

# PARTICIPANT HANDBOOK



## PENNINGTON COUNTY MENTAL HEALTH COURT

Judge Jeff Connolly  
**3PM–5PM on Tuesdays**

Courtroom C2  
Pennington County Courthouse  
315 Saint Joseph Street  
Rapid City, SD  
(605) 394-2595

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# WELCOME TO MENTAL HEALTH COURT!

Mental Health Court will give you tools to change your life. The program uses intensive probation supervision and treatment to help you change. You will have regular contact with the Mental Health Court Judge, probation, and treatment. You will participate in mental health treatment, addiction treatment as needed, group and individual treatment sessions, regular Mental Health Court hearings, drug/alcohol testing, and support group meetings. Other activities should be expected because each person's path to recovery is different. Mental Health Court takes more than 14 months to complete.

Mental Health Court's goal is **RECOVERY**. "Recovery" is defined as a process of change through which individuals improve their health and wellness, live self-directed lives, and strive to reach their full potential.

## MENTAL HEALTH COURT GIVES YOU A CHANCE TO IMPROVE YOUR:

### Health



- ◆ Achieve sobriety
- ◆ Address mental health problems
- ◆ Improve physical health

### Home



- ◆ Have a safe and stable place to live
- ◆ Have a clean and healthy place to live

### Purpose



- ◆ Have meaningful daily activities (job, school, volunteering, family caretaking, creative projects)
- ◆ Be a productive member of society

### Community



- ◆ Build relationships and social networks that provide support, friendship, love, and hope

You must follow the rules of Mental Health Court and the directions given by the Mental Health Court Judge and Mental Health Court Team. **Read this Handbook carefully.** It tells you what to expect in Mental Health Court. You can share this handbook with your family and friends.



The Judge and the Team are here to help you, but **the final responsibility is yours.** We know that **with hard work, honesty, and commitment to recovery you can be successful.**

# MENTAL HEALTH COURT TEAM

The Mental Health Court Judge makes all the final decisions about your Mental Health Court case, with help from the Mental Health Court Team. Team members are:



- ◆ Judge Jeff Connolly
- ◆ Coordinator Sean Ireland
- ◆ Prosecutor Angela Shute
- ◆ Defense Attorney Ashley Parr
- ◆ Probation Officers Adam Ohman/Allison Albrecht
- ◆ Mental Health Treatment Provider Chantelle Blue Arm (WRMH)
- ◆ Recovery Coach Jake Mueller (WRMH)
- ◆ Recovery Coach Macey VonBerge (WRMH)
- ◆ Addiction Treatment Provider Amanda Whelchel (ATS-Care Campus)
- ◆ Captain Casey Munsch (Pennington County Jail)

**Defense Attorney: Ashley Parr**

2525 West Main Street, Suite 307

Call or Text: (605) 388-2050 | Email: Ashley@ParrLaw.us

**Probation Officer: Adam Ohman**

315 Saint Joseph Street (Pennington County Courthouse) 2<sup>nd</sup> Floor  
Cell: (605) 381-9920

**West River Mental Health: Chantelle Blue Arm**

111 North Street  
Office: (605) 343-0650

**Addiction Treatment Services (Care Campus): Amanda Whelchel**

321 Kansas City Street  
Office: (605) 394-6128

**WRMH Recovery Coach: Jake Mueller**

111 North Street  
Office: (605) 343-0650 or (605) 863-6187

**WRMH Recovery Coach: Macey VonBerge**

111 North Street  
Office: (605) 343-0650 or (605) 381-9916

**Daily UA Call-In Schedule:**

Pennington County Problem-Solving Courts Lab Testing Line

(605) 303-6026

Phase:	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Color:</b>	Red	Yellow	Orange	Green	White
<b>Testing Location:</b>	24/7	24/7	24/7 or Court Services	24/7 or Court Services	24/7 or Court Services

## PARTICIPANT RIGHTS

By agreeing to be in Mental Health Court, you have given up some of your rights (disputing search/seizure/traffic stops, preliminary hearing, trial by jury or court, remain silent, etc.).

### **You have given permission for treatment to share information with the Mental Health Court Team.**

Mental Health Court is open to the public. The Team cannot tell how the news might use your identity. The Team cannot stop them from sharing information that is public record.



## DEFENSE ATTORNEY

Mental Health Court Defense Attorney Ashley Parr will be your defense attorney the whole time you are in Mental Health Court. You have the right to get your own attorney if you want. Even though Attorney Parr is a member of the Mental Health Court team, he is also **your attorney**. You have attorney-client privilege, which means you can share confidential information with him that he cannot share with the team unless you give him permission.

Attorney Parr's job is to help you understand your rights and the requirements of the Mental Health Court program. The Mental Health Court Judge makes all final decisions, but Attorney Parr will advocate for you to the Judge and the team. Attorney Parr will defend your legal rights, make sure you get fair and equivalent treatment, and share your view on things like incentives and sanctions, phase advancement, and graduation or termination. Attorney Parr will represent you in evidentiary hearings if you want to question the facts used to decide on sanctions or terminations. Attorney Parr will also represent you if you are facing termination from Mental Health Court and if you are facing a Probation Violation after termination from Mental Health Court, unless you request a different attorney.

Attorney Parr will attend Mental Health Court sessions, and he can answer questions you might have during Mental Health Court. You should contact him **before** Mental Health Court if possible to talk about any issues that might come up. You can reach him by call or text at **(605) 388-2050**, or by email at [Ashley@ParrLaw.us](mailto:Ashley@ParrLaw.us). You can call him or email him for free from the jail.

# MENTAL HEALTH COURT SCHEDULE

## TEAM STAFFING: 2PM–3PM ON TUESDAYS

The Team talks about participants before each Mental Health Court hearing. Attendance, participation and cooperation, employment, drug/alcohol testing, and other topics are shared. The Team will talk about your progress and any problems you have. Staffings are closed to the public. You do not have a right to attend Staffing. You might be invited to Staffing by the Team to talk about private issues if needed.

## MENTAL HEALTH COURT: 3PM–5PM ON TUESDAYS

### Courtroom C2, Pennington County Courthouse

You, the Judge, probation, attorneys, treatment counselors, recovery coaches, and other team members will all be in Mental Health Court to talk about your progress and any problems you have. You will get to talk with the Judge. You might get incentives (rewards) if you are doing well, and sanctions (consequences) if you are not doing well.

You will come to Mental Health Court weekly in Phase 1 and Phase 2, every other week in Phase 3, and monthly in Phase 4 and Phase 5. You might be told to come to court outside the usual Mental Health Court schedule for special events, temporary court schedule changes, or to get incentives or sanctions. You can find out which Phases should appear for Mental Health Court in your DIMS Tasks or in Google Classroom Assignments. Tasks and Assignments are posted during the week before the court session. You must come to Mental Health Court if you have been told to come, even if you are not in the Phases listed in Tasks and Assignments. A warrant could be issued for your arrest if you do not show up to Mental Health Court when you are required to. **Ask if you have questions about when you are required to be in Mental Health Court.** If you need to miss Court for an emergency you must contact probation right away.

### Mental Health Court Schedule by Phase:

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
All Tuesdays	All Tuesdays	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Tuesdays	1 <sup>st</sup> Tuesday	1 <sup>st</sup> Tuesday
@ 3PM	@ 3PM	@ 3PM	@ 3PM	@ 3PM

Mental Health Court hearings are open to the public. You can invite your family members and supports to come and watch. You should expect other participants' family members and supports and other community members to be at Mental Health Court hearings.

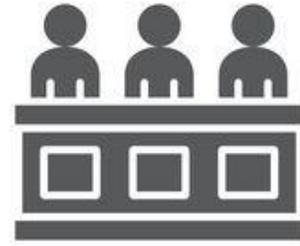
## COURTROOM RULES:

- ★ **Be on time!** – If you are not in your seat before 3PM you are late and will get a sanction.
- ★ **Be prepared!** – There will be a weekly **Mental Health Court Assignment**. You will get each week's assignment in the printed monthly Mental Health Court Newsletter and in the weekly Mental Health Court DIMS Tasks and Google Classroom Assignments. You must come to Mental Health Court with your answer to that week's assignment written down and ready to share. If you do not have a written answer to the weekly assignment you will get a sanction of 2 Community Service Hours due within one week.

(continued →)

★ **Be respectful** to the Judge, the Team, and your fellow participants.

- Turn off your phone before Mental Health Court
- Be quiet and pay attention
- No sleeping
- Do not wear:
  - Hats, bandanas, or do-rags
  - Sunglasses
  - Clothes with drug/alcohol logos or gang symbols
  - Clothes that show your underwear



★ **Be supportive** of your fellow participants and encourage them with applause.

★ **Stand** when the Judge is talking to you.

★ **Stay seated** in the courtroom during the whole Mental Health Court hearing, unless the Judge excuses you.

## OTHER MENTAL HEALTH COURT RULES

★ **Follow all directions from the Mental Health Court Team**

★ **Follow all laws**

Do not commit any crimes. Do not threaten anyone or commit any violent acts. You can be terminated from Mental Health Court for breaking the law. **Tell probation right away if you have contact with police** (even if it was not your fault).

★ **Show up and be on time for ALL appointments**

If you need to change any appointment (treatment, office visits, etc.), you must do it at least **24-hours before the appointment starts**. If you are late or if you miss an appointment, you might get a sanction.

### **SANCTIONS COULD INCLUDE:**

- |                                   |  |
|-----------------------------------|--|
| × Daily planning assignment       | × Community Service                                      |
| × Writing assignment              | × Jail   |
| × Increased probation supervision | × Other, as decided by the Judge with help from the Team |

If you get excused from an appointment with a team member due to illness or other approved situation, you must also contact any other team members directly to get excused from your appointments with them. **Being excused from one appointment does NOT automatically excuse you from all your appointments.**

★ **Be honest and try in treatment**

Your treatment plan will be made by you and treatment. You will get mental health, and addiction treatment as needed. You will be in both individual and group sessions. **You must follow all treatment rules or you might get a sanction.** The Team will talk regularly about how you are doing in treatment. (continued →)



You must do a Mental Health **Comprehensive Assessment** and a Mental Health **Medication Assessment** at BMS after starting Mental Health Court, and you must follow all the recommendations.

You must also do a Substance Use Disorder **Treatment Needs Assessment** at Care Campus after starting Mental Health Court, and you must follow all the recommendations.

## **You will be in treatment the whole time you are in Mental Health Court.**

Treatment could include:

- ◆ MAA\*EZ (Making Alcoholics Anonymous Easier)
- ◆ Assessments
- ◆ IOP (Intensive Outpatient Treatment)
- ◆ CBISA (Cognitive Behavioral Intervention for Substance Abuse)
- ◆ Aftercare
- ◆ Recovery Planning
- ◆ Recovery Maintenance
- ◆ Seeking Safety
- ◆ DBT (Dialectical Behavioral Therapy) @ BMS
- ◆ DBT Advanced @ BMS
- ◆ DBT SUDs @ BMS
- ◆ SMART Recovery
- ◆ Individual Counseling
- ◆ Comprehensive Assessment @ BMS
- ◆ Therapy @ BMS
- ◆ Clinical Case Management @ BMS
- ◆ MRT (Moral Reconciliation Therapy)
- ◆ 8 Dimensions of Wellness @ BMS
- ◆ Medication Assessment @ BMS
- ◆ Medication Management @ BMS
- ◆ MAT (Medication-Assisted Treatment)
- ◆ Low-Intensity Residential Treatment
- ◆ Inpatient Treatment
- ◆ Detoxification Treatment
- ◆ Specialized treatment services
- ◆ Other, as decided by treatment

### ◆ **Dialectical Behavioral Therapy:**

Dialectical Behavioral Therapy (DBT) teaches new skills to deal with painful emotions and to decrease conflict in relationships. DBT focuses on four key areas: **Mindfulness** helps people accept and be present in the moment. **Distress tolerance** helps people deal with negative emotions instead of trying to escape from them. **Emotion regulation** teaches people how to manage and change intense emotions that are causing problems in their life.

**Interpersonal effectiveness** teaches people to communicate better with others in a way that is assertive, maintains self-respect, and strengthens relationships.

### ◆ **8 Dimensions of Wellness:**

Living a balanced life in mind, body and spirit is an important part of recovery. 8 Dimensions of Wellness focuses on improving the **emotional, environmental, financial, intellectual, occupational, physical, social,** and **spiritual** parts of yourself so you can live a full and happy life in the community.

## ★ **Be respectful toward everyone**

Respect is important because it helps build better relationships with others. Respect means that you accept someone for who they are, even if they are different from you or you don't agree with them. **Showing respect to others** is important because it helps build trust and it helps your thoughts and opinions be heard. **Getting respect from others** is important because it helps us to feel safe to express yourself. **Having respect for yourself** is important because you are valued and you matter. What you think and feel is just as important as what someone else thinks and

feels. You should spend time with people who are respectful and make you feel safe. It's ok to end relationships with people if they can't be respectful and you don't feel safe around them

You earn respect from others by showing respect to others. **You can show respect by:**

- ◆ **Listening** and paying attention when others are talking. Do not look at your phone or get carried away in your own thoughts. Do not interrupt. First listen, then understand, then say something if you have something to say.
- ◆ **Being on time.** This helps show you value the time of others.
- ◆ **Replying** to text messages and missed calls as soon as you can
- ◆ **Being polite.** Say "please," "thank you" and "I'm sorry."
- ◆ **Keeping your word.** Do what you say you are going to do.
- ◆ **Not gossiping.** Talking about others causes hurt feelings, spreads lies, breaks trust, and could get you in trouble especially if you break confidentiality.
- ◆ **Respecting physical boundaries.** Not everyone is okay with being touched or hugged.

When you disagree with someone you should both listen to each other and be patient. Don't yell or talk over the top of each other. Talk openly about your needs and wants. Allow each other space if needed. Admit when you have made a mistake.

Sometimes we find ourselves not feeling respected by other people, including our family or friends. You can call out disrespect by saying "we don't do that here." While it's not always possible to change somebody and make them respect you, there are some things you can try:

- ◆ Show people what respect looks like by being respectful yourself
- ◆ Tell the person what they are doing isn't ok and be specific
- ◆ Talk to somebody you trust
- ◆ Try to understand their point of view
- ◆ Give that person a chance to change their behavior toward you

## ★ Stay in contact with probation

Show up for all probation appointments. **Keep regular phone contact with probation.** Return probation's calls as soon as possible but within 24 hours, and make sure probation always knows how to contact you. You cannot leave the Rapid City area without permission. If you abscond, you have voluntarily removed yourself from the program and can be terminated from Mental Health Court. A warrant will be issued for your arrest.

### **IMPORTANT THINGS YOU MUST TELL PROBATION:**

- ◆ Any changes to your phone number
- ◆ Any changes to work or school schedules
- ◆ If you get fired from your job
- ◆ If you have a significant other, romantic relationship, or sexual relationship
- ◆ **ALL** medications, pills, and supplements you are taking
- ◆ If you relapsed
- ◆ If you had contact with the police or have been arrested

**Do not have any firearms, weapons, alcohol, drugs (including marijuana), drug paraphernalia, or other contraband.** Probation and/or police will visit you in the community during the day or night and with or without notice. You might be drug/alcohol tested. You must allow your person, property, place of residence and vehicle to be searched and/or seized upon the

demand of the Court Services Officer at any time of the day or night with or without a search warrant. You must allow your Court Services Officer access to any electronic devices or media, including cell phones, smartphones, home computers, and gaming systems.

## ★ Stay in contact with your BMS Recovery Coach

Your BMS Recovery Coach will help support and guide you through the Mental Health Court program. Show up for all BMS Recovery Coach appointments. **Keep regular phone contact with your BMS Recovery Coach.** Return your BMS Recovery Coach's calls as soon as possible but within 24 hours, and make sure your BMS Recovery Coach always knows how to contact you. Your BMS Recovery Coach will help figure out what services they can help you with:

- ◆ Medication Management: Delivery of Daily/Weekly Medications
- ◆ help setting up appointments (medical, therapy, legal, etc.)
- ◆ Help completing and submitting applications for benefits (SSI), assistance (SNAP, TANF, etc.), housing, school entry/GED, job/resume skills, etc.
- ◆ Lead Skills Groups (DBT and DBT SUDS, 8 Dimensions of Wellness)
- ◆ Supportive advocate at court hearings, probation appointments, DSS hearings, child custody meetings, etc.

You should review all your Phase Applications and your Commencement Plan with your BMS Recovery Coach, and your BMS Recovery Coach should sign and date them on the "**Reviewed with your treatment provider**" line on the front page before you turn them in.

## ★ Use and update your planner every day

The Mental Health Court program can be overwhelming. Using your planner will help you manage all your program tasks, work tasks and personal tasks. Using your planner will help you focus on the most important things, and you will feel accomplished when you check off what you have done. Checking off completed tasks will help you feel more relaxed when you know you have done everything you are supposed to do. Checking off completed tasks will also help you stay motivated to keep working toward your goals.

Write all your appointments, treatment, meetings, office visits, Court, and daily activities in your Mental Health Court planner. **Always carry your planner with you and look in it often.** Probation and treatment will check your planner regularly. You must have all appointments in your planner initialed by the person you are meeting with during Phase 1. If you forget to get your planner initialed at any appointment you will get 2 Community Service Hours due within one week. You can submit a **Special Request** to the Team (see Page 18) to get permission to stop getting your planner initialed at all appointments in Phase 2. You might be asked to restart if you are having trouble attending appointments or following program rules. (continued →)

Using your planner will also help you remember what you have done! If the team has questions about something that might have happened and wants to know where you were, who you were with, or what you did on a certain day--You can look it up if you write that stuff down! If the team hears you missed an appointment or a UA--You can look it up if you check that stuff off!

## ★ Change people, places and things

Probation and the Team will talk with everyone involved in your life. This includes significant others, friends, family, employers, doctors, counselors, etc. **Be honest** about all your relationships including significant others, friendships, romantic relationships and sexual relationships.

### Do not hang out with people who:

- ✗ Are on felony probation
- ✗ Are on parole
- ✗ Have charges pending
- ✗ Are breaking the law
- ✗ Are violent
- ✗ Use drugs/alcohol

**The Team will restrict your contact with certain people if needed.** You are not allowed to have romantic or sexual relationships with any Problem-Solving Court participant.

## ★ Live in a safe and sober place that supports your recovery

**Tell probation where you are living and who you are living with.** You need to live in Pennington County and close to Rapid City so team members can meet with you at your home as needed and so you can be fully available to participate in the program.

Do not have guests or visitors without permission. Do not let someone move in without permission. **Do not move without permission.** The Team might tell you to move if you are not living in a safe and sober place that supports your recovery.

Stay home during your curfew. Do not have guests or visitors during curfew hours. **Ask if you have any questions about when you are supposed to be at home.** Contact probation right away if you have an emergency.

### Mental Health Court curfew is:

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
9PM-5AM	10PM-5AM	11PM-5AM	12AM-5AM	As directed



## ★ Keep yourself and your home environment clean and tidy



Good personal hygiene is keeping all parts of your body clean and healthy. Good personal hygiene is important for health reasons because poor personal hygiene gives germs a perfect environment to grow and that can cause infection. Good personal hygiene is important for social reasons because poor personal hygiene might cause people to avoid you and that might make you feel isolated and lonely.

### You can keep yourself clean by regularly:

- ◆ Washing your hands with soap:
  - before making food and eating
  - after going to the bathroom
  - after blowing your nose, coughing, or sneezing
  - after touching garbage or other dirty things
  - after touching pets or pet items
- ◆ Washing your body with soap
- ◆ Washing your hair with shampoo
- ◆ Changing into clean clothes
- ◆ Washing dirty clothes with soap
- ◆ Using deodorant
- ◆ Brushing your teeth
- ◆ Trimming and cleaning your fingernails

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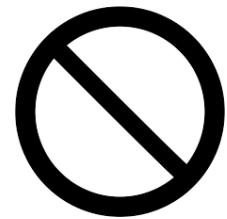
The condition of your home environment can affect your mood and mental health. A clean and tidy home environment can lower stress, keep your mind calm, and keep your body safe and healthy. A dirty home environment gives allergens and germs a perfect environment to grow and that can cause infection or illness. A dirty home environment can also get you evicted.

**You can keep your home clean and tidy by regularly:**

- ◆ Put things away when you are done using them
- ◆ Clean up messes as they happen
- ◆ Wash dirty dishes with soap, dry them, and put them away
- ◆ Wash dirty clothes with soap, dry them, fold them, and put them away
- ◆ Take out the trash when it gets full
- ◆ Vacuum and mop your floors
- ◆ Dust your surfaces
- ◆ Clean your bathroom sinks, tubs and toilets
- ◆ Clean your kitchen counters
- ◆ Wash your bedding regularly

★ **Do not have or use drugs or alcohol**

Drugs (including marijuana) and alcohol are not allowed. Do not use or have any drugs or alcohol with you, in your home, or in your vehicle. Do not go to places where drugs or alcohol is the primary sale. Admitting you used drugs or alcohol before a test will almost always lessen the sanction you might get.



**Honesty is always the best policy.**

★ **Do all drug/alcohol tests as directed**

Drug/alcohol testing helps you with sobriety goals. You will be tested often. You will test on any day of the week, including weekends and holidays. You will be tested by probation, treatment, and police.

Your UAs are randomly scheduled by the LIMS computer system. **You must call in daily to (605) 303-6026 to find out if it is your day to UA**, so you must always have access to a phone. Your testing COLOR and LOCATION are assigned by phase. You can call in any time after 5:30AM, and you need to do your UA **BEFORE NOON**. UAs at Court Services are free. UAs at the 24/7 Sobriety Program are \$10/test. You need to be ready to test when you come in. A missed or late UA will be considered as a positive test.

**Call-In Number: (605) 303-6026**

Phase:	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Color:</b>	Red	Yellow	Orange	Green	White
<b>Testing Location:</b>	24/7	24/7	24/7 or Court Services	24/7 or Court Services	24/7 or Court Services

**TESTING LOCATIONS:**

**Court Services** (605) 394-2595  
 Penn Co Courthouse 2<sup>nd</sup> Floor  
 Days: Monday—Friday when the Courthouse is open  
 UA Times: 8AM—NOON

**24/7 Sobriety Program** (605) 716-7366  
 111 New York Street, Suite 300  
 Days: Daily  
 UA Times: 6AM—7:30AM  
 PBT Times: 6AM—8AM and 6PM—8PM

(continued →)

UAs test for many drugs. UAs also test creatinine levels and oxidants, which show if you are drinking too much water to dilute your urine, contaminating your urine with chemicals or substituting your urine with a look-alike sample. **Do not try to fake or mess with your UA!** You will get in trouble for cheating your UA. You will get help and treatment if you are honest and test positive for drugs or alcohol. A diluted, contaminated or substituted sample will be considered as a positive test.

If your UA is positive but you deny using any drugs or alcohol, the sample will be sent to a lab for testing. You pay for the test if lab results are positive. Mental Health Court pays for the test if lab results are negative.

**You will also do random alcohol testing.** You might also be required to do PBTs, SCRAM, or Remote Breath through the 24/7 Sobriety Program. PBTs are \$1/test, SCRAM is \$6/day (plus \$80 install/removal fee), and Remote Breath is \$5/day (plus \$80 install/removal fee). A missed or late PBT will be considered as a positive test.

#### **YOU MIGHT GET A SANCTION IF:**

- ✗ You are late for a drug/alcohol test
- ✗ You miss a drug/alcohol test
- ✗ You cannot produce enough of a sample to be tested
- ✗ Your urine is diluted, contaminated or substituted
- ✗ You interfere with a drug/alcohol test in any way
- ✗ Your test is positive for drugs/alcohol
- ✗ Your test is positive for unapproved medications (prescription or over-the-counter), pills, or supplements
- ✗ Your test is positive because of secondhand smoke
- ✗ Your test is positive because you ate poppy seeds

#### **SANCTIONS COULD INCLUDE:**

- ✗ Lost Days of Sobriety
- ✗ Jail
- ✗ Shortened testing window
- ✗ Additional testing requirements
- ✗ Community service
- ✗ Other, as decided by the Judge with help from the Team

### ★ **Find one doctor for your health needs**

Finding and sticking with **one** doctor to meet your health needs is very helpful for both your physical wellbeing and your emotional wellbeing. Seeing your doctor regularly for check-ups and immunizations helps you stay healthy because your doctor can find and treat any health issues you might have, and your doctor can help you avoid getting sick later. Seeing your doctor regularly helps your doctor get to know you and your medical history. Building a relationship with your doctor helps you feel more comfortable to ask questions that might be difficult or embarrassing. If you need to see a specialist for a major health problem, your doctor can help you find the right one. Seeing your doctor regularly can help you save money because you will be healthier and because you can make an appointment to see your doctor instead of going to the Emergency Room for non-emergency medical care.

You must tell your medical doctor, mental health doctor, eye doctor and dentist that you are in Mental Health Court. You could get a sanction if you do not. You might be asked to have your doctor fill out the "Substance Abuse History Notification" form to show that your doctor knows you are in Mental Health Court. You should work with your doctor to find non-addictive medications and treatment options. Probation and treatment might need to talk to your doctor about your doctor's recommendations for your medication and medical treatment.

## ★ Tell treatment and probation about ALL prescription medications, over-the-counter medications, pills, and supplements you are taking

Probation and treatment need to know about ALL prescription medications, over-the-counter medications, pills and supplements you take so they can help you make smart choices about your supervision and treatment plans. You must **show** your prescription bottles or Medication Administration Record (MAR) to probation and treatment so they can see all the details of what you are taking, what the dosage is, who prescribes it, when and how you should take it, and that the medication is not expired. You must **tell** probation and treatment about all over-the-counter medications, pills and supplements you are taking so they can help you make sure what you are taking is safe.

**You are responsible for what is in your body.** You need to make sure the medicine you are taking and what you are eating/drinking/smoking will not affect drug/alcohol testing. **Read ALL ingredients of what you are eating or drinking or smoking so you know what is going into your body.**

- ✗ Do not take medicine or use products that contain alcohol
- ✗ Do not take medicine or use products that contain THC, CBD, etc.
- ✗ Do not eat poppy seeds
- ✗ Do not use synthetic substance (K2, Spice, etc.)
- ✗ Do not take any cleansing/masking products
- ✗ Do not take diet pills without permission
- ✗ Do not take herbal supplements without permission
- ✗ Do not take cold or allergy medication without permission



Using medication that has controlled substances or alcohol is not allowed without permission and monitoring by treatment and probation. You should work with your doctor or medication provider to find non-addictive medications and treatment options. **Do not take more than the recommended dose of any medication**

### **SAFE MEDICATIONS (if used as directed):**

- ◆ **Pain:** Tylenol, Aleve, Aspirin, Ibuprofen, Excedrin, Midol, Pamprin (not "PM" options)
- ◆ **Stomach:** Mylanta, Milk of Magnesia, Pepto-Bismol, Metamucil, Miralax, Colace, Dialose, Docusate
- ◆ **Antacid:** Zantac, Pepcid, Prilosec, Tums/Roloids
- ◆ **Flu:** Theraflu, Alka-Seltzer
- ◆ **Cough/Cold:** Mucinex, Delsym, Tessalon Perles (non-alcoholic, pediatric, not "D" or "DM")
- ◆ **Allergies:** Allegra, Claritin, Benadryl, Clarinex, Alavert, Zyrtec, Nasacort/Nasonex, Saline Sprays (not "D" or "DM" options)
- ◆ **Joint Pain:** Tylenol Arthritis, Bengay, Icy Hot
- ◆ **Vitamins:** Multivitamins, Prenatal Vitamins
- ◆ **Other Safe Categories:** Gas Relief; Antibiotics; Antifungals; Hemorrhoid Meds; Asthma Meds; Eye Meds; Ear Meds; Fever Blister Meds; Toothache Relief; Sunscreen; Topical Creams; Vaginal Products; Urinary Products;

### **DO NOT USE:**

- ✗ Cannabidiol (CBD)
- ✗ Sleep Aids
- ✗ Narcotic pain relievers
- ✗ Barbiturates
- ✗ Benzodiazepines
- ✗ Over-the-counter caffeine or diet pills
- ✗ Medications containing Codeine
- ✗ Medications, mouthwash, or topical products containing alcohol
- ✗ Tranquilizers

## ★ Take all medication as prescribed

You must do a Mental Health **Medication Assessment** at BMS after starting Mental Health Court, and you must follow all the recommendations. You must take the **right dose** of your medication, at the **right time**, in the **right way** and as often **as directed**. **Do not take more than the recommended dose of any medication.**

Taking prescription medications from different doctors can cause serious health problems including overdose. You must tell your medication prescriber that you are in Mental Health Court or you could get a sanction. You should work with your medication prescriber to find non-addictive medications and treatment options.

## ★ Be available for medication delivery

Staff at BMS will keep your medications, and medications will be delivered to you as prescribed. BMS staff will make a plan to meet you for each medication delivery. Morning medication deliveries happen between 8:00AM and 10:30AM, and meeting plans need to be made by 3:00PM the day before. Evening medication deliveries happen between 4:00PM and 6:00PM, and meeting plans need to be made by 3:00PM that day.

## ★ Attend and participate in recovery support group meetings if recommended by your Treatment Needs Assessment

Recovery support groups are AA, NA, SMART Recovery, etc. They should follow a structured model or curriculum. Recovery support groups help you meet new people who want a sober life, they help you learn new skills to conquer cravings, they help support you during difficult emotional times, their members will hold you accountable, and they help you remember you are not alone. Recovery support groups do not replace treatment, but they can give you support and encouragement while you are in treatment. Recovery support groups can also give you lifelong support and encouragement to stay in recovery even after treatment and the Mental Health Court program. Talk to treatment or probation about your recovery support group meeting options. Get proof of attendance to probation. You may be told to attend more meetings as needed.

## ★ Find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment

The person you pick as your recovery sponsor will be responsible for encouraging, guiding, and supporting you on your path to recovery. Your sponsor should be **in recovery themselves**, because they will be your role model for learning a new way of life and living sober. Your sponsor should be **at least 5 years sober**. Your sponsor should be **of the same gender** as you. Your sponsor should **not be a family member**. You should look for someone who will help you get to recovery support group meetings, help you develop new relationships with others in the recovery community, and help you build a strong sober social network. Your sponsor should be willing to listen to your concerns and be able to make suggestions on how you can find help to solve your problems (housing, employment, transportation, relationships, etc.). **Your sponsor must be willing to communicate with the Team** about your attendance at recovery support group meetings, your participation in the recovery community, and your progress toward reaching your recovery goals. (continued →)

You should review all your Phase Applications and your Commencement Plan with your recovery sponsor (if you have one), and your recovery sponsor should sign and date them on the “**Reviewed with your recovery sponsor**” line on the front page before you turn them in.

You CANNOT be a recovery sponsor to someone else while you are in Mental Health Court. You should mentor newer Mental Health Court participants when you are in the later phases of the program and doing well, but you CANNOT be a recovery sponsor to a fellow participant.

## ★ **Build a positive social support network and be involved in positive activities in the community**

Social connections have a valuable influence on your life. Positive relationships are important to your happiness, self-esteem and ability to cope during difficult times. It is best to involve as many positive people as possible in your recovery. Your positive social support network should include people who will help and support you in reaching your goals. Family and coworkers may be part of your social network, but **you must find other positive supports to help you as well**. To build a positive support system outside of family and work, you must make the time to meet new people.

**Being involved in positive activities in the community will help you build relationships with others.** Fill your free time with activities where

people are not drinking, using drugs, or breaking the law. Do things that help others. Find activities you enjoy that will improve your health and wellbeing. Explore your spirituality. You can build a positive social support network in your community by going to the gym or an exercise class, doing social activities you enjoy, volunteering, joining a local club or organization, attending church, attending recovery support meetings, enrolling in adult education classes, attending cultural events or other gatherings, attending music or art festivals, joining a sports team, taking a dance class, etc.



## ★ **Do a 40-hour Pay It Forward Project in Phase 4 & Phase 5**



Volunteering helps people in need, worthwhile causes, and the community. Volunteering can also help you by finding new friends, improving your social skills, connecting you with your community, teaching you new skills, advancing your career by gaining career experience, and bringing fun and fulfillment to your life. Volunteering helps your mind and body by reducing stress and depression, keeping your mind stimulated, increasing your self-confidence, helping you stay more active and physically healthy, and providing a sense of purpose.

**Your Pay It Forward Project should be served at a charity, non-profit or other type of agency/organization.** If you want to do your Pay It Forward Project somewhere else, you need to get permission from the Team. You should pick something you are interested in, because the goal is that you continue to volunteer even after Mental Health Court. **All 40 hours of your Pay It Forward Project should be served at the same place.**

**You will start your 40-hour Pay It Forward Project in Phase 4, and you will finish your project in Phase 5 before Commencement.** You must write a **Special Request** to the Team (see Page 18) to get permission before you start your Pay It Forward Project. Your request must be as detailed

as possible to include **who** the Team can contact about the details of your Pay It Forward Project, **what** you will be doing while volunteering, **when** you will be volunteering, **where** you will be working while volunteering, and **why** you picked that agency/organization for your Pay It Forward Project.

**Written verification** of completion of your 40-hour Pay It Forward Project must be turned in to Court Services with your Commencement Plan, at least two weeks before the Commencement Celebration so they can be shared with the Team and discussed.

### **Things to consider when picking your Pay It Forward Project:**

- ◆ Do you want to work with adults, children, animals, or remotely from home?
- ◆ Do you want to work alone or as part of a team?
- ◆ Are you better behind-the-scenes or do you want a more visible role?
- ◆ How much time are you willing to commit?
- ◆ What skills can you bring to the volunteer job?
- ◆ What causes are important to you?

### **Where to find volunteer opportunities:**

- ◆ Non-profit organizations (Fork Real Café, The Hope Center, Feeding South Dakota, Cornerstone Mission, Salvation Army, Thrift Stores, Habitat for Humanity & Re-Store, Love INC)
- ◆ Animal shelters, rescue organizations, or wildlife centers (The Humane Society, The Charm Farm)
- ◆ Youth organizations or after-school programs (Youth & Family Services, The Club for Boys)
- ◆ Community theaters or museums (Dahl Art Center)
- ◆ Libraries
- ◆ Senior centers (Minneluzahan Senior Center, Canyon Lake Activity Center)
- ◆ Places of worship (churches, synagogues)
- ◆ Online databases (211 Helpline Center's Volunteer Connections)

## ★ **Work or go to school**

You need to work 20+ hours a week or go to school while in Mental Health Court, unless you have been excused by the Team. Find a legitimate job where you get regular paychecks and a W2 tax form from your employer. **Do not quit your job without permission from probation and the Team first.** Tell probation right away if you get fired from your job. The Team might give you a deadline to find a job if you are not working or in school. You might also be told to do daily job contacts, a job skills program, or Community Service until you find a job. Employment is an important part of the Mental Health Court program, but your treatment **must** come first. If your job starts to interfere with your treatment plan, some changes to your work schedule might be needed

## ★ **Make and follow a budget**

Write down all your bills, including past-due bills and collections. Write down how much you are spending in a month and what you are spending it on. Write down how much money you make in a month. **Make sure all your bills are paid before you spend money on other things.** This includes paying your Child Support!

You will do a **financial education class** in **Phase 4**. You should talk to probation about your options.

**Do not spend more than \$300 on one thing without permission.** You must write a **Special Request** to the Team (see Page 18) and get permission first. (continued →)

You are not allowed to have any financial dealings with any Problem-Solving Court participant without permission. "Financial dealings" means lending or borrowing, buying or selling things, working for, or exchanging gifts. You must write a **Special Request** to the Team (see Page 18) and get permission first.



### ★ Pay your Mental Health Court costs

You do not have to pay a fee to be in Mental Health Court. You do have to pay your court costs, fines, attorney fees, and any other money ordered at Sentencing. After you make a Payment Plan, **make monthly payments to the Clerk of Courts until your Mental Health Court files are paid off.**

You do not have to pay for your treatment while you are in Mental Health Court. You will have to pay for some drug/alcohol testing while you are in Mental Health Court.

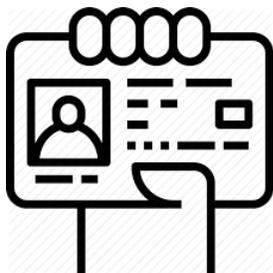
#### DRUG TESTING COSTS:

- ◆ UAs are FREE at Court Services
- ◆ UAs are \$10 per test at the 24/7 Sobriety Program

#### ALCOHOL TESTING COSTS:

- ◆ PBTs are \$1 per test at the 24/7 Sobriety Program
- ◆ SCRAM is \$6 per day (plus \$80 install/removal fee) at the 24/7 Sobriety Program
- ◆ Remote Breath is \$5 per day (plus \$80 install/removal fee) at the 24/7 Sobriety Program

### ★ Do not drive without a valid Driver's License or Work Permit and current vehicle insurance



**It is against the law!!** If your Driver's License is suspended or revoked you may be able to request a Work Permit. Talk to the Team if you need help.

#### OTHER TRANSPORTATION OPTIONS:

- ◆ Walk
- ◆ Ride a bike
- ◆ Get rides from family, friends, or other sober supports
- ◆ Use **Lyft** or **Uber**
- ◆ Ride the bus:  
**Rapid Ride** @ (605) 394-6631
- ◆ Call a Taxi:  
**Rapid Taxi** @ (605) 348-8080  
**City Cab** @ (605) 863-1111
- ◆ Call **211** to schedule no-cost rides for Court-ordered appointments and employment

### ★ Do not gamble

Gambling is just as addictive as drugs and alcohol. **DO NOT go into casinos or gaming/gambling businesses.** Do not play games of chance, lottery, or any kind of betting for money, prize, or something of value.



★ **Stay out of bars, liquor stores, CBD stores and marijuana dispensaries**

Even though these substances can be purchased legally, you are NOT allowed to have them or use them in Mental Health Court. **DO NOT go into any place where alcohol, cannabidiol (CBD) or marijuana is the primary source of income.**

# WRITTEN REQUESTS

All written requests must be turned in to Court Services by **MONDAY** so they can be shared with the Team and discussed on Tuesday. The Judge will make the final decision about your request. You can find blank request forms on Google Classroom and in the forms box at the front desk area of Court Services

## SPECIAL REQUEST

Special Requests are used to ask permission for special situations. Your request must be as detailed as possible to include times/dates, **who**, **what**, **when**, **where**, **why**, and **how**. Examples include:

- ◆ Work Permit
- ◆ Late curfew
- ◆ Visitors during curfew hours
- ◆ Move or get a roommate
- ◆ Change jobs
- ◆ Adjustments in EM, UAs, PBTs, etc.
- ◆ Purchase any item over \$300
- ◆ Financial dealings with another participant

## FINANCIAL REQUEST with BUDGET

Financial Requests are used to ask for financial (money) help. Your request must be as detailed as possible to include **what** you want help paying for, **how much** it costs, **who** or **where** gets paid, and **why** you need help paying for it.

All Financial Requests must include your updated budget. You should also attach any receipts or bills or invoices that explain or support your request.

You can find blank FINANCIAL REQUEST with BUDGET forms on Google Classroom and in the forms box at the front desk area of Court Services.

## TRIP REQUESTS

Trip Requests are used to ask permission to go on overnight or out of the area trips. Your request must be as detailed as possible and filled out completely to include **where** you are going, **why** you are going, **when** you are leaving and coming back, **where** you are staying, **who** you are going with, **how** you are getting there, **how** you will meet PBT and UA requirements, and how to stay **safe** and **sober** during your trip.

### Examples:

- ◆ To spend the night away from your home with a friend or family member
- ◆ To spend the night away from your home in a local hotel
- ◆ To go on an overnight trip outside the Rapid City area for any reason

\*Day-trips outside the Rapid City area for work or fun can be approved by CSOs

**If you are given permission to travel, you MUST continue to follow all the rules of Mental Health Court and probation and you MUST travel only to the approved location.**

You can find blank TRIP REQUEST forms on Google Classroom and in the forms box at the front desk area of Court Services.

# HOLIDAY PLANS

Holiday Plans help you think about how to stay **safe** and **sober** during holiday times. Holiday Plans also help the Team know where to find you. **Holiday Plans are required even if you have no special plans during the holiday time.** Your Holiday Plan must be as detailed as possible and filled out completely. Holiday Plans can be turned in early, but they need to be turned in by 5PM of the due-date.

**If you do not turn in your Holiday Plan by the due-date, you will get a sanction.** Sanctions for not turning in a Holiday Plan can include House Arrest during the entire holiday time, writing assignments, community service, jail and/or other sanctions as decided by the Team and Judge.

**If you do not fill out your Holiday Plan completely with your plan for all Holiday dates and your Safety Plan, you will get a sanction.** Sanctions for turning in an incomplete Holiday Plan can include House Arrest during the entire holiday time, writing assignments, community service, jail and/or other sanctions as decided by the Team and Judge.

## **\*House Arrest Sanctions:**

- ◆ You **CANNOT** work or attend meetings or have visitors during House Arrest.
- ◆ You **can** go to the 24/7 Program, and to Mental Health Court appointments as directed by the Team.

## **Holiday Plans are required for:**

- ◆ Easter
- ◆ Independence Day
- ◆ Thanksgiving
- ◆ New Year
- ◆ Memorial Day
- ◆ Labor Day
- ◆ Christmas

A list of Holiday Plan **Dates** and **Due-Dates** has been given to you. **Write all Holiday Dates and Due-Dates in your planner.** Ask if you have any questions.

You can find blank HOLIDAY PLAN forms on Google Classroom and in the forms box at the front desk area of Court Services.

# THERAPEUTIC ADJUSTMENTS

Treatment and the Team use therapeutic adjustments to help you achieve recovery and success. Therapeutic adjustments are changes in your treatment plan if you are struggling to recover early in the program but you are otherwise meeting program expectations. Possible therapeutic adjustments include (but are not limited to):

- ◆ Updated treatment assessments
- ◆ Increased treatment
- ◆ Increased recovery support group meetings
- ◆ Increased drug/alcohol testing
- ◆ Treatment workbook assignments
- ◆ Writing assignments
- ◆ Evaluation for medication
- ◆ Residential treatment

# INCENTIVES

The Team uses incentives (rewards) if you are doing well. Incentives are used to reinforce program rules and expectations. You will earn incentives (rewards) for positive progress and healthy behavior. Examples include (but are not limited to):

- ★ Honesty
- ★ Attending appointments
- ★ Having a positive attitude
- ★ Reaching a milestone
- ★ Accomplishing a goal
- ★ Finding a recovery sponsor
- ★ Avoiding temptation to use drugs/alcohol

Incentives are given by the Team and depend on available resources. Examples include (but are not limited to):

- ★ Applause
- ★ Verbal praise or recognition
- ★ Gold Star\*
- ★ Awards or certificates
- ★ Phase advancement
- ★ Coins or medals
- ★ Decreased Court attendance
- ★ Decreased probation supervision
- ★ Extended curfew
- ★ Fishbowl drawing
- ★ Raffle drawing
- ★ Gift cards
- ★ Phone minutes
- ★ Commencement

## \***Gold Star:**

- ◆ You will make Gold Star when you come to Court, you have had no sanctions that week, you have the weekly assignment written down and ready to share, and you know your Days of Sobriety
- ◆ You get a Gold Star Certificate when you have earned 5 Gold Stars.
- ◆ You get a \$10 gift card for every 10 Gold Star you earn.
- ◆ You get a \$50 gift card and a Gold Star Plaque when you have earned 30 Gold Stars.
- ◆ Gold Star rewards are given during the first Mental Health Court session of each month when all Phases are required to appear

# SANCTIONS

The Team uses sanctions (consequences) if you are not doing well. Sanctions are used to reinforce program rules and expectations. You will earn sanctions (consequences) for negative progress and unhealthy behavior. Examples include (but are not limited to):

- ✗ Dishonesty
- ✗ Disrespectful behavior
- ✗ Not participating in treatment
- ✗ Not updating your daily planner
- ✗ Not attending recovery support group meetings
- ✗ Missing or being late for appointments
- ✗ Missing or being late for UAs/PBTs
- ✗ Interfering with UA or PBT testing
- ✗ Testing positive for drugs or alcohol

Sanctions are given by the Team and depend on the violation. Sanctions increase with multiple violations. Examples include (but are not limited to):

- ✗ Verbal warnings
- ✗ Judicial disapproval
- ✗ Writing assignments
- ✗ Increased Court appearances
- ✗ Increased probation supervision
- ✗ Delay in phase advancement
- ✗ Community Service\*
- ✗ Electronic Monitoring
- ✗ House Arrest\*
- ✗ Jail
- ✗ Other, as decided by the Team
- ✗ Termination

## \*Community Service Sanctions:

- ◆ Your community service sanction should be served at a **charity, non-profit or other type of agency/organization**. If you want to do your community service sanction somewhere else, you need to write a **Special Request** to the Team (see Page 18) to get permission first. (See page 15 "Where to find volunteer opportunities" for suggestions on where to serve your community service sanction.)
- ◆ You must get **written verification** of completion of your community service sanction, and it must be **signed off by someone from the agency/organization**. The Sheriff's Work Program provides written verification directly to your CSO.
- ◆ Your written verification of completion of your community service sanction must be turned in to Court Services **by 5PM of the due-date**. If you have not turned in written verification by the due-date, you will get another sanction.

## \*House Arrest Sanctions:

- ◆ You **CANNOT** work or attend meetings or have visitors during House Arrest.
- ◆ You **can** go to the 24/7 Program, and to Mental Health Court appointments as directed by the Team.

# PROGRAM PHASES

Mental Health Court has 5 phases and will take longer than one year to complete. Each phase helps you grow and heal. **Remember, everyone moves forward at a different pace.**

## APPLICATION FOR PHASE MOVEMENT

You must fill out a written Application to move to the next phase. Your application is an important part of your program. Answer all the questions completely and as detailed as possible. You should review your phase application with your **BMS Recovery Coach** and your BMS Recovery Coach should sign it and date it on the “**Reviewed with treatment provider**” line on the front page. You should also review your phase application with your **recovery sponsor** (if you have one) and your recovery sponsor should sign it and date it on the “**Reviewed with recovery sponsor**” line on the front page.

The time and attention you give to your application will show your commitment to your recovery and the program. Your application will help the Team decide on your readiness to move phases. You may be asked to update or redo your application if the Team feels it is not complete. Your application must be turned in to Court Services by 5PM on **MONDAY** so it can be shared with the Team and discussed on Tuesday. The Judge will make the final decision about your phase advancement.

When your phase advancement is approved, the Judge will celebrate with you during the next Mental Health Court session. You will get a phase medal for the phase you have successfully completed. You can take your phase medals home with you.

You can find blank PHASE APPLICATION forms on Google Classroom and in the forms box at the front desk area of Court Services.

**See Page 23—Page 27 for requirements in each Phase of Mental Health Court.**

## PHASE 1:

### In ALL phases you should:

- Follow laws and program rules
- Follow treatment recommendations
- Show up and be on time for ALL appointments
- Show up, be honest, and try in treatment
- Do not have or use drugs or alcohol
- Stay in contact with probation and your BMS Recovery Coach and return their calls right away
- Use and update your planner daily
- Change people, places and things
- Live in a safe and sober place that supports your recovery
- Keep yourself and your home environment clean and tidy
- Do all drug/alcohol tests as directed
- Tell treatment and probation about all medications, pills and supplements you are taking
- Take all medications as prescribed
- Be available for medication delivery
- Attend and participate in recovery support meetings (AA/NA/SMART Recovery/etc.), find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment
- Build a positive social support network and be involved in positive activities in the community
- Work 20+ hours each week or go to school
- Make and follow a budget
- Pay your Mental Health Court costs
- Do not gamble
- Stay out of bars, liquor stores, CBD stores and marijuana dispensaries

### In Phase 1 you should also:

- Come to Mental Health Court weekly (Tuesdays @ 3PM in Courtroom C2)
- Stay home during your 9PM to 5AM curfew
- Have your planner initialed at all appointments
- Start 8 Dimensions of Wellness at BMS
- Do a Treatment Needs Assessment at Care Campus and follow the recommendations
- Do a Comp Assessment at BMS and follow the recommendations
- Do a Personal Wellness Assessment with your BMS Recovery Coach and address any serious issues
- Get your Driver's License or ID
- Get your Social Security Card
- Get your Birth Certificate
- Do a medical physical and follow the recommendations

### To move to Phase 2:

- Completed all Phase 1 requirements
- At least 60 days in Phase 1
- At least 14 days of continuous sobriety
- At least 14 days with no sanctions
- Participating in treatment
- Good with probation
- Written Phase 2 Application
- Reviewed Phase 2 Application with BMS Recovery Coach and they signed the front page as "treatment provider"
- Reviewed Phase 2 Application with recovery sponsor (if you have one) and they signed the front page as "recovery sponsor"
- Judge approval

## PHASE 2:

### In ALL phases you should:

- Follow laws and program rules
- Follow treatment recommendations
- Show up and be on time for ALL appointments
- Show up, be honest, and try in treatment
- Do not have or use drugs or alcohol
- Stay in contact with probation and your BMS Recovery Coach and return their calls right away
- Use and update your planner daily
- Change people, places and things
- Live in a safe and sober place that supports your recovery
- Keep yourself and your home environment clean and tidy
- Do all drug/alcohol tests as directed
- Tell treatment and probation about all medications, pills and supplements you are taking
- Take all medications as prescribed
- Be available for medication delivery
- Attend and participate in recovery support meetings (AA/NA/SMART Recovery/etc.), find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment
- Build a positive social support network and be involved in positive activities in the community
- Work 20+ hours each week or go to school
- Make and follow a budget
- Pay your Mental Health Court costs
- Do not gamble
- Stay out of bars, liquor stores, CBD stores and marijuana dispensaries

### In Phase 2 you should also:

- Maintain progress from Phase 1
- Come to Mental Health Court weekly (Tuesdays @ 3PM in Courtroom C2)
- Stay home during your 10PM to 5AM curfew
- Have your planner initialed at all appointments, until your Special Request to stop is approved
- Start DBT and/or DBT SUDs at BMS
- Write a budget
- Get a bank account
- Write a resume
- Write an action plan for getting a GED if needed
- Find a job or start education/employment services
- Apply for eligible benefits/assistance if needed
- Get a dental exam and follow the recommendations
- Get a vision exam and follow the recommendations

### To move to Phase 3:

- Completed all Phase 2 requirements
- At least 90 days in Phase 2
- At least 30 days of continuous sobriety
- At least 14 days with no sanctions
- Participating in treatment
- Good with probation
- Written Phase 3 Application
- Reviewed Phase 3 Application with BMS Recovery Coach and they signed the front page as "treatment provider"
- Reviewed Phase 3 Application with recovery sponsor (if you have one) and they signed the front page as "recovery sponsor"
- Judge approval

## PHASE 3:

### In ALL phases you should:

- Follow laws and program rules
- Follow treatment recommendations
- Show up and be on time for ALL appointments
- Show up, be honest, and try in treatment
- Do not have or use drugs or alcohol
- Stay in contact with probation and your BMS Recovery Coach and return their calls right away
- Use and update your planner daily
- Change people, places and things
- Live in a safe and sober place that supports your recovery
- Keep yourself and your home environment clean and tidy
- Do all drug/alcohol tests as directed
- Tell treatment and probation about all medications, pills and supplements you are taking
- Take all medications as prescribed
- Be available for medication delivery
- Attend and participate in recovery support meetings (AA/NA/SMART Recovery/etc.), find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment
- Build a positive social support network and be involved in positive activities in the community
- Work 20+ hours each week or go to school
- Make and follow a budget
- Pay your Mental Health Court costs
- Do not gamble
- Stay out of bars, liquor stores, CBD stores and marijuana dispensaries

### In Phase 3 you should also:

- Maintain progress from Phase 1 & Phase 2
- Come to Mental Health Court every other week (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Tuesdays of the month @ 3PM in Courtroom C2)
- Stay home during your 11PM to 5AM curfew
- Complete education/employment services
- Do another Personal Wellness Assessment with your BMS Recovery Coach and address any ongoing issues
- Get health insurance
- Make a Payment Plan and start paying your Court Costs
- Write a new budget
- Try one new activity, hobby or event and write about it

### To move to Phase 4:

- Completed all Phase 3 requirements
- At least 90 days in Phase 3
- At least 45 days of continuous sobriety
- At least 14 days with no sanctions
- Participating in treatment
- Good with probation
- Written Phase 4 Application
- Reviewed Phase 4 Application with BMS Recovery Coach and they signed the front page as "treatment provider"
- Reviewed Phase 4 Application with recovery sponsor (if you have one) and they signed the front page as "recovery sponsor"
- Judge approval

## PHASE 4:

### In ALL phases you should:

- Follow laws and program rules
- Follow treatment recommendations
- Show up and be on time for ALL appointments
- Show up, be honest, and try in treatment
- Do not have or use drugs or alcohol
- Stay in contact with probation and your BMS Recovery Coach and return their calls right away
- Use and update your planner daily
- Change people, places and things
- Live in a safe and sober place that supports your recovery
- Keep yourself and your home environment clean and tidy
- Do all drug/alcohol tests as directed
- Tell treatment and probation about all medications, pills and supplements you are taking
- Take all medications as prescribed
- Be available for medication delivery
- Attend and participate in recovery support meetings (AA/NA/SMART Recovery/etc.), find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment
- Build a positive social support network and be involved in positive activities in the community
- Work 20+ hours each week or go to school
- Make and follow a budget
- Pay your Mental Health Court costs
- Do not gamble
- Stay out of bars, liquor stores, CBD stores and marijuana dispensaries

### In Phase 4 you should also:

- Maintain progress from Phase 1, Phase 2 & Phase 3
- Come to Mental Health Court monthly (1<sup>st</sup> Tuesdays of the month @ 3PM in Courtroom C2)
- Stay home during your 12AM to 5AM curfew
- Find out your credit score
- Get a credit report
- Attend a financial education class
- Write a plan to pay off your past debts
- Try another activity, hobby or event and write about it
- Write a plan for your 40-hour **Pay It Forward Project** and submit your Special Request for approval

### To move to Phase 5:

- Completed all Phase 4 requirements
- At least 90 days in Phase 4
- At least 60 days of continuous sobriety
- At least 14 days with no sanctions
- Participating in treatment
- Good with probation
- Written Phase 5 Application
- Reviewed Phase 5 Application with BMS Recovery Coach and they signed the front page as "treatment provider"
- Reviewed Phase 5 Application with recovery sponsor (if you have one) and they signed the front page as "recovery sponsor"
- Judge approval

## PHASE 5:

### In ALL phases you should:

- Follow laws and program rules
- Follow treatment recommendations
- Show up and be on time for ALL appointments
- Show up, be honest, and try in treatment
- Do not have or use drugs or alcohol
- Stay in contact with probation and your BMS Recovery Coach and return their calls right away
- Use and update your planner daily
- Change people, places and things
- Live in a safe and sober place that supports your recovery
- Keep yourself and your home environment clean and tidy
- Do all drug/alcohol tests as directed
- Tell treatment and probation about all medications, pills and supplements you are taking
- Take all medications as prescribed
- Be available for medication delivery
- Attend and participate in recovery support meetings (AA/NA/SMART Recovery/etc.), find a recovery sponsor and work a recovery program if recommended by your Treatment Needs Assessment
- Build a positive social support network and be involved in positive activities in the community
- Work 20+ hours each week or go to school
- Make and follow a budget
- Pay your Mental Health Court costs
- Do not gamble
- Stay out of bars, liquor stores, CBD stores and marijuana dispensaries

### In Phase 5 you should also:

- Maintain progress from Phase 1, Phase 2, Phase 3 & Phase 4
- Come to Mental Health Court monthly (1<sup>st</sup> Tuesdays of the month @ 3PM in Courtroom C2)
- Stay home during your curfew as directed
- Try another activity, hobby or event and write about it
- Complete DBT and/or DBT SUDs
- Complete your 40-hour **Pay It Forward Project**
- Write a plan to transition into a lower level of care that will continue after Mental Health Court

### To Graduate:

- Completed all Phase 5 requirements
- At least 90 days in Phase 5
- At least 90 days of continuous sobriety
- At least 14 days with no sanctions
- Good with treatment
- Good with probation
- Meeting all COMMENCEMENT REQUIREMENTS (see Page 28)
- Written Commencement Plan
- Reviewed Commencement Plan with BMS Recovery Coach and they signed the front page as "treatment provider"
- Reviewed Commencement Plan with recovery sponsor (if you have one) and they signed the front page as "recovery sponsor"
- Written Exit Interview
- Judge approval
- Participation in a Commencement Ceremony

# COMMENCEMENT

You will graduate from Mental Health Court when you have met all program requirements, you have completed treatment, and you have achieved continued sobriety. To graduate you must participate in a Commencement Celebration. The Commencement Celebration is a very important event. Your family members and supports can be invited. **Commencement Ceremony dates are decided by the Team and may not happen right away.** You must continue to follow all Mental Health Court rules and conditions until you have participated in the Commencement Celebration and received your certificate. After graduation, you might still be on probation until you have completed your probation sentence.



## COMMENCEMENT PLAN

You must complete a Commencement Plan before you are eligible for a Commencement Celebration. Get your plan from Probation. Your plan is an important part of your program. Answer all the questions completely and as detailed as possible. You should review your plan with your **BMS Recovery Coach** and your BMS Recovery Coach should sign it and date it on the **“Reviewed with treatment provider”** line on the front page. You should also review your plan with your **recovery sponsor** (if you have one) and your recovery sponsor should sign it and date it on the **“Reviewed with recovery sponsor”** line on the front page.

The time and attention you give to your plan will show your commitment to your recovery and your future. Your plan will help the Team decide on your readiness to move on. You might be asked to update or redo your plan if the Team feels it is not complete. You might be asked to meet with the Team to answer questions about your plan. **Your Commencement Plan and written verification of completion of your 40-hour Pay It Forward Project must be turned in to Court Services at least two weeks before the Commencement Celebration** so they can be shared with the Team and discussed. The Judge will make the final decision about your Commencement.

## COMMENCEMENT REQUIREMENTS:

- Staying involved in positive activities in the community
- Living in a safe and sober place that supports your recovery
- Keeping yourself and your home environment clean and tidy
- Taking all medications as prescribed
- Working 20+ hours each week or going to school
- Attending and participating in recovery support meetings and working a recovery program with your recovery sponsor if recommended by your Treatment Needs Assessment
- Making progress to pay Court Costs on all your Mental Health Court files
- Completed all Phase 5 requirements
- At least 90 days in Phase 5
- At least 90 days of continuous sobriety
- At least 14 days with no sanctions
- Good with treatment
- Good with probation
- Written Commencement Plan
- Reviewed Commencement Plan with BMS Recovery Coach and they signed the front page as “treatment provider”
- Reviewed Commencement Plan with recovery sponsor (if you have one) and they signed the front page as “recovery sponsor”
- Written Exit Interview
- Judge approval
- Participation in the Commencement Celebration

(continued →)

## EXIT INTERVIEW

You must also complete a written Exit Interview to graduate from Mental Health Court. Get your interview from probation. Your interview gives you a chance to tell the Team how you feel about your journey in Mental Health Court. Your interview also gives you a chance to give suggestions on how to improve the program. Your interview must be turned in to Court Services before the Commencement Ceremony. **The information in your interview has no effect on whether you graduate from Mental Health Court.**

## TERMINATION

If you are not following the rules of Mental Health Court you may be terminated from the program. Reasons for termination could include (but are not limited to):

- × Not participating in treatment
- × Not participating in the Mental Health Court program
- × Breaking Mental Health Court rules
- × Absconding from the program
- × Concern for public safety
- × Threat to the integrity of the program
- × There are no more treatment options to help you
- × Committing a crime
- × Distributing drugs or driving under the influence
- × Threatening, abusive, or violent behavior
- × Tampering with drug/alcohol testing
- × Inability to pass drug/alcohol tests
- × Failure to make progress
- × Any other reasons the Team finds necessary for termination

If termination is started, you will get written notice of the allegations against you. You will meet with an attorney to talk about your options. If you deny the allegations you will have an Evidentiary Hearing, where you can call witnesses to testify on your behalf and you can cross-examine any witnesses that testify against you. A neutral Judge will decide whether you violated the rules of the Mental Health Court program. You will have a chance to talk directly to the Mental Health Court Judge and Team during a Termination Hearing. The Mental Health Court Judge will make the final decision about termination.

Mental Health Court is a voluntary program. **You can ask to remove yourself from the program at any time.** However, your probation will be revoked if you do not successfully complete the program. **If you abscond from probation while in Mental Health Court, you have voluntarily removed yourself from the program.**

If you are terminated from Mental Health Court, you will be returned to your original Sentencing Judge for Probation Violation. The Sentencing Judge will make the final decision about probation revocation and sentence, limited only by the maximum penalty allowed by law.