	Role of Coordinator
Role of Probation Officer	Moral Reconciliation Therapy	ASAM Criteria
Drug Testing	Drug Use and Addiction	Cultural Competency
Trauma Informed Care	Incentives & Sanctions	Maximizing Participant Interactions
Role of Defense Attorney	Confidentiality	Procedural Fairness
Building Capacity	Role of the Prosecutor	Evidence-Based Practice

Review the Following NADCP Publications:

- o **Adult Drug Court Best Standards Volume I & II**
<https://www.ndci.org/resources/publications/standards/>
- o **Targeting the Right Participants for Adult Drug Court**
https://www.ndci.org/wp-content/uploads/Targeting_Part_I.pdf
- o **Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions**
<https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf>
- o **Six Steps to Improve Outcomes for Adults with Co-Occurring Disorders**
<https://www.ndci.org/wp-content/uploads/C-O-FactSheet.pdf>

Complete the Essential Elements of Adult Drug Courts online training

https://courses.ncsc.org/course/NDCI_Essentials
<https://courses.ncsc.org/course/meth>

*****Submit this form, once completed, to your immediate supervisor.*****



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ROSSANNA VILLAGOMEZ-AGUON
Chief Probation Officer

TRISHA T. SUZUKI
Acting Deputy Chief Probation Officer

ADULT DRUG COURT (ADC)

CONFIDENTIALITY AGREEMENT FOR ADC STAFFING AND COURT PROCEEDINGS

I, _____ (visitor name), understand that all the information heard, discussed, read, and observed during the ADC clinical screening/assessment, case staffing and court hearing process will remain confidential. I understand that these proceedings are confidential and that information from the ADC case and treatment provider records will be discussed and that these records are used for the purpose of assessing the needs of the ADC participants, creating treatment plans, and monitoring participation. I agree that I will keep all information about the ADC participants strictly confidential.

I understand that substance use treatment and mental health records are protected under the Federal regulations governing Confidentiality and Drug Abuse Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Parts 160 & 164, and cannot be disclosed without the written consent of the participant.

Signature of Visitor _____ Date _____

Signature of Witness _____ Date _____



**JUDICIARY OF GUAM
ADULT DRUG COURT
CASE INFO, BIODATA, AND BACKGROUND**

Screening Date: _____ Screened By: _____ Judge _____ Assigned PO/CM: _____ Attorney: _____

Case No(s): _____ Charge(s): _____ Legal Eligibility: _____

CLIENT INFORMATION

Name (Last, First Middle) _____ DOB (MM/DD/YY) _____ Age _____ Gender _____

SSN _____ Birthplace _____ Citizenship _____ Ethnicity _____

Home Address _____ Mailing Address _____

Cellphone # _____ Home # _____ Other # _____ Email Address _____

EMERGENCY CONTACT

Name (Last, First Middle) _____ Relation _____ Contact Number _____

LIVING SITUATION

of People in Household _____ Who are you currently living with? _____

Describe your living situation, conditions, environment _____

Have you ever been homeless? (If so: date & reason for homelessness) _____

SPOUSE/SIGNIFICANT OTHER (S/O)

Marital Status _____ *If separated/divorced:* Reason _____

S/O's Name (Last, First Middle) _____ Length of Relationship _____ Worst Disagreement with S/O _____

How would you describe your relationship with your S/O? _____

CHILDREN

Number of Children _____ Names & Ages of Child/Children (eldest to youngest) _____

Name of Child's Parent(s) (indicate if different per child) _____

If not S/O: How would you describe your relationship with your child's parent(s)? _____

Disciplinary Practices _____ History of Trauma/Violence/Abuse _____

EMPLOYMENT

Employer Name _____ Job Title _____ Location _____

Length of Employment _____ Contact Number _____ Immediate Supervisor _____

If Unemployed, Last Employment (date & employer) _____ Military Service (Current/Prior) _____

EDUCATION

Last Level of Education Completed _____ School Name _____ School Location _____

____ Academic Problems _____ Behavioral Problems _____ Suspension *Reason:* _____ Expulsion *Reason:* _____

MEDICAL INFORMATION AND HISTORY

Health Insurance _____ Primary Doctor/Clinic _____

Allergies _____ Medication _____

Illness or Diagnosis _____ Hospitalization(s) _____

Risk Factor(s) for HIV/AIDS (e.g. unprotected sex, multiple partners, intravenous substance use) _____

Disabilities _____

FAMILY HISTORY/BACKGROUND

Mother's Name (Last, First Middle) _____ Biological Mother | Marital Status of Parents _____

Father's Name (Last, First Middle) _____ Biological Father | Common Law Married Separated
 Divorced Other: _____

Reared by _____ *If not parents:* Reason _____ Relation _____ Closest Relative (name & relation) _____

How would you describe your relationship with your parents/caretaker? _____

Number of Siblings _____ Names & Ages of Siblings from Eldest to Youngest (include self) _____

Caretaker's Disciplinary Practices _____ History of Trauma/Violence/Abuse _____

CRIMINAL HISTORY (LOCAL AND/OR FEDERAL)

History of Arrests (dates & official charges)

Other Active Case(s)

Other Inactive Case(s)

HISTORY OF TREATMENT/COUNSELING

Have you ever experienced anything traumatic in your life? (e.g. car accident, natural disaster, death of a close family member or friend, loss)

Have you ever received therapy or counseling? (If so: date, treatment provider & type)

Was it helpful to you? (If not: explain)

Case No(s):**Charge(s):****Legal Eligibility:**

Have you ever attempted suicide?

If so: Number of Attempt(s)

Date of Attempt(s)

Method of Attempt(s)

Drug(s)/Alcohol Associated

Reason for Attempt(s)

SUBSTANCE USE

Do you believe you have a drug and/or alcohol problem?

Substance of Choice #1

Date of Last Use (MM/DD/YY)

How Often Used (daily, weekly, occasionally, socially)

Length of Use

Quantity of Use in One Sitting

Symptoms/Effects of Use

Reason for Use

Substance of Choice #2

Date of Last Use (MM/DD/YY)

How Often Used (daily, weekly, occasionally, socially)

Length of Use

Quantity of Use in One Sitting

Symptoms/Effects of Use

Reason for Use

LEISURE/INTERESTS

List interests/Hobbies

PROGRAM PARTICIPATION (IF ELIGIBLE)

Will you voluntarily participate in the Adult Drug Court Program?

What do you expect from the Adult Drug Court Program?

Do you foresee any challenges while in the Adult Drug Court Program?

If so: What are they? (e.g. sobriety, transportation, support, motivation)**SUPPORT NETWORK**

Do you have a reliable support network?

If so: Who? In what ways do they help to support you?**SIGNATURE & ACKNOWLEDGEMENT**

I, _____, have answered the above questions truthfully and to the best of my knowledge.

Client Signature

Date

Screener Signature

Date

Use area below if additional space is needed

ORAS-CSST Community Supervision Screening Tool
Risk Assessment Tool

The Community Supervision Screening Tool (CSST) was developed to provide jurisdictions with the ability to quickly identify moderate- to high-risk offenders. As a result, its cutoffs separate offenders into only two groups: low risk or moderate / high risk. Once identified as moderate to high risk, jurisdictions can then provide these cases with a full assessment of criminogenic needs, thus avoiding the extra resources involved with assessing lower-risk cases not likely to need intensive treatment services.

The CSST includes just 4 items which were chosen because of individual relationship with recidivism and because they provided information from four different domains: the number of prior felonies, current employment, the availability of drugs, and the number of criminal friends. With cutoff scores set at different scores by gender, the CSST performs well in distinguishing between low and high risk offenders for both males and females.

Interview Guidance

The following items are scored:

- 1.0 Number of Prior Adult Felony Convictions: 0=None 1=One or Two 2 =Three or More
- 2.0 Currently Employed: 0=Yes, Full-time, Disabled, or Retired 1=Not Employed or Employed Part-Time
- 3.0 Drugs Readily Available in Neighborhood: 0=No, Generally Not Available 1=Yes, Somewhat Available 2=Yes, Easily Available
- 4.0 Criminal Friends: 0=None 1=Some 2=Majority

Questions:

- 1. How many times have you been convicted of a felony (not counting the current offense)?
- 2. Are you currently employed? Yes/No
 - a. If yes, how many hours do you work per week?
 - b. If no, why not?
- 3. Tell me about the neighborhood you live in.
- 4. How easy would you say it is to acquire drugs in your neighborhood?
Possible Answers: ____ Very Easy ____ Somewhat Easy ____ Very Difficult
- 5. Have any of your close friends been involved in criminal behavior?
 - a. What percentage of your close friends have been in trouble with the law?
 - b. What kind of things have they been involved in?

**OHIO RISK ASSESSMENT SYSTEM - COMMUNITY SUPERVISION
SCREENING TOOL (ORAS-CSST)**

Name: _____ Date of Assessment: _____
 Case#: _____ Name of Assessor: _____

1.0 Number of Prior Adult Felony Convictions
 0=None
 1=One or Two
 2=Three or More

2.0 Currently Employed
 0=Yes, Full-time, Disabled, or Retired
 1=Not Employed or Employed Part-time

3.0 Drugs Readily Available in Neighborhood
 0=No, Generally Not Available
 1=Yes, Somewhat Available
 2=Yes, Easily Available

4.0 Criminal Friends
 0=None
 1=Some
 2=Majority

TOTAL SCORE:

Risk Categories for MALES			Risk Categories for FEMALES		
Scores	Rating	Percent of Failures	Scores	Rating	Percent of Failures
0-2	Low	15%	0-3	Low	12%
3+	High	50%	4+	High	40%

Mental Health Screening Form III

Instructions: In this program, we help people with all their problems, not just their addictions. This commitment includes helping people with emotional problems. Our staff is ready to help you to deal with any emotional problems you may have, but we can do this only if we are aware of the problems. Any information you provide to us on this form will be kept in strict confidence. It will not be released to any outside person or agency without your permission. If you do not know how to answer these questions, ask the staff member giving you this form for guidance. Please note, each item refers to your entire life history, not just your current situation, this is why each question begins –“Have you ever”

- 1) Have you ever talked to a psychiatrist, psychologist, therapist, social worker, or counselor about an emotional problem?
YES NO
- 2) Have you ever felt you needed help with your emotional problems, or have you had people tell you that you should get help for your emotional problems?
YES NO
- 3) Have you ever been advised to take medication for anxiety, depression, hearing voices, or for any other emotional problem?
YES NO
- 4) Have you ever been seen in a psychiatric emergency room or been hospitalized for psychiatric reasons?
YES NO
- 5) Have you ever heard voices no one else could hear or seen objects or things which others could not see?
YES NO
- 6) a) Have you ever been depressed for weeks at a time, lost interest or pleasure in most activities, had trouble concentrating and making decisions, or thought about killing yourself?
YES NO
b) Did you ever attempt to kill yourself?
YES NO
- 7) Have you ever had nightmares or flashbacks as a result of being involved in some traumatic/terrible event? For example, warfare, gang fights, fire, domestic violence, rape, incest, car accident, being shot or stabbed?
YES NO
- 8) Have you ever experienced any strong fears? For example, of heights, insects, animals, dirt, attending social events, being in a crowd, being alone, being in places where it may be hard to escape or get help?
YES NO
- 9) Have you ever given in to an aggressive urge or impulse, on more than one occasion, that resulted in serious harm to others or led to the destruction of property?
YES NO

- 10) Have you ever felt that people had something against you, without them necessarily saying so, or that someone or some group may be trying to influence your thoughts or behavior? YES NO
- 11) Have you ever experienced any emotional problems associated with your sexual interests, your sexual activities, or your choice of sexual partner? YES NO
- 12) Was there ever a period in your life when you spent a lot of time thinking and worrying about gaining weight, becoming fat, or controlling your eating? For example, by repeatedly dieting or fasting, engaging in much exercise to compensate for binge eating, taking enemas, or forcing yourself to throw up? YES NO
- 13) Have you ever had a period of time when you were so full of energy and your ideas came very rapidly, when you talked nearly non-stop, when you moved quickly from one activity to another, when you needed little sleep, and believed you could do almost anything? YES NO
- 14) Have you ever had spells or attacks when you suddenly felt anxious, frightened, uneasy to the extent that you began sweating, your heart began to beat rapidly, you were shaking or trembling, your stomach was upset, you felt dizzy or unsteady, as if you would faint? YES NO
- 15) Have you ever had a persistent, lasting thought or impulse to do something over and over that caused you considerable distress and interfered with normal routines, work, or your social relations? Examples would include repeatedly counting things, checking and rechecking on things you had done, washing and rewashing your hands, praying, or maintaining a very rigid schedule of daily activities from which you could not deviate. YES NO
- 16) 1. Have you ever lost considerable sums of money through gambling or had problems at work, in school, with your family and friends as a result of your gambling? YES NO
- 17) Have you ever been told by teachers, guidance counselors, or others that you have a special learning problem? YES NO

Print Client's Name: _____ Program to which client will be assigned: _____

Name of Admissions Counselor: _____ Date: _____

Reviewer's Comments: _____

IN THE SUPERIOR COURT OF GUAM
TERRITORY OF GUAM
ADULT DRUG COURT

D E C L A R A T I O N

RE: _____

Case Number _____

I, _____ hereby declare that a Clinical Screening and Assessment

was completed with _____ on _____
(Defendant) **(Date)**

The defendant has been found to be clinically:

Eligible Ineligible Inappropriate

for the Adult Drug Court Program based on the following assessment results:

RISK: HIGH (ORAS CSST)

NEED: HIGH Need for Treatment (ASAM Criteria)

I certify that the above statement is true and correct.

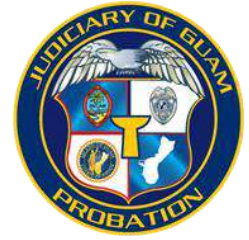
(Name)
(Title)

Date



Judiciary of Guam

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ROSSANNA VILLAGOMEZ-AGUON
Chief Probation Officer

TRISHA T. SUZUKI
Deputy Chief Probation Officer

ADULT DRUG COURT

AUTHORIZATION FOR USE, DISCLOSURE AND RE-DISCLOSURE OF PROTECTED HEALTH INFORMATION AND ANCILLARY SERVICES

I, _____ DOB: _____
Last Name, First Name Middle Initial (MM/DD/YYYY)

voluntarily agree to participate in the Adult Drug Court (ADC) program.

As part of my participation in the ADC program, I authorize the release and discussion of the following protected health information:

- Evaluation results for both Substance Abuse Disorder and Mental Health diagnosis
- Treatment recommendations
- Treatment plans and records, including my diagnosis
- Information about my attendance or lack of attendance at treatment sessions
- Cooperation with the treatment program
- Progress and prognosis
- Discharge summary
- Information related to employment, educational, vocational, housing, income, public assistance, veterans services, and other pertinent information

I understand that my records may contain information regarding the testing, diagnosis, and/or treatment of sexually transmitted diseases, drug and/or alcohol abuse, mental illness or psychiatric treatment, HIV/AIDS, Hepatitis, and other medical history or healthcare information. This information may be shared verbally, electronically, via facsimile, telephone or in written form.

Persons or entities authorized to receive records from treatment provider(s):

Client Initial:

- ___ Judiciary of Guam
- ___ Office of the Attorney General
- ___ Public Defender Services Corporation
- ___ Alternate Public Defender Services Corporation
- ___ Guam Behavioral Health & Wellness Center
- ___ TOHGE Inc.
- ___ Lighthouse Recovery Center
- ___ Department of Public Health & Social Services
- ___ Other

I further authorize my treatment providers and all of the persons or entities authorized to disclose and re-disclose my treatment records with each other in ADC case staffings and court hearings, both of which are open to the public, for the purpose of informing the above named parties of my attendance at and progress in drug/alcohol treatment.

I also grant permission to the Judiciary of Guam and other organizations on behalf of the Adult Drug Court, to record my image or take still photos of myself. I agree that these images and recordings may be used for educational, advertising, and promotional purposes in all conventional and electronic media, which may include being shared nationwide. I also authorize the use of any printed material in connection herewith. I agree that these images and recordings may be duplicated and distributed without any future compensation or liability.

I understand that I may revoke this authorization in writing at any time and that this authorization expires automatically upon my discharge from the ADC Program. I further understand that my revocation of this consent may result in my immediate termination from the ADC Program.

I have read and understand this Authorization.

Date: _____

Participant : _____

ADC Staff : _____

NOTE TO RECIPIENT OF INFORMATION: This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR, part 2, 45 CFR). The Federal rules prohibit you from making any further disclosure of this information unless the further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR, part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute and alcohol or drug abuse patient.

OHIO RISK ASSESSMENT SYSTEM: COMMUNITY SUPERVISION TOOL (ORAS-CST)

Name: _____ Date of Assessment: _____

Case#: _____ Name of Assessor: _____

1.0 CRIMINAL HISTORY:

1.1 Most Serious Arrest Under Age 18

- 0=None
- 1=Yes, Misdemeanor
- 2=Yes, Felony

1.2 Number of Prior Adult Felony Convictions

- 0=None
- 1=One or Two
- 2=Three or More

1.3 Prior Sentence as an Adult to a Jail or Secure Correctional Facility

- 0=No
- 1=Yes

1.4 Received Official Misconduct while Incarcerated as an Adult

- 0=No
- 1=Yes

1.5 Prior Sentence to Community Supervision as an Adult

- 0=No
- 1=Yes

1.6 Community Supervision Ever Been Revoked for Technical Violation as an Adult

- 0=No
- 1=Yes

Total Score for Criminal History:

2.0 EDUCATION, EMPLOYMENT, AND FINANCIAL SITUATION:

2.1 Highest Education

- 0= High School Graduate or Higher
- 1= Less than High School or GED

2.2 Ever Suspended or Expelled From School

- 0=No
- 1=Yes

2.3 Employed at the Time of Arrest

- 0= Yes
- 1= No

2.4 Currently Employed/School

- 0=Yes, Full-time, Disabled, or Retired
- 1=Not Employed or Employed Part-time

2.5 Better Use of Time

- 0=No, Most Time Structured
- 1=Yes, Lots of Free Time

2.6 Current Financial Situation

- 0=Stable/Minimal problems
- 1=Problems

Total Score for Education, Employment, Financial:

3.0 FAMILY AND SOCIAL SUPPORT

3.1 Parents have Criminal Record
 0= No
 1=Yes

3.2 Satisfied with Current Marital or Equivalent Situation
 0=Yes
 1=No

3.3 Emotional and Personal Support Available from Family or Others
 0=Very Strong Support
 1=None to Strong Support

3.4 Level of Satisfaction with Current Level of Support from Family or Others
 0=Very Satisfied
 1=Satisfied to Not Satisfied

3.5 Stability of Residence
 0=Stable
 1=Not Stable

Total Score for Family and Social Support:

4.0 NEIGHBORHOOD PROBLEMS

4.1 High Crime Area
 0=No
 1=Yes

4.2 Drugs Readily Available in Neighborhood
 0=No, Generally Not Available
 1=Yes, Somewhat Available
 2=Yes, Easily Available

Total Score for Neighborhood Problems:

5.0 SUBSTANCE USE

5.1 Age First Began Regularly Using Alcohol
 0=17 or Older
 1=Under Age 17

5.2 Most Recent Period of Abstinence from Alcohol
 0=Six Months or Longer
 1=Less than Six Months

5.3 Ever Used Illegal Drugs
 0=No
 1=Yes

5.4 Drug Use Caused Problems
 0=None
 1=Past
 2=Current

5.5 Drug Use Caused Problems with Employment
 0=No
 1=Yes

Total Score for Substance Use:

6.0 PEER ASSOCIATIONS

6.1 Criminal Friends

0=None

1=Some

2=Majority

6.2 Contact with Past Criminal Peers

0=No Contact with Criminal Peers

1=At Risk of Contacting Criminal Peers

2=Contact or Actively Seeks out Criminal Peers

6.3 Gang Membership

0=No, Never

1=Yes, but Not Current

2=Yes, Current

6.4 Criminal Activities

0=Strong Identification with Prosocial Activities

1=Mixture of Pro- and Antisocial Activities

2=Strong identification with criminal activities

Total Score for Peers Associations:

7.0 CRIMINAL ATTITUDES AND BEHAVIORAL PATTERNS

For the Following Items Please Rate the Offender:

7.1 Criminal Attitudes

0=No/Limited Criminal Attitudes

1=Some Criminal Attitudes

2=Significant Criminal Attitudes

7.2 Expresses Concern about Others

0=Concerned about others

1=Concern for Immediate Family/Friends

2=No Concern for Others

7.3 Feels Lack of Control Over Events

0=Controls Events

1=Sometimes Lacks Control

2=Generally Lacks Control

7.4 Sees No Problem in Telling Lies

0=No

1=Yes

7.5 Engages in Risk Taking Behavior

0=Rarely Takes Risks

1=Sometimes Takes Risks

2=Generally Takes Risks

7.6 Walks Away from a Fight

0=Yes

1=Sometimes

2=Rarely

7.7 Believes in "Do Unto Others Before They Do Unto You"

0=Disagree

1=Sometimes

2=Agrees

Total Score for Criminal Attitudes and Behavioral Patterns:

TOTAL SCORE:

Risk Categories for MALES		Risk Categories for FEMALES	
Scores	Rating	Scores	Rating
0-14	Low	0-14	Low
15-23	Moderate	15-21	Low/Moderate
24-33	High	22-28	Moderate
34+	Very High	29+	High

Professional Override: YES NO

Reason for Override (note: overrides should not be based solely on offense):

Final Level Males: LOW MODERATE HIGH VERY HIGH

Final Level Females: LOW LOW/MODERATE MODERATE HIGH

Recommendations:

- LOW Minimum supervision or non-reporting supervision
- MODERATE Regular supervision; programming should be provided for moderate and high need domains
- HIGH Enhanced supervision or residential placement; programming should be provided for moderate and high need domains
- VERY HIGH *For males:* Residential placement preferred or enhanced supervision at highest level; programming should be provided for moderate and high need domains

For females: Enhanced supervision or residential placement; programming should be provided for moderate and high need domains

Other Areas of Concern. Check all that Apply:

- Low Intelligence*
- Physical Handicap
- Reading and Writing Limitations*
- Mental Health Issues*
- No Desire to Change/Participate in Programs*
- Transportation
- Child Care
- Language
- Ethnicity
- Cultural Barriers
- History of Abuse/Neglect
- Interpersonal Anxiety
- Other _____

*If these items are checked it is strongly recommended that further assessment be conducted to determine level or severity.

Level of Need

HIGH	7-8	5-6	4-5	2-3	5-6	5-8	9-13
MOD	4-6	2-4	2-3	1	3-4	2-4	4-8
LOW	0-3	0-1	0-1	0	0-2	0-1	0-3
	Criminal History	Education, Employment, and Financial Situation	Family and Social Support	Neighborhood Problems	Substance Use	Peer Associations	Criminal Attitudes and Behavioral Patterns

Client Name:

**JUDICIARY OF GUAM
ADULT DRUG COURT
SUPERVISION CASE PLAN**

Date: Click here to enter a date.

Assessment: Choose an item.

Completed By:

Assessment Date:

Client: Click here to enter text.	Case Number: Click here to enter text.
Plea Agreement Date: Click here to enter a date.	DOB: Click here to enter text.
Probation Term: Click here to enter a date.	Age: Click here to enter text.
Ethnicity: Click here to enter text.	Gender: Choose an item.
Gang Affiliation: Choose an item.	Preferred Language: Click here to enter text.
ORAS Tool: Choose an item.	ORAS Overall Level: Choose an item.

Assessment Outcomes

Need Domains: Level of Need

Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.

Substance Abuse Screen:

Substance Abuse Subtle Screening Inventory (SASSI): Choose an item.

Action: Referral on Click here to enter a date.

Not Referred

American Society of Addiction Medicine (ASAM): Level of Care = Click here to enter text.

Action: Referral on Click here to enter a date.

Not Referred

Impaired Driving Assessment (IDA): Choose an item.

Action: Referral on Click here to enter a date.

Not Referred

Other Areas of Concern

<input type="checkbox"/>	Level of Intelligence	<input type="checkbox"/>	Child Care
<input type="checkbox"/>	Physical Handicap	<input type="checkbox"/>	Language
<input type="checkbox"/>	Reading and Writing Limitations	<input type="checkbox"/>	Ethnicity
<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>	Cultural Barriers

Client Name:

<input type="checkbox"/>	No Desire to Change/Participate in Programs	<input type="checkbox"/>	History of Abuse/Neglect
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Interpersonal Anxiety
<input type="checkbox"/>	Other: Click here to enter text.	<input type="checkbox"/>	Other: Click here to enter text.

Client Strengths

1	Click here to enter text.
2	Click here to enter text.
3	Click here to enter text.
4	Click here to enter text.
5	Click here to enter text.

Service Participation Rating Scale

X	Referral pending	3	Successfully completed service
0	No Process/ willful non-compliance	4	Service waived or replaced - issue with service
1	Less than expected progress	5	Service waived or replaced - another reason
2	Expected Progress		

Case Plan Summary

Need Domain	Service Type	Service Provider	Participation (Use rating scale above)
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.

Case Plan

Need Domain: Choose an item.						
Goal	Service Type	Service Provider	Referral Date	Start Date	End Date	Participation (Use rating scale above)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.
Actions taken to arrange services: Click here to enter text.						
Objective(s): Click here to enter text.						
Technique(s): Click here to enter text.						

Client Name:

Special factors about the client/ client's circumstances you considered when selecting this service: Click here to enter text.

Need Domain: Choose an item.						
Goal	Service Type	Service Provider	Referral Date	Start Date	End Date	Participation (Use rating scale above)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.
Actions taken to arrange services: Click here to enter text.						
Objective(s): Click here to enter text.						
Technique(s): Click here to enter text.						
Special factors about the client/ client's circumstances you considered when selecting this service: Click here to enter text.						

Need Domain: Choose an item.						
Goal	Service Type	Service Provider	Referral Date	Start Date	End Date	Participation (Use rating scale above)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.
Actions taken to arrange services: Click here to enter text.						
Objective(s): Click here to enter text.						
Technique(s): Click here to enter text.						
Special factors about the client/ client's circumstances you considered when selecting this service: Click here to enter text.						

Need Domain: Choose an item.						
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Client Name:

Goal	Service Type	Service Provider	Referral Date	Start Date	End Date	Participation (Use rating scale above)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.
Actions taken to arrange services: Click here to enter text.						
Objective(s): Click here to enter text.						
Technique(s): Click here to enter text.						
Special factors about the client/ client's circumstances you considered when selecting this service: Click here to enter text.						

Need Domain: Choose an item.						
Goal	Service Type	Service Provider	Referral Date	Start Date	End Date	Participation (Use rating scale above)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.
Actions taken to arrange services: Click here to enter text.						
Objective(s): Click here to enter text.						
Technique(s): Click here to enter text.						
Special factors about the client/ client's circumstances you considered when selecting this service: Click here to enter text.						

Other Assessment Tool: _____

Comments: _____

Client Name:

Client Name (print & sign) _____

Date: _____

Probation Officer/Case Manager (print & sign) _____

Date: _____



**SUPERIOR COURT OF GUAM
ADULT DRUG COURT I**

PEOPLE OF GUAM)
)
vs.)
)
(PARTICIPANT NAME))

Case No. **CF0301-23-01**

STATUS REPORT
May 17, 2024

Program Entry Date: **January 30, 2024**
Case Manager: **Natasha Ignacio**
Current Phase: **II**
Number of Violations:
Sober Dates: **290**

Probation Expiration: **January 29, 2026**
Defense Counsel: **Mantanona**
Weeks in Phase: **7**
Days Detained in ADC: **0**
Sobriety Date: **8/1/2023**

Phase Requirements	Dates	Status/Result
Reporting	Apr: 26, 29 May: 2, 3, 6, 7, 10, 14, 15	Consistent
Drug Testing Random	Last UA tested 5/15/2024	Negative
Case Manager Meetings 1x weekly in person	Last met 5/15/2024	Compliant
Group Sessions	Relapse Prevention: 5/14/2024	Consistent
IMFT/ASAM Session	None scheduled	Not recommended at this time
Recreational Therapy	May 18, 2024, 9AM	Pending

Total Fine Balance: **\$5,080.00**
Non-convertible Fine Balance: **\$580.00**

Community Service Balance: **150 hrs**
Employment Status: **Unemployed**

Participant is half way through Phase II with only three weeks left to complete before being eligible for promotion to Phase III. He does well at keeping track of his requirements and continues to test negative. We join him in celebrating 290 days of verified sobriety!

Excellent work You continue to make us proud.

Next court hearing: June 7, 2024

(Name)
ADC Case Manager

J: AET
CM/PO:
AG:
D/C:
Δ:

ADC I

Application for Phase II

Name: _____ Date Turned in: _____

Current Address: _____ Phone: _____

_____ Email: _____

You MUST meet the following criteria promote to Phase II: (place an "X" if task is completed)

You have been in Phase I for a minimum of 8 weeks. ADC Intake date: _____

You have a minimum of 14 consecutive days of sobriety. What is your sobriety date: _____

You are engaged in treatment and attending regularly?

Counselor/Case Manager verification signature: _____

Are you in compliance with supervision?

Probation/Case Manager verification signature: _____

Identify 3 of your biggest struggles in Phase I:

- _____
- _____
- _____

Identify 3 personal goals you would like to accomplish in the next phase:

- _____
- _____
- _____

Client Signature

Date

Court Coordinator Signature to Approve

Date

ADC I

Application for Phase III

Name: _____ Date Turned in: _____

Current Address: _____ Phone: _____

_____ Email: _____

You MUST meet the following criteria to promote to Phase III: (place an "X" if task is completed)

You have been in Phase II for a minimum of 10 weeks. Date entered Phase II: _____

You have a minimum of 30 consecutive days of sobriety. What is your sobriety date: _____

You are engaged in treatment and attending regularly?
Counselor/Case Manager verification signature: _____

Are you in compliance with supervision?
Probation/Case Manager verification signature: _____

Identify 3 of your biggest struggles in Phase II:

- _____
- _____
- _____

Identify 3 personal goals you would like to accomplish in the next phase:

- _____
- _____
- _____

Client Signature

Date

Court Coordinator Signature to Approve

Date

Application for Graduation

Name: _____ Date Turned in: _____

Current Address: _____ Phone: _____

_____ Email: _____

You MUST meet the following criteria to graduate: (place an "X" if task is completed)

You have been in Phase IV for a minimum of 20 weeks days. Date entered phase IV: _____

You have a minimum of 90 consecutive days of sobriety. What is your sobriety date: _____

You are engaged in treatment and attending regularly?
Counselor/Case Manager verification signature: _____

Are you in compliance with supervision?
Probation/Case Manager verification signature: _____

Engaged in recovery support groups? Home group: _____

Engaged in pro-social activities? What: _____

Employed or going to school? Where: _____

Presented continuing care plan to treatment court team?

Identify 3 coping responses if triggered:
○ _____
○ _____
○ _____

Identify 3 community resources you can reach out to if need additional support:
○ _____
○ _____
○ _____

Client Signature *Date*

Court Coordinator Signature to Approve *Date*

ADUL DRUG COURT CASE MANAGER MEETING

VIRTUAL TELEPHONE IN-PERSON
 SHOWED NO SHOW

Name:	Case Number:
Date/Time:	Next CM Appt:
Phase/Week:	<input type="checkbox"/> In-Person <input type="checkbox"/> Telephone <input type="checkbox"/> Virtual

WEEKLY UPDATES	
Challenges	
Highlights	
Family	
Employment	
Recovery Skills	
Plans	

TREATMENT STATUS	
Sobriety Date	
Peer Support	
Individual Counseling	
Group Counseling	
Other ()	

REMINDERS	
<input checked="" type="checkbox"/> Group Session	
<input checked="" type="checkbox"/> Sober Support Meeting	
<input checked="" type="checkbox"/> Recreational Therapy	
<input checked="" type="checkbox"/> Other <input type="checkbox"/> Assignment	
<input checked="" type="checkbox"/> Check-in: 5x weekly	<input checked="" type="checkbox"/> IN-PERSON x <input type="checkbox"/> TELEPHONE

UPCOMING COURT HEARING		
Date:	Time:	Judge: Tolentino
<input checked="" type="checkbox"/> IN-PERSON	<input type="checkbox"/> ZOOM Meeting ID: 716-711-9213 Password: 76504	<input type="checkbox"/> TELECONFERENCE Telephone #: 969-7000 Meeting ID: 115-3302-7931

GUAM ADULT DRUG COURT (ADC) PROGRAM

PARTICIPANT EXIT SURVEY

Why are you leaving the program?

- Graduation
- Terminated
- Opting Out

While in ADC, I was provided with the following services: (select all that apply)

- Educational development
- Work skill development
- Residential services
- Transportation services
- Peer mentoring (peer recovery support services)
- Outpatient treatment
- Inpatient treatment
- Other (please specify): _____

PROGRAM OVERALL

How much do you agree with the following sentences below regarding your experience in the program?

Circle your answer	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Not Applicable
The requirements of the program were well explained to me prior to admission.	4	3	2	1	0
My privacy was respected during my time in this program.	4	3	2	1	0
I was able to communicate my concerns about my requirements with the Adult Drug Court Program	4	3	2	1	0
The Adult Drug Court Team listened and responded to my concerns.	4	3	2	1	0
Everyone gets fair treatment from the Judge in this program.	4	3	2	1	0
The services I received were helpful in my recovery.	4	3	2	1	0
Drug and alcohol testing helped to maintain my sobriety.	4	3	2	1	0
My personal growth was encouraged during my time in this program.	4	3	2	1	0
Me and my recovery were important to everyone involved in ADC.	4	3	2	1	0
Participating in ADC has made it more likely that I will not use drugs in the future.	4	3	2	1	0

Circle your answer	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Not Applicable
The ADC has helped me re-establish relationships with family, friends, or others in my community.	4	3	2	1	0
If a friend or relative was referred to ADC, I would recommend that they participate.	4	3	2	1	0

PROGRAM TEAM MEMBERS

How helpful were the following members of the program team?

Circle your answer	Very Helpful	Helpful	Slightly Helpful	Not Helpful
Your Attorney	4	3	2	1
Office of the Attorney General - Assistant Attorney General	4	3	2	1
Group Counselor	4	3	2	1
Probation Officer/Case Manager	4	3	2	1
Judge	4	3	2	1
Adult Drug Court Coordinator	4	3	2	1
TOHGE Peer Support Mentors	4	3	2	1
Peer Specialists from Guam Behavioral Health and Wellness Center	4	3	2	1
Guam Behavioral Health and Wellness Center - Treatment Provider	4	3	2	1
Lighthouse Recovery Center – Treatment Provider	4	3	2	1
Individual, Marriage, & Family Therapist	4	3	2	1

PROGRAM SERVICES

1. Did you receive individualized services in this program? Yes No

If no, how can we better fit the services to your needs?

2. Did you receive all the services that you needed to maintain sobriety? Yes No

If no, what can we do better to help you maintain sobriety?

3. Did you receive the services you needed in a timely manner? Yes No

If no, what were some of the barriers to receiving the services?

4. Do you feel that you received enough support and services?

Yes No

If no, what else can be provided?

5. Did you receive peer recovery support services from peer mentors:

From TOHGE Yes No From GBHWC Yes No

If yes, please explain how the peer mentors supported you?

Peers from TOGHE:

Peers from GBHWC:

6. Did you participate in Family Education Group Sessions as part of Matrix?

Yes No

6.A If yes, about how many Family Education Group sessions did you attend? _____

6.B Where did you attend Family Education Group sessions? (Select all that apply)

Lighthouse Recovery Center Guam Behavioral Health and Wellness Center

6.C How did the Family Education Group sessions affect your recovery?

7. Have you ever tried to alter the results of your drug or alcohol tests? Yes No

8. What difficulties or barriers have you experienced while in this program?

- | | |
|---|---|
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Finances |
| <input type="checkbox"/> Obtaining a driver's license | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Education | <input type="checkbox"/> Lack of family/peer support |
| <input type="checkbox"/> Mental Health Counseling | <input type="checkbox"/> Obtaining a Guam ID |
| <input type="checkbox"/> Making appointments | <input type="checkbox"/> Sober housing |
| <input type="checkbox"/> Medications | <input type="checkbox"/> Stable housing |
| <input type="checkbox"/> Trust of staff | <input type="checkbox"/> Medical or Dental issues |
| <input type="checkbox"/> Other counseling/classes | <input type="checkbox"/> Changing attitude/beliefs |
| <input type="checkbox"/> Recovery environment | <input type="checkbox"/> Other (please specify):_____ |
| <input type="checkbox"/> Childcare | |

INCENTIVES AND SANCTIONS

1. Which incentives did you receive in this program? (Select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Applause | <input type="checkbox"/> Reduction of service learning/ community service hours |
| <input type="checkbox"/> Verbal Praise | <input type="checkbox"/> Coin for phase promotion |
| <input type="checkbox"/> Standing Ovation | <input type="checkbox"/> Other (please specify):_____ |
| <input type="checkbox"/> Certificate of Recognition | _____ |
| <input type="checkbox"/> Early Case Closure | |
| <input type="checkbox"/> Decrease in drug and alcohol testing | <input type="checkbox"/> None of the above |

2. Which incentives did you find the **most helpful** in support of your recovery?
(Select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Applause | <input type="checkbox"/> Reduction of service learning/ community service hours |
| <input type="checkbox"/> Verbal Praise | <input type="checkbox"/> Coin for phase promotion |
| <input type="checkbox"/> Standing Ovation | <input type="checkbox"/> Other (please specify):_____ |
| <input type="checkbox"/> Certificate of Recognition | _____ |
| <input type="checkbox"/> Early Case Closure | |
| <input type="checkbox"/> Decrease in drug and alcohol testing | <input type="checkbox"/> None of the above |

How did these incentives help you?

3. If ADC was able to provide other types of incentives, what types would you be interested in? (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Gas coupon | <input type="checkbox"/> Public transit (bus) passes |
| <input type="checkbox"/> Food coupon | <input type="checkbox"/> Family oriented activity coupons |
| <input type="checkbox"/> Household cleaning items | <input type="checkbox"/> Laundry supply items |
| <input type="checkbox"/> Personal hygiene products | <input type="checkbox"/> Other: _____ |

4. Which sanctions did you receive in this program? (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Increased progress hearings | <input type="checkbox"/> Closely monitored community service or job search |
| <input type="checkbox"/> Verbal warning | <input type="checkbox"/> Increased sober support activities and report on each activity |
| <input type="checkbox"/> Written report, such as book reports | <input type="checkbox"/> Curfew |
| <input type="checkbox"/> Judicial warning | <input type="checkbox"/> Responsibility time |
| <input type="checkbox"/> Increased community service | <input type="checkbox"/> Phase modification |
| <input type="checkbox"/> Increased Drug and Alcohol Testing | <input type="checkbox"/> Program Discharge |
| <input type="checkbox"/> Write an essay or letter to the court | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> House arrest | _____ |
| <input type="checkbox"/> Increased Check-In or Case Manager Meetings | <input type="checkbox"/> None of the above |

5. Which sanctions did you find the **most helpful** in support of your recovery? (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Increased progress hearings | <input type="checkbox"/> Closely monitored community service or job search |
| <input type="checkbox"/> Verbal warning | <input type="checkbox"/> Increased sober support activities and report on each activity |
| <input type="checkbox"/> Written assignments, such as reflection paper or other written assignment | <input type="checkbox"/> Curfew |
| <input type="checkbox"/> Judicial warning | <input type="checkbox"/> Jail confinement |
| <input type="checkbox"/> Increased community service | <input type="checkbox"/> Phase modification |
| <input type="checkbox"/> Increased Drug and Alcohol Testing | <input type="checkbox"/> Program Discharge |
| <input type="checkbox"/> Write an essay or letter to the court | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> House arrest | _____ |
| <input type="checkbox"/> Increased Check-In or Case Manager Meetings | <input type="checkbox"/> None of the above |

PARTICIPANT OUTCOMES

1. What is your current employment situation? (Select all that apply)

- Full time
- Part time
- Student (full time or part time)
- Retired
- Not Employed

2. Because of ADC, I am doing better at work.

- Yes
- No

3. I currently have stable housing.

- Yes
- No

4. Going through ADC helped me improve my housing situation.

- Yes
- No

5. I am currently enrolled in an educational or vocational program.

- Yes
- No

6. I am currently attending meetings and/or sober support to help me in my continued recovery.

- Yes
- No

7. Which community support groups do you still attend? (Select all that apply)

- AA, NA, or other sober support groups
- Church Group
- Organized sober activities (bowling, softball, retreats, campouts, etc.)
- Other (please specify): _____

8. Upon leaving ADC, I need additional assistance with: (Select all that apply)

- My sobriety
- Education
- Employment
- Housing
- Other (please specify): _____

ADDITIONAL COMMENTS

Do you have any other suggestions on how we can improve the Adult Drug Court Program?

What have you learned from the program that will help you to be successful after leaving the program?