

## INTRODUCTION:

The 16<sup>th</sup> Judicial District Reentry Drug Court has been created in order to help cope with the problems emanating from the nearly 60% of arrestees whose crimes are associated with drugs and/or alcohol. Like most other areas, the 16<sup>th</sup> Judicial District's major substance abuse problem centers around cocaine/crack and alcohol. However, the district has seen a significant increase in the abuse of all major drugs including alcohol within the past five years.

The Reentry Drug Court is the latest in a line of forward-thinking rehabilitation oriented drug courts in the 16<sup>th</sup> Judicial District. The first was the St. Mary Adult Drug Court Outpatient Clinic that was begun on January 6<sup>th</sup>, 1997. There is also a Juvenile Drug Court and like the adult and reentry courts is located in Franklin, LA while the clinics are located in Bayou Vista, LA at 1101 Southeast Blvd. The programs can be reached by phone at 985-399-5777, by fax at 985-399-5778, or by email at [llevy@drugcourt.com](mailto:llevy@drugcourt.com). The adult programs are modeled after the Pensacola Drug Court Program and utilize the 12 Step recovery principles of Alcoholics Anonymous. The 16<sup>th</sup> Judicial District is also served by an Outpatient Drug Court Clinic in New Iberia, LA which was opened in 1998.

The Reentry Court has been designed to facilitate successful reintegration of ex-offenders into the law-abiding world. This goal will be achieved through an intensive in-prison treatment program focusing on both substance abuse and criminality issues. An important aspect of this program will be the seamless transition into an outpatient program following release.

Honorable William D. Hunter, District Judge was instrumental in the planning and implementation of these programs. For the Reentry Court, Judge Hunter has assembled a program team consisting of representatives from of the DA's office, Probation and Parole, the Sheriff's office including the corrections staff, and a treatment team headed by Lars Levy. The Louisiana Supreme Court and the Office for Addictive Disorders for the Louisiana Department of Health and Hospitals have also been a great help in the creation of this program.

The 16<sup>th</sup> Judicial District Adult Drug Court operates under the

licensing standards set forth by the Louisiana Department of Health & Hospitals, Office of Addictive Disorders. This manual is not an attempt to duplicate the Licensing Standards Manual, but only to address the policies specific to operating a treatment component of a reentry drug court program.

The Bureau of Justice Assistance, Drug Court Program Office has funded the Reentry Drug Court through a substantial grant and we sincerely appreciate all their help.

## **MISSION STATEMENT**

The criminal population has been shown to engage in drug and alcohol abuse, and that abuse can be a causative factor in the commission of criminal acts. Through an intensive in-prison treatment program followed by post-release outpatient treatment, the Reentry Court can successfully reintegrate ex-offenders into law-abiding society. This will be accomplished by focusing on the offenders' substance abuse problems, criminal thinking, and continuity of care as they transition into the free-world. The ultimate objective of this program is to reduce recidivism and allow the clients to free themselves from addictive disorders.

## **PROGRAM PHILOSOPHY**

Alcohol and drug dependency are regarded as diseases with multiple causative factors which may involve emotional, physiologic, environmental and maladaptive issues. Individuals facing incarceration or already incarcerated will be referred to the Reentry Drug Court by various entities. Once accepted into the program, a client will complete group, individual, and family counseling, as well as lectures, homework, and tests. Through the implementation of this intensive program the client will learn to utilize adaptive mechanisms, accessing the resources of family, friends, community, and treatment to live free from drug and alcohol dependency. The Reentry Drug Court is designed to rehabilitate the client cognitively, emotionally, and behaviorally. The treatment modalities used to accomplish this are concepts similar to methods used by most recognized programs for substance

abusers. Involved is the utilization of therapies, self help programs like AA/NA, and case management in a highly structured environment.

## **PROGRAM GOALS**

### **GOAL 1: REDUCE SUBSTANCE ABUSE AND RECIDIVISM OF CLIENTS WHILE ENHANCING THEIR QUALITY OF LIFE.**

1. Objective: Lower the level of use of alcohol and mood altering drugs by program clients to below that of non-clients upon release from prison.
2. Objective: Reduce re-arrest rates of clients to below that of non-clients. Post-release intervals of 6, 12, and 24 months will be monitored.
3. Objective: Provide services to family members of clients.
4. Objective: Improve social functioning and communication skills of clients

### **GOAL 2: DEMONSTRATE THE EFFECTIVENESS OF THE REENTRY DRUG COURT IN REDUCING RECIDIVISM.**

1. Objective: Collect data to measure post-release re-arrest rates among clients.

### **GOAL 3: MEET THE NEEDS OF MINORITY CLIENTS MORE EFFECTIVELY.**

1. Objective: Reduce recidivism of offenders who are minorities through participation in program.

**GOAL 4: ENHANCE AND INCREASE TRAINING FOR COUNSELORS FOCUSING ON CHEMICAL DEPENDENCY.**

1. Objective: In-house training by experienced staff
2. Objective: Increase attendance at seminars and workshops

**ELIGIBILITY STANDARDS**

**Admission/Referral Criteria**

- Adults age 17 and older with a history of chemical dependence and addiction.
- Persons charged with misdemeanor or felony crimes with no history of violence, gang affiliation or significant or substantial drug dealings.
- Criminal history may include crimes other than drug charges.
- When the arrest is for drug possession, the amount must be consistent with personal use.
- A weapon cannot be used in the commission of crime.
- There cannot be other felony crimes pending or charged in the same instrument that remain unresolved at the time of admission.
- The defendant must be eligible for early release.

Individuals that meet the above criteria will then be referred to the Reentry Court by any of the following stakeholders:

Judge  
District Attorney  
Sheriff  
Parole & Probation

Warden/corrections staff  
Treatment team

After the referral the program director will complete a SASSI, SMAST, psychosocial history, and DA screening sheet with a risk assessment. The results will be forwarded to the Judge, DA, and Sheriff/corrections staff to give approval for entry into program. The DA will indicate if the treatment team must also contact the police and/or victim for their approval.

### **SUBSTANCE ABUSE AND MENTAL HEALTH SUITABILITY STANDARDS**

Admission/Referral worksheet (see page 6) will be completed by the one of the stakeholders. They will then refer the offender to the treatment team at which point the offender submits to a screening process by St. Mary Reentry Drug Court's treatment staff. When necessary, release forms are signed and sent to previous treatment providers including mental health professionals. This information is assessed to determine appropriateness for treatment.

Below is a list of forms utilized during the screening process:

- SASSI
  - SMAST
  - Psychosocial history (includes family, medical, military, emotional, legal, and drug abuse histories)
  - Consent for drug screen
  - Notification of patient rights
  - Release of information form
  - DA screening sheet w/ risk assessment
- (See folder A for examples of each)

After completion, the results of the screening packet plus a summary by the treatment team will be distributed to the stakeholders for their final approval/disapproval of offender. If all stakeholders approve of entry into program by offender, the

offender will go before the judge then into the segregated pod and receive a client handbook. The treatment team will then complete the following forms in preparation for admission.

- ASI
  - Intake summary
  - Referral review
  - Initial treatment plan
- (See folder B for examples of each)

On page 7 is a flow chart of the process described above.

## **CASE PROCESSING AND MANAGEMENT**

### Case Processing

The following will describe the progression of the offender from entry into the criminal justice to admission into the program.

#### **Admission/Referral Check:**

Offenders who will ultimately be housed within or entering the 16<sup>th</sup> Judicial District criminal justice system via conviction, arrest due to bench warrant, plea bargain, transfer from another district, or who are currently housed in the district can be screened by any of the stakeholders.

Name:

DOB:

SS#:

**ST. MARY PARISH REENTRY COURT  
ADMISSION/REFERRAL WORKSHEET**

	YES	NO	N/A
Age 17 or older.....	<input type="checkbox"/>	<input type="checkbox"/> ineligible	
History of chemical dependence and addiction.....	<input type="checkbox"/>	<input type="checkbox"/> ineligible	
History of violent crimes, gang affiliation.....	<input type="checkbox"/> ineligible	<input type="checkbox"/>	
Significant drug dealings.....	<input type="checkbox"/> ineligible	<input type="checkbox"/>	
Drug possession amount consistent with personal use.....	<input type="checkbox"/>	<input type="checkbox"/> ineligible	<input type="checkbox"/>
Weapon used in the commission of crime.....	<input type="checkbox"/> ineligible	<input type="checkbox"/>	
Felony pending or unresolved in same instrument at the time of admission.....	<input type="checkbox"/> ineligible	<input type="checkbox"/>	
More than 10 years incarceration time remaining.....	<input type="checkbox"/> ineligible	<input type="checkbox"/>	
Defendant eligible for early release.....	<input type="checkbox"/>	<input type="checkbox"/> ineligible	

Stipulate holds from other jurisdictions below:

\_\_\_\_\_

\_\_\_\_\_

Please indicate on the space provided below whether the offender is approved or denied and any additional comments such as conditional approval or why the offender was denied approval.

Judge \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District Attorney (indicate if the police or victim need to be contacted) \_\_\_\_\_

\_\_\_\_\_

Police \_\_\_\_\_

Victim \_\_\_\_\_

Sheriff/correctional staff \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

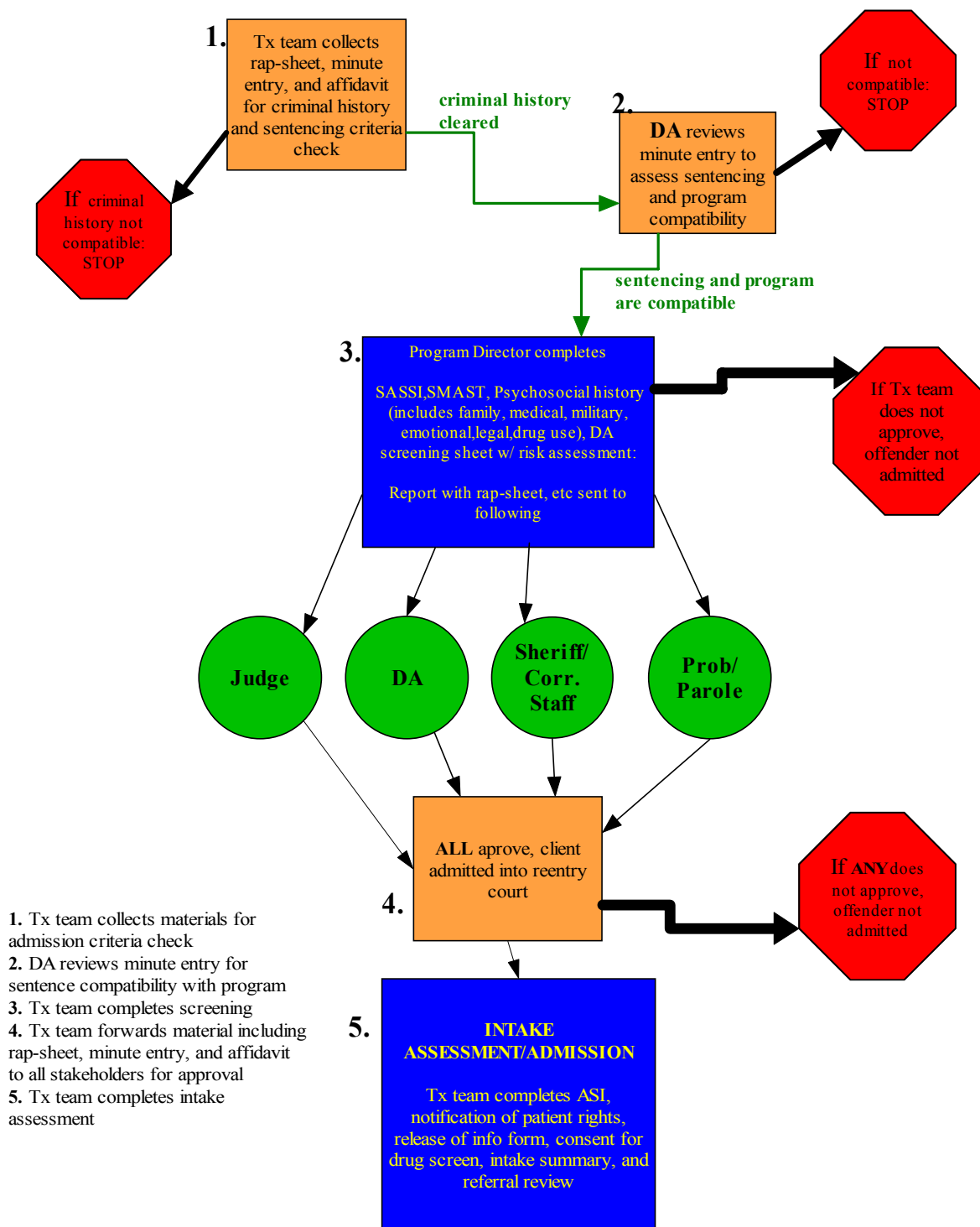
Probation/Parole \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reentry Court Flow-Chart for Screening/Admission Process

The Judge, DA, Sheriff, Warden, Probation/Parole, or Tx team can refer individual to Reentry Program



The Judge, DA, Sheriff, Warden, Probation & Parole, or the treatment staff can individually or in concert with other stakeholders refer an offender to the treatment program. It is the responsibility of the referring stakeholder to complete the Admission/Referral Worksheet in order to ascertain if the offender is eligible. Once the offender has cleared the admission/referral criteria, the stakeholder will alert the Program Director in writing by forwarding a copy of the completed Admission/Referral Worksheet.

**Screening Packet:**

The Program Director will then assign a member of the treatment team to complete a screening packet with the offender who will be informed of the programs structure and expectations. The treatment team will then disseminate the results to all stakeholders who will then give their approval/disapproval in writing. If all stakeholders approve admission, the offender will be housed at a segregated pod in the Iberia Parish Law Enforcement Center In New Iberia Louisiana.

**Urinalysis:**

An additional aspect of the screening process will require the offender to submit to a full panel drug screen. A positive result does not exclude an offender. Additional drug screening which may be used include hair testing, sweat patches and oral swabs (saliva testing). Treatment recommendations and course will utilize the information gathered from the initial drug screen that will test for the following drugs of abuse:

Cannabis	Cocaine	Amphetamine
Meth-Amphetamine	Benzodiazepines	Barbiturate
Opiates	PCP	Ethanol
Soma		

**Admission Packet:**

When the offender is admitted into the reentry program he will from then on be known as a client. This will help ensure that the client, treatment staff, and corrections staff view the individual as someone actively involved in their own rehabilitation and treatment.

The treatment team will complete an admission packet and

will start a client chart with the results from the Admission/Referral Worksheet, Screening Packet, and Admission Packet.

An important aspect of the reentry program is the seamless transition by the client from Level I- prison-based treatment program into Level II- Iberia Parish Adult Drug Court Outpatient Clinic. This policy and procedures manual utilizes some of the information found in the outpatient program policy and procedures manual.

### Case Management:

All clients receive a chart number and charts are maintained in compliance with licensing standards set forth by the State of Louisiana, Department Hospitals.

Each chart will include the following:

Referral Forms	Physical Exam Results
Court Reports	Drug Screen Results
SASSI	Group Therapy Rules
Releases of Information	ASI
Intake Forms	Progress Notes
Client Contracts	Treatment Plan
Client Evaluation	Drug Screen Consent
Patient Rights	Client Data
Emergency Information	Case Activity Sheet
Phase Advancement Form	Client Termination &
Discharge Summary	
Family Attendance Calendar Log	Consent for Blood Work & TB
Testing	

These records will be kept by the treatment team, as well as additional referrals including mental health recommendations or psychiatric evaluations.

### **REENTRY DRUG COURT TEAM**

*The Judge* is the "leader" who oversees the entire program. He works with all others involved from admission to discharge. He monitors the progress of clients and meets with clients when necessary.

*The Warden* aids public safety through maintaining the security of the parish jail. He oversees the day to day operation of the jail and all programs within it. The warden makes the necessary arrangements allowing the reentry program the physical space and time needed to operate and succeed. He and his staff are instrumental in referring offenders to the program as the jail staff knows the offenders extremely well.

*The Sheriff* also aids public safety as the official ultimately responsible for the safety and security of those in the parish including the jail. He also has assistance due to his desire to see the program succeed and will refer individuals to the program.

*The District Attorney or Assistant District Attorney* assigned to the reentry court, meets with all staff to discuss client issues. He refers clients for admission, and can recommend appropriate sanctions. He monitors probation officers and police officers to assure client compliance with court instructions. He attends status hearings, and is needed to obtain the victim's approval for admitting the offender into the program.

*The Probation/Parole Officer* screens candidates and makes referrals for assessment to the treatment provider. The officer will also assist in recommending appropriate sanctions if needed and be available should problems arise.

*The Treatment Team* is responsible for the design, implementation, and monitoring of the program.

- Lars Levy as the Administrator will monitor and supervise the Program Director and other treatment staff.
- The Program Director will oversee the day to day operations including supervision of counseling and case management staff. He attends all staff meetings and status hearings. The Program Director also conducts therapy and lecture sessions and will be responsible for screening and admission assessments. He directs activities and reporting to ensure quality and care to all clients.
- The Primary Counselor is responsible for facilitating the clients' recovery through intensive treatment. The treatment

will include education in chemical dependence and relapse groups. The counselor will be responsible for maintaining accurate and complete case records, and will attend status hearings and make recommendations to the court.

- The Case Manager is involved in screening clients and will address client needs for ancillary services. These services include but are not limited to; medical, educational, and employment needs. The case manager also prepares reports and maintains complete and accurate records. He/She may also be required to follow up on status of client once the client is referred to an outpatient facility. The case manager is responsible for compiling all the relevant data presented at status meetings.
- The Support Staff may also include Licensed Practical Counselors, Licensed Social Workers, Board Certified Substance Abuse Counselors, lab technicians, an administrative manager, van drivers, compliance officer, contract therapists or Psychiatrist, and clerical employees.

*The Evaluator* will do an independent process and outcome evaluation on the effectiveness of the program. The program compiles data such as the Addiction Severity Index and MIS as indicated by the Louisiana Supreme Court Drug Court Program Office.

## **OUTPATIENT DRUG COURT TEAM**

The Judge is the "leader " who oversees the entire program. He works with all other players from admission to discharge. He monitors progress of clients, meets with clients on a regular basis at status hearings. The frequency of these meetings is as follows:

Phase I	Weekly
Phase II	Bi-monthly
Phase III	Monthly
Phase IV	As needed
Aftercare	Quarterly

Status hearings are held each Monday afternoon at 4:00 pm. to give

clients an opportunity to attend without disrupting work and school. The Judge has the final word on sanctions and incentives.

*The District Attorney or Assistant District Attorney* assigned to drug court, meets regularly with all staff to discuss client issues. He refers all clients for admission. He recommends appropriate sanctions for non-compliance. He monitors probation officers and police officers to assure compliance with court instructions. He attends status hearings.

*The Public Defender* or clients' personal attorney meets with clients prior to admission to advise on program criteria and expectations. He also helps clients discern whether the program is appropriate for their particular case. He advises clients regarding consequences of failure to complete the program. He is present at time of pleading and revocation. He also addresses legal issues should they arise during clients' participation.

*The Probation Officer* screens all candidates and makes referrals for assessment by the treatment provider. Once client is admitted, probation collects all fees due the court, monitors any sanctions rendered by the court, i.e.: community service. The probation officer meets weekly with treatment staff to monitor client participation. He is available daily should problems arise. He is assigned exclusively to the drug court program. He reports to the court on a regular basis concerning status of clients and attends all hearings.

*The Police Liaison* acts as a conduit between the Court and treatment provider, working with all parties to assure client compliance. He works closely with the Judge, relaying information obtained in the field such as; clients' home environment, and places frequented by the client that may constitute an obstacle to maintaining sobriety. The liaison also follows up on any bench warrants issued and communicates daily with all community police agencies to monitor any re-arrests of participants.

*The Administrator* is responsible for the treatment component of the

program. He supervises the Program Director and the administrative functions of treatment for the 16th Judicial District Drug Court including financial and budgetary responsibilities. He establishes policy and procedure in accordance with the Louisiana Department of Health & Hospitals and reports to the Regional Administrator for that agency.

*The Program Director or Clinical Supervisor* is employed by the treatment provider and reports to the Administrator. He is responsible for the day to day operations of the Clinic including the training and supervision of all counseling staff. He is also responsible for the supervision and training of the drug testing component as well as the case management staff. He attends all staff meetings and status hearings. He directs activities and reporting to ensure quality and care to all clients.

*The Primary Counselor* is responsible for facilitating the clients' recovery through intensive outpatient treatment. The treatment will include education in chemical dependence and relapse prevention. The methods used will include individual and group therapy sessions, as well as groups specifically targeted to cultural and women issues. The counselor will be responsible for maintaining accurate and complete case records on each client. He will attend status hearings and make recommendations to the court with regard to appropriate sanctions and incentives and phase advancement or demotion.

*The Case Manager* is involved in screening clients for admission and once accepted, begins to address client needs for ancillary services. These services include; medical, educational and employment needs. They may also include detox and/or inpatient treatment. He also follows up on status of client when referred to another facility. The case manager also prepares reports and maintains client records relating to employment and medical testing. The Case Manager is responsible for compiling all of the data that is presented at each status hearing. This status report lists each person on that days docket, what happened at the last court appearance, what the current status is in treatment, recommendations based on clients' participation and tracks what happens at the current status hearing.

This report is given to the Judge, the Assistant District Attorney, Probation Officer and treatment provider. The report is also used in the staff meeting prior to the status hearing .

*The Support Staff* includes Licensed Professional Counselors, Licensed Social Workers, Board Certified Substance Abuse Counselors, lab technicians, an administrative manager, van drivers, compliance officer, Psychiatrist and clerical employees.

## **PROGRAM STANDARDS**

### **TREATMENT REQUIREMENTS AND METHODS**

#### **Prison Based Treatment (PBT)**

Substance abuse treatment services will be provided by a multi-disciplinary team that may include licensed practical counselors, licensed social workers, board certified substance abuse counselors, substance abuse counselors, a medical director who is a licensed physician, a psychiatrist, a program director or clinical supervisor, case managers and support staff. The team will participate in the provision of treatment and aftercare services for up to 24 clients. St. Mary Reentry Drug Court will comply with the regulations as set forth in the Louisiana Department of Health & Hospitals, Standards Manual for Licensing Alcohol and Drug Abuse Programs and the Office for Addictive Disorders Monitoring Plan.

-Assessment: To determine appropriate level of care and type of treatment recommended.

-Referrals will be completed by the case manager utilizing state funded facilities and/or private programs where appropriate.

Should a client meet criteria for program admission, the following services will be performed when appropriate to that client's treatment plan:

- Intensive Prison-Based; Clients will participate every day during each of the three phases. Clients will be required to complete assignments on their own during off-work hours. See page 15.

- Three staffings will include Initial (within 48 hrs.), Treatment Planning(within 30 days) and Discharge. Staffings shall be required at least every 90 days thereafter until discharge.
- The provider agrees to provide three phases of treatment, each varying in length of stay and intensity. The course of treatment in all three phases will culminate in the successful completion of the treatment program after a minimum of six months. Each client is required to complete the tasks assigned during each phase of treatment. These phase advancement tasks are outlined in the client handbook that is given to the client at intake.
- Provider agrees to report to the 16th Judicial District Court and its officers on the status of all participants whenever requested. Treatment will provide an educational series of lectures consisting of topics including, but not limited to;
  - Relapse Prevention
  - Disease Concepts
  - Criminal Thinking
  - Anger and Conflict Resolution
  - Vocational and Educational Enhancement
  - Relationship Skills
  - Family Dynamics
  - Parenting Skills
  - Cultural Issues
  - Cross Addiction
  - Spirituality
  - Prevention of Sexually Transmitted Diseases
  - HIV Education
  - Coping Skills
  - Life Skills
  - Gambling
  - Character Development
  - Program Orientation Series

