

MADISON COUNTY PROBLEM SOLVING COURT



PARTICIPANT HANDBOOK

WELCOME

Welcome to the Madison County Problem Solving Court program (MCPSC), a division of the Madison County Prosecutor's Office. Madison County Problem Solving Court has three specialized treatment courts: Drug Court, Mental Health Court, and Reentry Court.

If you are reading this, you are likely being considered as a possible program participant or have been accepted into the program based on your history of substance abuse and involvement in the criminal justice system. We believe a participant's active participation in this program assists in improving quality of life.

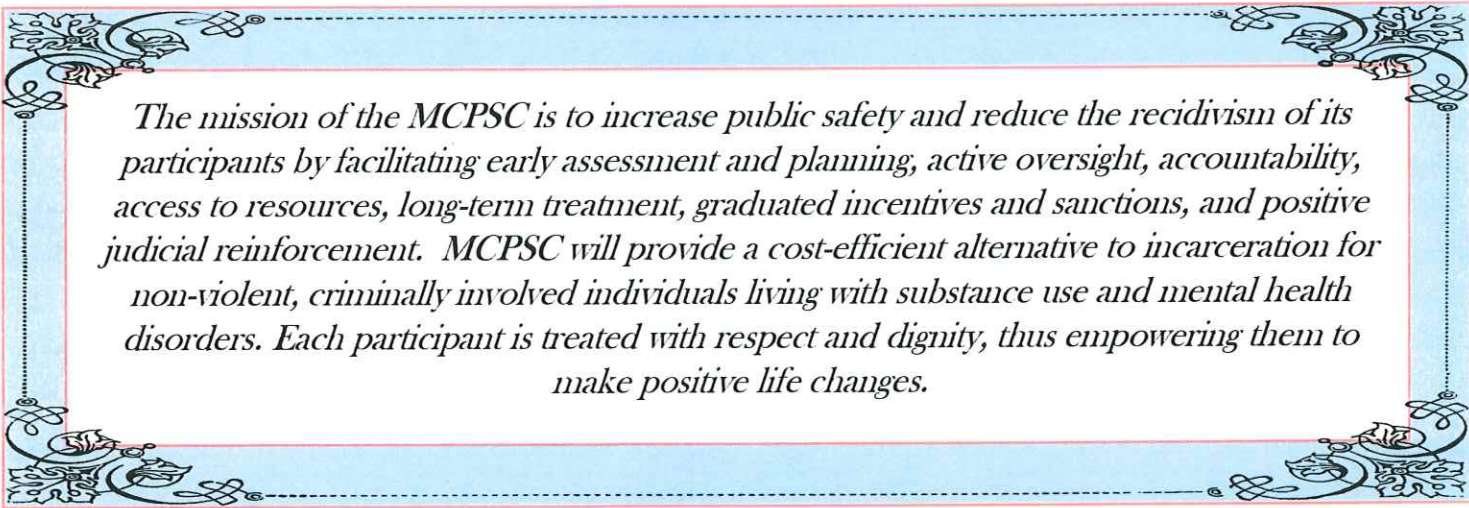
This handbook is designed to answer questions, address concerns, and provide overall information about participating in a treatment court. This handbook will detail what is expected of you as a PSC participant and will provide you with general program information. All participants are encouraged to share this handbook with family and friends.

Problem Solving Courts are based on decades of research on how to effectively help a person recover from substance use and mental health disorders while involved in the criminal justice system. During the first portion of PSC, you will be going through drastic changes. Your life will be very structured - there will be many requirements for you to meet and the terms of your community supervision will be intense. It is a major adjustment for most people, and it will be difficult. The benefits, however, are many. Participation in a Problem Solving Court is truly a chance for you to change your life!

As a participant of the program, you will be expected to follow all of the instructions given by the Judge and PSC staff, as well as comply with the case plan developed by you, your case manager, and your treatment team.

Please read this handbook carefully and refer back to it frequently while participating in PSC. Knowing the rules will help you succeed in PSC and in life after commencement. Participation in PSC is considered a privilege and not a right. The goal is that the changes you make while involved in PSC will positively influence you for the rest of your life.

MISSION STATEMENT

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The mission of the MCPSC is to increase public safety and reduce the recidivism of its participants by facilitating early assessment and planning, active oversight, accountability, access to resources, long-term treatment, graduated incentives and sanctions, and positive judicial reinforcement. MCPSC will provide a cost-efficient alternative to incarceration for non-violent, criminally involved individuals living with substance use and mental health disorders. Each participant is treated with respect and dignity, thus empowering them to make positive life changes.

PROGRAM OVERVIEW

The MCPSC program is for adults who have been charged with one or more felony criminal offenses and are struggling with persistent substance use and mental health issues. The program is a collaboration between the Courts, Prosecuting Attorney's Office, Public Defender's Office, Probation Department, Jail, and treatment providers.

Your participation requires frequent court appearances, active participation in your treatment plan, medication management, and cooperation with community supervision. The court-ordered terms of your community supervision will be monitored by your case manager.

Problem solving court programs are different than probation. In problem solving courts, positive and negative behavior result in a swift reaction. When you move forward and achieve success, you will be incentivized and recognized by the Court and your fellow participants. If you commit violations, sanctions will be imposed in a graduated manner, which means the severity of the situation and your progress in the program will be factored into the response.

Participation is VOLUNTARY. If you choose to become a participant, you will be expected to: follow ALL orders of the Court; follow a treatment plan which could include medication management, recovery coaching, case management, and therapy; and fully comply with every facet of these requirements.

Our expectation of your participation can be summed up in three basic rules:

1. Show Up
2. Work Hard
3. Be Honest

While you will be receiving support from several agencies and resources, YOU are the person who will be expected to put the work into your recovery and progress. As noted, you will be expected to **actively** participate in the program, which may include, but is not limited to, the following:

1. Personal Investment: You must be personally invested in your own recovery, which includes both mental health needs as well as sobriety.
2. Treatment: This may include meetings in group and/or individual settings; meetings with a Recovery Coach; meetings with treatment staff/counselors; and possible inpatient stays as needed and/or as recommended by the PSC team. Treatment will also include random drug tests.
3. Medication Management: Your required treatment agency will provide all medically assisted treatment (MAT) medications. You agree to take all medication as prescribed and follow all recommendations of your treatment provider and/or medical professionals. You may be required to participate in observed medication management.
4. Community Supervision: This will include: regular meetings with your case manager; contacts at your home, place of employment, or self-help meetings; and random drug tests.
5. Successful Completion: You must successfully work your way through the phases of the program as well as have all fees paid in full to graduate from the program.

If you are accepted into PSC via:

- Pre-trial phase (with a deferred prosecution or dismissal of case)

In some instances, arrest charges against the individual are dropped if the person completes a problem solving/ treatment court. The decision to order treatment as part of a deferral, though not always, rests with the prosecutor's office. The prosecutor offers to cease all prosecution of the case if the defendant completes the prescribed treatment regimen. If the defendant fails to complete the treatment and to satisfy the conditions of deferral, they will return to court for sentencing. Because deferrals occur before an individual enters a guilty plea or is convicted by a judge or jury, the defendant is still technically innocent.

- Trial phase (as a component of a plea agreement)

Referral to a treatment court via a plea agreement is used in a large number of cases. In a plea agreement, defendants are allowed to plead guilty to lesser charges than the charges that they would have had to face at trial. In most cases, the sentence is agreed to by prosecutor and defense attorney. Under this type of agreement, the PSC graduate is afforded the opportunity to avoid lengthier incarcerations, to receive shorter probation terms and the ability to consolidate multiple probation sentences. PSC graduates may also have the opportunity to expunge their criminal record upon completion of the treatment court.

- Sentencing phase, (non-suspendable sentence stayed or a condition of probation)

If referred to PSC in the sentencing phase, the defendant pleads guilty and is placed on probation or the sentence is stayed pending successful completion of a treatment court. If the probation/treatment court is completed successfully, then the charges may be stayed requiring no or informal further court supervision. PSC graduates may also have the opportunity to expunge their criminal record upon completion of the treatment court.

- Post-judgment phase (as a condition of probation, modification, or a withheld sanction)

Individuals may be referred to a treatment court as a condition of probation from a current criminal case, as a modification from another form of court supervision or as a withheld sanction from a pending violation. Participants who successfully complete a treatment court during the post-judgement phase may be afforded the opportunity to avoid lengthier incarcerations, to receive shorter probation terms, or the pending sanction may be permanently withheld. PSC graduates may also have the opportunity to expunge their criminal record upon completion of the treatment court.

If you are terminated from the program, a petition to terminate your participation will be filed and you will be brought before your home court for more traditional court hearings and proceedings.

**Honesty is the cornerstone of recovery.
The team can help you only if we know who you really are.
Honesty is greatly rewarded in the program.**

THE MCPSC TEAM

After collaborating with the PSC team, the PSC Judge will make all final decisions regarding issues that occur during your participation. Each staff member is specifically trained to fulfill their role on the team and is required to complete continuing education hours annually to stay current on treatment trends and harm reduction strategies. Working on a multi-disciplinary team allows each team member to assist you in their area of expertise. The PSC team consists of the following members:

- PSC Judge, Madison County Circuit Court
- Deputy Prosecuting Attorney
- Deputy Public Defender
- PSC Court Coordinator
- Probation Officer
- PSC Case Managers
- Treatment Providers
- Law Enforcement Liaison
- Community liaisons for recovery/treatment



PSC HEARINGS

As a program participant, you will be required to appear in court on a regular basis. The number of times you must appear will depend upon which treatment court you are in (DC, MHC, or REC) and what phase you are in. While in court, you will stand behind the podium for each hearing unless called to the bench by the judge. You must be quiet and attentive in the courtroom to benefit from the interaction between each participant and the judge. Cell phones must be silent and may not be used while in court. The courtroom dress code and rules, available in the back of this manual, must be followed. If you have questions about your court appearance, please contact your case manager. Failure to appear in court when required could result in a warrant being issued for your arrest.

Drug Court is held every Tuesday at 2:30pm. In the beginning of your participation, you will be required to attend court every week. As you demonstrate positive progress, you will advance to bi-weekly and monthly court appearances. Phase 0 participants appear every Tuesday. Phase 1 participants appear on the 1st and 3rd Tuesday of the month. Phase 2 participants appear on the 2nd and 4th Tuesday of the month. Phase 3 participants appear on the 3rd Tuesday of the month. Phase 4 participants appear on the 4th Tuesday of the month. Occasionally, there will be a 5th Tuesday in the month; only Phase 0 participants will appear on those days. Participants exhibiting recovery stability and adherence to their treatment plan may be dismissed from a required court appearance as an incentive.

Mental Health Court is held the 1st and 3rd Thursday of every month at 2:30pm. In the beginning of your participation, you will be required to attend all court appearances. As you demonstrate positive progress, you may be dismissed from a required appearance as an incentive.

Reentry Court is held the 2nd and 4th Thursday of every month at 2:30pm. In the beginning of your participation, you will be required to attend all court appearances. As you demonstrate positive progress, you may be dismissed from a required appearance as an incentive.

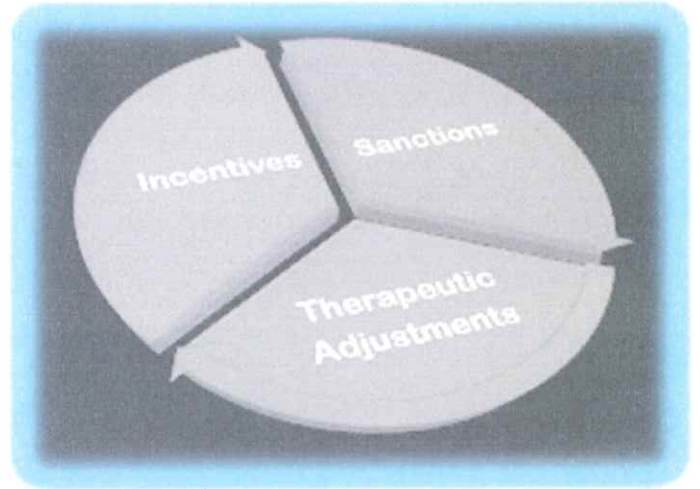
STATUS REPORTS

Before each PSC court hearing, team members meet and discuss participant progress reports. Your progress report includes your attendance, participation, and cooperation in all aspects of the program.

Treatment courts achieve significantly better outcomes when the focus is as much on incentivizing positive, productive behaviors as it is on sanctioning undesirable behaviors.

If you are making positive progress toward meeting your case plan objectives, incentives may be provided. Incentives are responses to compliance, perceived as positive by the receiver. The type of incentive will vary depending on the productive behavior that is recognized and is determined by the court team. MCPSC incentives include positive affirmations, team acknowledgement, certificates of achievement, program perks, and food/gas gift cards ranging in value from \$10-\$20. Incentives can include praise, certificates of acknowledgement, reduced requirements and/or gift cards.

If negative behavior occurs, the Court will discuss this with you and determine future action, which may include a sanction. Sanctions are the imposition of a consequence, perceived as negative by the receiver as a direct result of prohibited activity. Sanctions can include (but are not limited to) increased monitoring, community service, day reporting, jail time, or termination from the program.



The PSC program also utilizes therapeutic adjustments, which are alterations to participants' treatment requirements that are intended to address unmet clinical or social service needs and are not intended as an incentive or sanction. The PSC Team, in consultation with a treatment provider, may use such adjustments to respond to identified behaviors. Therapeutic adjustments may include, but are not limited to: assessment for/referral to inpatient or outpatient treatment; increased level of treatment; referral to educational programs; increase/decrease in support group meeting attendance; other modifications to the existing treatment plan; referral for housing, employment or other program; use of evidence-based responses through case management or in-house services such as Change Companies Interactive Journaling or referral for obtaining needed assistance in the community.

DRUG TESTING

You will be held accountable for any and all substances that you put into your body, including too much liquid. You will participate in random screening throughout the duration of your participation in PSC. You may be requested to provide a breath, urine, or saliva sample at any time. Chemical testing is the cornerstone of the program's recovery accountability for participants, and therefore a serious matter.

Upon admission, you will provide a baseline urine sample that will be sent to a forensic laboratory for a comprehensive analysis. You will be screened randomly, averaging at least 2 screens per week throughout your program regardless of phase level and you will be administered 1 random laboratory screen every 3 months.

You are to call the screen line every day starting at 5:00am to determine if you need to report for testing. Testing will typically be done at the PSC screening building. Any day you do not have a working phone line; you will be required to appear in person between 6:00am-9:30am to see if you have been scheduled for a drug test. Failure to have a working

phone/ability to receive notification will not be a valid excuse for missing a drug test. A screen may also be collected at the Madison County Government Center or the Madison County Detention Center. Drug screens are administered randomly, for cause, and as periodic monitoring. You are also required to submit to drug testing any time the Court, your case manager, other PSC staff, and/or treatment personnel order you to submit to a test.

Missed screens, dilute screens, positive screens, adulterated or inadequate samples, or instances of failure to produce a sample will be a violation of program rules and subject to sanction. If you miss a screen call, have a positive test result, or are unable to produce, you are required to contact your case manager immediately and attend the next court session to review your screening issue with the judge.

The following rules apply to the screening process:

- Come prepared to provide a urine sample. Water will not be provided at the screening facility.
- No food or drink will be allowed in the building during screening times.
- The focus of screening is to provide and test urine and breath samples. Conversation between participants and staff is to be held to a minimum. Music and phone conversations are not allowed.
- Jackets must be removed and hung up upon entry into the building. Staff will determine if additional clothing needs to be removed.
- Upon entering the screening facility, immediately complete paperwork. Once you have completed your paperwork have a seat and wait to be called to produce a specimen.
- Males may be requested to lower their pants.
- Females are not permitted to wear tampons to screening.
- Participants will not be allowed to have a bowel movement during screening times. Take care of this function prior to arriving at screens.
- **IF YOU MISS A SCREEN OR FAIL TO PRODUCE A SPECIMEN AT SCREENS, YOU MUST CONTACT YOUR CASE MANAGER TO FIND OUT WHEN YOU COME TO COURT.**
- Upon successfully providing a sample, staff will determine screen results.
- Exit the building.
- Once you leave the building, you are not permitted to reenter.
- There is to be no loitering in front of the screening building, before or after you screen.
- Remember, missing a testing session, failing to provide a testable specimen, providing a diluted specimen, or having a positive presumptive test/confirmation pending will be considered a Court violation. As a result,

YOU MUST CONTACT YOUR CASE MANAGER TO FIND OUT WHEN TO REPORT TO COURT.

Testing is conducted at the "screen building" located at 109 East 9th Street, Anderson, IN., between the hours of 6:00am and 9:30am. You are responsible for calling the Drug Testing Notification System at (765) 442-2007 every day, from 5:00am to 9:30am, and entering your personal ID number to determine whether you are required to screen that day. Your case manager will provide you with your personal ID number.

MEDICATION

You will be required, as a condition of program participation, to disclose to your PSC case manager all prescription and over-the-counter medications prior to being taken. Failure to disclose medication use as required will result in sanctions being imposed by the PSC Team. You are required to notify your case manager immediately upon being prescribed any legend drug, narcotic drug, or controlled substance, and bring all prescription medications, in the original containers, to each meeting with their case manager to ensure you are taking the medication as directed. If an over-the-counter medication has not been prescribed or recommended by a licensed physician/healthcare practitioner, program participants will not possess,

ingest, or use any over-the-counter medication without first obtaining permission from a PSC case manager, except in the case of a medical emergency.

A list of approved OTC medications is included at the back of your participant handbook.

If identification is required to purchase an item, the item is NOT pre-authorized.

PHYSICIANS/HEALTHCARE PROVIDERS

You will be required to identify each physician/healthcare professional you are being treated by and will be required to sign and update consents for release of confidential information to allow your case manager or other members of the PSC Team to contact these physicians/healthcare providers when needed.

MEDICATION ASSISTED TREATMENT (MAT)

PSC participants retain their 14th Amendment, due process right to seek medical care. A court entity may infringe on this right if its interests outweigh the liberty interests of the participant. Any PSC participant being prescribed medication or taking over-the-counter medication is subject to daily urine screens at the discretion of the judge and is required to pay for the lab confirmation if there is a positive result and the medication was not disclosed prior to the screen.

Each participant has a right to receive medication when prescribed lawfully by a duly trained and credentialed medical practitioner who has personally examined the participant and will continue to monitor treatment progress. Medication for Opioid Use Disorder (MOUD) including methadone, buprenorphine (Suboxone, Subutex, Sublocade), Vivitrol, Naltrexone, along with counseling and social services, can make treatment work better for those with serious opioid use disorders. If appropriate, MCPSC may seek a second opinion from a differing medical provider and discuss all available treatment options with the participant.

PROGRAM FEES

User Fees- \$40/month

After you have completed your first six weeks of the program, a user fee of \$40 per month will be charged. You will be charged this fee throughout your time in program. This fee is posted to your account on the first day of the month and is expected to be paid by the 10th day of every month. Your case manager will provide you with a Fee Payment card that includes your cause number. You must present the Fee Payment card to the Clerk's Office when you make a payment. You must get a receipt from the Clerk's Office and present it to your case manager so that your payment can be credited to your MCPSC fee account. Fees are payable to the Madison County Clerk at the Clerk's Office on the second floor of the Madison County Government Center. If you are terminated from, or you opt out of MCPSC and you have unpaid fees, these fees become due and payable immediately upon your termination from MCPSC. Fees are also payable on the Madison County Government Center website for a fee.

Chemical Testing Fees- (\$20-\$187.50)

Upon entry to Problem Solving Court, you will be given a lab confirmed baseline to establish if any illicit drugs are in your system. There will be no charge for the initial baseline lab. Throughout your time in the program, you will be charged if your sample needs to be sent to the lab for further confirmation of a non-approved substance or *For Cause*, i.e. a positive result on a point of care urine/saliva test, returning from any leave of absence from the program or to confirm MAT levels in your system. You will be charged \$20 for all "For Cause" lab confirmations. Should the substance in question not be on the standard 16 panel of substances, you will be required to pay for all lab fees up to \$187.50.

Each participant will submit a random screen every three months that will be sent to the lab for testing. There is a \$20 fee for each random lab.

Treatment Fees-

You will be required to pay for the cost of treatment services not covered by your insurance provider. All treatment fees are assessed by and paid directly to the service provider. If you fall behind on your treatment fees, you will not be allowed to continue services, placing you in violation of your program guidelines. If you are having difficulty paying for your treatment fees, please see your case manager.

Residential Fees

Upon entry and during your time in the program, you may be referred to one of our residential service providers for your residence. While residing at these residences, you must follow the rules and guidelines of the residence. You must pay rent on time as assessed by the residential provider. Any passes from these facilities must first be approved by PSC. Approval of an overnight pass is subject to the phase requirements outlined later in this manual. For approval of a pass, you must be in compliance with your case plan and have been infraction free for 30 days.

Restitution Fees

There are occasions when an individual who is referred to MCPSC also owes restitution. If ordered by the home court as part of the agreement, it is a requirement that this restitution will be paid in full in order to successfully complete and graduate.

YOU MUST DESIGNATE TO THE CLERK THE SPECIFIC ACCOUNT THAT YOUR PAYMENT IS FOR: MCPSC USER FEE, RESTITUTION, ETC.

IF A PARTICIPANT IS TERMINATED FROM MCPSC, THE PARTICIPANT IS RESPONSIBLE FOR FULL PAYMENT OF ALL USER FEES, SCREEN/LAB FEES, OR OTHER FEES. THESE USER FEES BECOME DUE AND PAYABLE IMMEDIATELY UPON TERMINATION. THE PARTICIPANT WILL ALSO BE RESPONSIBLE FOR PAYMENT TO THE TREATMENT PROVIDER ANY TREATMENT FEES ACCRUED AT THE TIME OF TERMINATION FROM THE PROGRAM.

EACH PARTICIPANT IS RESPONSIBLE TO KEEP ALL RECEIPTS FOR PAYMENT OF FEES (COURT, TREATMENT, AND SCREEN) AND MAY BE ASKED BY THE COURT, AT ANY TIME, TO SHOW PROOF OF PAYMENT.

Participants will work with their case manager to set up a weekly payment schedule for all fees owed.

All outstanding fees must be paid in full to graduate from the program.

CONFIDENTIALITY

State and federal law requires your identity and privacy be protected. PSC personnel have policies and procedures to guard your privacy. To participate in this program, you will be required to sign Releases of Information (ROIs) for the sole purpose of collaboration with other providers regarding your treatment, participation, and progress. If you have more questions about how confidentiality applies in a PSC, please talk with your case manager. **Please advise family members that if you have not signed a Release of Information specifically for them, PSC staff will not be able to speak with them.**

COURTROOM ETIQUETTE

Your behavior should reflect that you are in court, and it is expected of you to treat the judge, service providers, and other participants with respect. You are expected to remain in the courtroom for the duration of your session unless excused early by the judge. By remaining in the courtroom for the entire session, you are providing support to other participants. Do not bring food or drinks into the courtroom. You are expected to dress appropriately for court, appointments, and treatment sessions. Clothing bearing violent, racist, sexist, and/or drug or alcohol-related themes is considered inappropriate. Please remove your hat when entering the courtroom. Turn off or silence all cell phones and other electronic devices. Children are not permitted in the court room or group sessions.

PEOPLE, PLACES AND THINGS

The PSC Team and Court may order that you have no contact with certain people, places, or things we believe are detrimental to your success. This may include family members, friends, and/or other participants. The Team and Court must approve any living arrangements, including where you live and with whom. PSC field officers will be meeting with you at your home at random times therefore you must sleep at your primary residence unless you get permission to spend the night somewhere else. You agree to report any romantic relationships, however casual, to your case manager.

RECOVERY MEETINGS & PROSOCIAL ACTIVITIES

You may be required to attend recovery meetings such as Narcotics Anonymous or Alcoholics Anonymous weekly. You may also be required to participate in healthy activities. If so, you will be required to provide proof of such. PSC staff will frequently visit meetings and activities to ensure participants are attending and participating in a respectful manner.

TRAVEL

Travel while in the MCPSC program is a privilege and an incentive for good performance in the program. Travel considerations are restricted as follows:

- Phase 1 & 2—travel not permitted
- Phase 3 & 4—travel requests considered

Travel is considered to be physically leaving Madison County for overnight travel or any activity that removes a participant from program participation. Consideration is given to prosocial activities. Permission for such must be approved by the Judge. All requests must be made with a minimum of 72 hours' notice. You must work with your case manager prior to making any travel request of the Court. Those participants who are in the MCPSC program as a condition of probation must also obtain a travel permit from their case manager, signed off by the supervising staff and the Judge. The probation travel permit must be in the participants' possession throughout the length of the travel. Requests for travel must be submitted 72 business hours in advance.

MCPSC PROGRAM RULES

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

1. Bring your folder up to the lectern in court and to your case management meetings. Your folder should contain: your completed journal, completed meeting card, a recent paystub, fee payment receipts, and other program documentation.
2. Obtain Court permission:
 - Before you move to a new address or before anyone new is allowed to move into your residence and before anyone spends the night, including your children.
 - Before you leave the State of Indiana. (Court approved travel permit required.)
3. You must inform your case manager of the following within 24 hours:
 - Any employment changes. You are required to have 35 hrs./week of employment, education and/or meaningful community service.
 - Any change in your phone number or other contact information.
 - Any new arrest or any contact with law enforcement, good or bad.
4. Regarding home visits, you shall:
 - Allow and cooperate with home visits from any PSC staff member, including a law enforcement official acting on behalf of PSC.
 - Answer calls from unidentified numbers after 9 p.m. and have voicemail set up on your phone to allow PSC staff to contact you.
 - Follow your curfew: (Curfew may be adjusted by the Court for good cause)
Phase 1: 9 p.m. to 6 a.m. Phase 2: 10 p.m. to 6 a.m. Phase 3 & 4: 11p.m. to 6a.m.
5. Regarding substances, you shall **NOT**:
 - Use alcohol, illegal drugs, or prescribed medication that is not yours. You will submit to drug testing when instructed and pay for screens as required in the Participant Manual.
 - Use "designer drugs," which include synthetic marijuana, designer stimulants, and other miscellaneous designer drugs. Common names for some of these drugs are Spice, K2, bath salts, and Kratom. In addition, you shall not use or possess any products sold or marketed under false pretenses with the warning "not for human consumption."
 - Consume any alcohol or illicit drugs or be where they are being used or possessed or where others are engaging in illegal activities
 - Enter any bars, liquor stores, or any establishment that sells alcohol as its primary business.
 - Bring drugs into PSC programming or courtroom.
6. Regarding medications, you shall:
 - Present all prescription medication to your case manager at your first case management meeting.
 - Report all medication (prescription and over-the-counter) use to your case manager **PRIOR** to taking the medication.
 - Obtain permission from your case manager **before** you fill a prescription. Any medication changes must be reported to your case manager within 24 hours. **Any trip to the doctor or ER must be reported to your CM within 24 hours. Tell the doctor you are in a court ordered treatment program that monitors medication.**
 - Use only one doctor and one pharmacy and sign a general consent for the release of confidential information allowing MCPSC to speak with the doctor and/or pharmacist.
 - Take prescribed medications only as directed by the physician.
7. You shall:
 - Follow any rehabilitative, educational, vocational, medical, psychiatric, or substance abuse treatment program assigned by the Court.
 - Obtain a same gender sponsor or mentor. Sponsors shall have 3 years of sobriety.
 - Attend and report on time for all court-related appointments, including but not limited to: treatment, court, case management, probation, classes, and/or support groups.
 - Dress appropriately for court and related activities. (See the *Courtroom Dress Code* section for more information.)
 - Obey all municipal, state, and federal laws, and behave well in society.
 - Attend court sessions as directed by your case manager following a missed, presumptive positive, dilute, or could not produce (CNP) at urine screens.

- Notify your case manager immediately to arrange for a lab following a missed screen or CNP. If at the screen building, it is your responsibility to tell the screeners you need a lab.
 - Inform your case manager immediately if you go to the Emergency Room (ER) or MedCheck clinic for any reason. Provide your case manager with all paperwork the day following your medical or urgent care visit.
 - Make available your phone and other electronic messaging devices to the PSC staff.
8. Do **NOT**:
- Threaten participants or staff or behave in a violent manner. Do not own or carry weapons of any kind.
 - Bring children to court, screens, PSC office, or any other PSC function unless it is specifically by court or staff invitation.
9. Regarding other people, you shall **NOT**:
- Associate with a felon unless you have been given permission by the Court. If you do not know someone's criminal history, you should talk to your case manager before requesting court permission to associate.
 - Associate with other PSC participants (outside of immediate program contact), ride with, give rides to or walk with other participants without permission from your case manager.
 - Have a romantic, physical, or sexual relationship with another PSC participant.
10. You are required to attend 12-Step or support group meetings weekly (Sunday to Saturday) as follows:
- Phase 1 & 2 participants are required to attend a **minimum** of four (4) per week **AND** Men's/Women's Group.
 - Phase 3 participants are required to attend a **minimum** of three (3) per week **AND**, Men's/Women's Group.
 - Phase 4 participants are required to attend a **minimum** of two (2) per week **AND** Men's/Women's Group+ Alumni Group.
 - You must attend at least two (2) meetings in Anderson.
 - PSC participants are not permitted to sign other PSC participants meeting cards, sponsor anyone or start a meeting.

PHASE STRUCTURE/GRADUATION CRITERIA

Each court is composed of four (4) phases of highly structured programming focused on risk and need level, treatment, recovery, changing thinking and behavior, requiring personal accountability, and lasting between 18-30 months for Drug Court and Mental Health Court and between 12-24 months for Reentry Court. For Drug Court only, the first 6-8 weeks of Phase 1 are considered an Orientation Phase. Each phase consists of specified treatment objectives, including therapeutic and rehabilitative actions. Completion of each phase depends on individual progress. The requirements of each phase are as follows:

Phase 0/1-Orientation

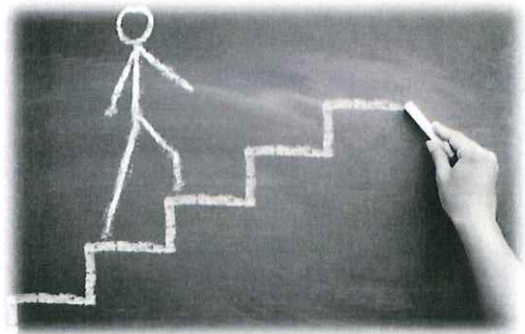
- Provide a baseline urine screen. Comply with random substance screening.
- Obtain an appointment for assessment with a MCPSC service provider, as referred by the case manager.
- Comply with random curfew, home, and employment visits.
- Complete PSC program orientation with a PSC staff member.
- Attend the INFO BOOTH.
- Attend and actively participate in treatment as evidenced by treatment provider progress notes.
- Complete an integrated case plan with a PSC case manager within thirty (30) days of program intake.
- Meet with a PSC case manager a minimum of one time per week.
- Attend Men's or Women's Group unless otherwise directed by a PSC case manager.
- Attend a **minimum** of four (4) support group meetings per week. As evidenced by meeting card.
- Obtain a sponsor within thirty (30) days of beginning the program and maintain at least weekly contact.
- Obtain verifiable employment/education/service work of a minimum of 35 hours per week.
- Appear in court weekly for reviews.

Phase 1-Post-Orientation

- Comply with random substance screening.
- Attend Info Booth. (Unless completed in DC Orientation Phase.)
- Attend and actively participate in treatment as prescribed by the treatment provider and as evidenced by treatment progress reports.
- Meet with a PSC case manager a minimum of one time per week.
- Complete a thirty (30) day review and update of the integrated case plan with PSC case manager with the accomplished goals recorded and an addition of new goals.
- Attend Men's or Women's Group as indicated in the updated case plan.
- Attend a **minimum** of four (4) support group meetings per week. As evidenced by journal and meeting card.
- Obtain/maintain at least weekly contact with sponsor/mentor.
- Be employed full-time or a combination of schooling and employment that is documented with a PSC case manager.
- Comply with random curfew, home, and employment visits.
- Appear in court for judicial review two (2) times per month.
- At least 30 days screen compliance.
- Complete 8 hours of community service work.

Phase 2

- Comply with random substance screening.
- Attend and actively participate in treatment as prescribed by the treatment provider and as evidenced by treatment progress reports.
- Begin a cognitive behavioral thinking group: (MRT) if directed by the treatment team and integrated case plan.
- Meet a PSC case manager a minimum of one time per week.
- Complete a ninety (90) day review and update of the integrated case plan with PSC case manager with the accomplished goals recorded and an addition of new goals.
- Attend Men's or Women's Group as indicated in the updated case plan.
- Attend a **minimum** of four (4) support group meetings per week. As evidenced by journal and meeting card.
- Maintain at least weekly contact with sponsor/mentor.
- Be employed full-time or a combination of schooling and employment for 35 hours a week that is documented with a PSC case manager.
- Comply with random curfew, home, and employment visits.
- Appear in court for judicial review two (2) times per month.
- Must have 60 consecutive days of sobriety to advance to the next phase.
- Complete 8 hours of community service work.



Phase 3

- Comply with random substance screening.
- Attend and actively participate in treatment as prescribed by the treatment provider and as evidenced by treatment progress reports.
- Begin a cognitive behavioral thinking group: (MRT) or begin a trauma group (Seeking Safety) if directed by treatment and integrated case plan.
- Meet with a PSC case manager bi-weekly.
- Complete a ninety (90) day review and update of the integrated case plan with PSC case manager with goals accomplished recorded and an addition of new goals.

- Attend Men's or Women's Group as indicated in the updated case plan.
- Create and utilize a relapse prevention plan.
- Attend a **minimum** of three (3) support group meetings per week. As evidenced by journal and meeting card.
- Maintain at least weekly contact with sponsor/mentor.
- Be employed full-time or a combination of schooling and employment for 35 hours a week that is documented with a PSC case manager.
- Obtain/qualify for independent housing.
- Comply with random curfew, home, and employment visits.
- Appear in court for judicial review one time per month.
- Must have 90 consecutive days of sobriety to advance to the next phase.
- Complete 8 hours of community service work.

Phase 4

- Comply with random substance screening.
- Attend and actively participate in treatment as prescribed by the treatment provider and as evidenced by treatment progress reports.
- Begin a cognitive behavioral thinking group: (MRT/Thinking Errors) if directed by the integrated case plan.
- Meet with a PSC case manager monthly or as needed.
- Complete a ninety (90) day review and update of the integrated case plan with PSC case manager with accomplished goals recorded and an addition of new goals.
- Attend Men's or Women's Group as indicated in the updated case plan.
- Create and utilize a relapse prevention plan.
- Attend a **minimum** of two (2) support group meetings per week. As evidenced by journal and meeting card.
- Maintain at least weekly contact with sponsor/mentor.
- Be employed full-time or a combination of schooling and employment for 35 hours a week that is documented with a PSC case manager.
- Be living in independent housing.
- Comply with random curfew, home, and employment visits.
- Be fee compliant with PSC fees.
- Appear in court for judicial review one time per month.
- Complete 8 hours of community service work- Service Project.
- Must have 120 consecutive days of sobriety to advance to graduation.

Phase Advancement Application

When all aforementioned criteria are met, the participant shall complete a Phase Advancement Application (available from your case manager) for each phase with the exception of Orientation Phase. Participants in the Orientation Phase will be moved out of the Orientation Phase by referral from a case manager and with approval from the PSC judge. The application will be reviewed and signed by the case manager, treatment provider, and approved by the PSC judge. A copy of the signed Phase Advancement Application will be kept in the participant file.

GRADUATION CRITERIA

PSC participants are eligible for successful discharge from the respective program when they have completed all of the requirements listed in the Participant Handbook, the Agreement for Entry into Madison County Problem Solving Court, and all phase requirements. In addition to the criteria listed previously, the following requirements must be attained:

- Complete all prescribed treatment.
- Successful completion of all program requirements and all case plan goals and fulfillment of all parts of the PSC participant agreement.
- Development of a Post-Graduation plan.
- A record of regular attendance at Men's/Women's Group and Alumni Group.
- Employment or in school full-time, or a combination of both, for at least the six (6) consecutive months prior to graduation.
- Attainment of a high school diploma or equivalency if included as a case plan goal.
- Non-supervised, safe, sober, and stable housing for at least the six consecutive months prior to graduation.
- Drug and alcohol free for a minimum of six months immediately prior to graduation.
- Not missing any scheduled court appearances or treatment-related appointments (without just cause) for at least the six (6) consecutive months prior to graduation.
- Development and completion of a service project of at least eight hours. This project must be approved by the court.
- Completion of the PSC Application for Graduation (available from your case manager) to the satisfaction of the PSC team.
- Payment of all program and treatment fees and charges incurred during program participation, prior to graduation.
- Payment of restitution as directed.

Along with treatment input, the PSC judge will make the final determination as to whether a participant has successfully completed the conditions of the MCPSC program. Participants who successfully complete all requirements and who graduate will be referred to their home court for further proceedings. Participants who graduate from the MCPSC may be eligible for one of the following:

- a) If under court supervision at the time of successful completion, the participant may receive a 25% reduction in the remaining period of supervision (Reentry Court only).
- b) A dismissal/modification of the original sentence, as agreed by the Court and the State, prior to admission to the program.

POST GRADUATION

After commencement, treatment services you have had prior to graduation will continue to be available to you.

The MCPSC staff will be available to all graduates for continued consultation after your graduation. We encourage continued participation in recovery meetings and pro-social activities. Graduates are greatly encouraged to participate in the MCPSC Alumni Group, which provides ongoing support for recovery and an opportunity to provide encouragement and support to current program participants.

Alumni Group

In an effort to sustain long-term recovery and reduce relapse and recidivism, the alumni program was developed from a national model by PSC staff and is operated by PSC graduates. The alumni program strives to keep graduates connected to pro-social peers and a sense of purpose. The alumni group organizes and volunteers at several community events, mentors participants early in the program, and provides continued peer support to the recovery community. The alumni group meets the 2nd and 4th Thursday of the month at 6pm at the "screen" building, 109 E. 9th Street, Anderson, IN 46016.

TERMINATION

Requests for termination may be initiated by a MCPSC case manager or MCPSC coordinator filing a request for termination. New criminal charges may result in your being terminated from the MCPSC Program. Other violations that could result in termination include, **but are not limited to:**

1. Consistently failing to appear for court.
2. Consistently failing to appear for appointments, including but not limited to treatment, case management, therapy, Day Reporting and probation appointments.
3. Consistently failing to submit to drug testing.
4. Consistently consuming drugs and/or alcohol.
5. Consistently failing to comply with your treatment plan, being unsatisfactorily discharged from treatment, or demonstrating a lack of progress by failing to cooperate with the treatment program.
6. Chronic dishonesty.
7. Behavior that puts people's safety at risk and/or jeopardizes their success in the program. This could include, but is not limited to, inviting other participants to take part in situations known to be a violation of treatment court rules; threatening other participants or staff; offering drugs to a participant; using drugs or alcohol with participants; supplying urine/adulterants to others and/or receiving such items from others.
8. Behavior that creates issues of program integrity or public safety.
9. Consistent non-compliance with sanctions.
10. Altering or attempting to alter a drug test.
11. Criminal conduct (even if new charges are not filed).
12. Significant lack of progress or excessive stagnation in the treatment program; in such cases, the treatment team may place the individual on a specific time frame to complete a phase of the program or to graduate.
13. Depending on the seriousness of the violation, it is usually not one but instead a combination of violations and a lack of progress over time that creates the grounds for discharge from the program; however, if one violation and/or risk to public safety is great enough, termination may be based on a single violation.

Upon the filing of a request for termination, and after the participant consults with the MCPSC public defender, the MCPSC judge shall conduct an initial hearing, which shall include written notice of the claimed violations and disclosure of the evidence against the participant. After the initial hearing, the termination issue will be referred to the Home Court judge for determination, where the participant will have the opportunity to be heard and present evidence and have the right to confront and cross-examine witnesses.

If the participant is not terminated, the participant shall be returned to PSC as an active participant. If the participant is terminated or voluntarily elects to withdraw from MCPSC, the Home Court judge shall determine further sanctions.

If a participant voluntarily elects to withdraw from MCPSC after a request for termination has been filed, the MCPSC records will show that the participant withdrew from MCPSC after a termination request was filed.

If a participant is absent from assigned MCPSC activities for thirty days (30) or longer, the participant shall be considered to have opted out of MCPSC and will be administratively terminated from MCPSC. The participant may be returned to MCPSC if the Home Court judge determines that appropriate.

SEARCH AND SEIZURE PROTOCOL

As a participant of the MCPSC program, you agree to searches of your person, residence, place of business, vehicle, and electronic devices. Waiver of Fourth/Fourteenth Amendments and Article 1, §11 Rights. Participants of the MCPSC understand and agree to waive their rights concerning searches and seizures under the United States and Indiana Constitutions and hereby consents to allow Madison County Problem Solving Court (MCPSC) personnel, probation department personnel, or law enforcement officials acting on behalf of the MCPSC to searches, without a warrant and without reasonable suspicion, of his/her person, residence, telephone, any other computing or electronic device, secure containers, vehicles, and any other property belonging to or under the control of the participant.

Random unannounced home and employment visits by your case manager and possibly other PSC team members can occur during the day, evening, or weekend. Drug and breath testing may be administered during a visit. These visits are intended to provide supportive monitoring in the community. During home visits, you will be required to identify other residents and/or visitors of the home. You must respond to visits by answering the door if you are home and admitting staff into the residence. If you are not at home at the time of the visit, attempts may be made to contact you by cell phone, and you may be directed to return to the residence.

Participant Social Media Use

To ensure the safety of our community, PSC participants shall never post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers, photos, etc. without noted consent. Additionally, participants shall not download or use apps (Snapchat, AppLock, HideU, etc.) that hide or delete content in an attempt to avoid supervision accountability and transparency. Failure to comply could result in a sanction or termination. Your case manager may request to search your phone to maintain program safety and program compliance.

PARTICIPANT RIGHTS AND GRIEVANCE PROCEDURE

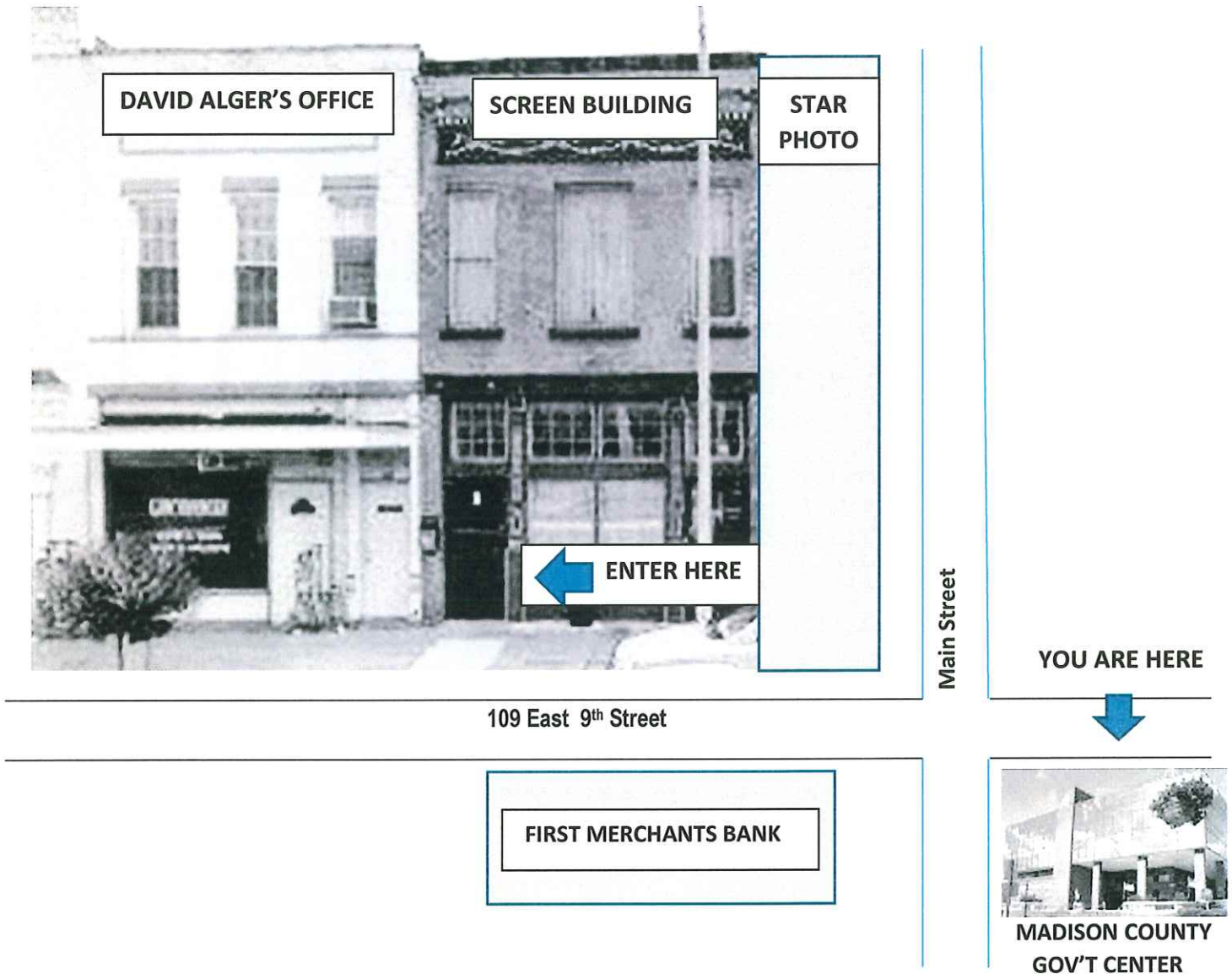
If a participant has an internal program grievance, staff grievance, or believe their rights have been violated, they are encouraged to inform the MCPSC Coordinator, Katie Stapleton, (765) 641-9442 of the complaint. If the grievance was not satisfactorily resolved, they may contact Judge Angela Warner Sims, Madison County Problem Solving Court at (765) 641-9480. If the grievance is related to a suspected violation of federal confidentiality laws, the United States District Attorney's office should be contacted: United States District Attorney Southern District of Indiana, John Childress, located at 10 W Market Street, Suite 2100, Indianapolis, IN, 46204. Phone (317) 226-6125. The results of client rights and investigations will be entered in the participant's record and the personnel file of the staff member(s) involved.

CONCLUSION

The MCPSC Program has been developed to help you achieve total abstinence from mood-altering substances. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible member. The program is voluntary and is your personal choice. The judge, the court staff, and your treatment counselor are present to guide and assist you, but the final responsibility is yours. You must be motivated to make this change and commit to a prosocial, drug-free lifestyle. We wish you the best of success in your recovery.

We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about your participation in the MCPSC Program, please feel free to contact your case manager or the program coordinator.

MCPSC "SCREEN BUILDING"
109 East 9th St., Anderson, IN 46016



Problem Solving Court personnel offices are located at the Madison County Government Center, 16 East 9th St., Suite 403, Anderson, IN 46016; (765) 641-9716.

Problem Solving Court testing, classes and support groups are located at the "Screen Building", 109 East 9th Street, Anderson, IN 46016.

PSC PERSONNEL AND CONTACT INFORMATION

DRUG COURT/REENTRY COURT/MENTAL HEALTH COURT TEAM MEMBERS:

- Honorable Angela Warner Sims, Judge, Madison County Circuit Court I
- Madison County Prosecutor's Office: Steve Ohlheiser
- Madison County Public Defender's Office: David Alger
- Madison County PSC Coordinator: Katie Stapleton
- Madison County Circuit Court Probation Department: Tom Birchfield
- Aspire Indiana: Leslie Chodkowski, Clinical Manager, Outpatient Services
- FROG: Cindy Goad, Director of Operations
- Clinical Psychologist: Dr. John Wenger, MHC Staff consultant
- Law enforcement representative: Brad Oster, Madison County Sheriff's Department
- Field Officer: Chris Lanane
- PSC Case Managers: Amy Morris, Tom Birchfield, Pete Crossley, Cindy Lawson.

Katie Stapleton, PSC Coordinator

(765) 641-9442

kstapleton@madisoncounty.in.gov

Amy Morris, Case Manager

Ph.: 765-608-7826

amorris@madisoncounty.in.gov

Pete Crossley, Case Manager

Ph.: 765-641-7073

pcrossley@madisoncounty.in.gov

Chris Lanane, Field Officer

Ph: 765-640-4210

clanane@madisoncounty.in.gov

Thomas Birchfield, Case Manager

Ph.: 765-640-4215

tbirchfield@madisoncounty.in.gov

Cindy Lawson, Case Manager

Ph: 765-641-9679

cynthia.lawson@madisoncounty.in.gov

Program Approved Over-the-Counter Medication List

APPROVED OTC Meds

DO NOT TAKE MORE THAN THE DOSAGE INDICATED ON THE LABEL

Pain

- Advil / Ibuprofen • Aleve / Naproxen
- Tylenol / Acetaminophen • Aspirin

Joint Pain

- Back Aid Max - Acetaminophen and Pamabrom (diuretic)
- Ben Gay Muscle Rub and Patches
- Icy Hot Muscle Rub and Patches

Runny Nose and/or Allergies

- Zyrtec / Cetirizine • Flonase Spray
- Allegra / Fexofenadine • Nasonex Spray
- Claritin / Loratadine

Cough

- Delsym Pediatric (non-alcoholic)

Phlegm in Chest

- Mucinex

Stomach Ache

- Milk of Magnesia • Pepto Bismol
- Mylanta

Antacids

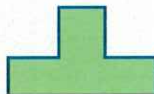
- Pepcid • Zantac
- Prilosec • Alka-Seltzer

Vitamins

- Multivitamins • Prenatal Vitamins

Sleep

- Melatonin



NOTIFY CM PRIOR TO TAKING ANY OTC MEDICATION

DO NOT TAKE THESE

- AM, PM, P, PE DM, D, or Plus
- Dextromethorphan
- Phenylephrine
- Oxymetazoline



- NO NARCOTICS
- NO TRANQUILIZERS
- NO MUSCLE RELAXERS

- Do NOT take Theraflu

- NOTHING WITH ALCOHOL OR CODEINE

- NOTHING WITH Imodium A-D / Loperamide

- NO SPORTS ADDITIVES OR SUPPLEMENTS

- NO AMBIEN, LUNESTA, BENADRYL, DIPHENHYDRAMINE, HYPNOTICS

- NO CAFFEINE PILLS, NO STACKERS, NO DIET PILLS, NO ENERGY DRINKS, MONSTER or RIP-ITS

- NO BENZODIAZEPINES: ATIVAN, VALIUM, DIAZEPAM, CLONAZEPAM, LORAZEPAM

- NO POWER DRINKS, FOODS, or HERBAL REMEDIES

- NO DESIGNER OR SYNTHETIC DRUGS: NOTHING THAT SAYS: "Not for Human Consumption"; K2, KRATOM, OR BATH SALTS

Courtroom Rules

- Be on time. Court is scheduled to start at 2:30 p.m., so report no later than 2:30 p.m.
- Cell phones are distracting. Make sure they are turned off or set to silent. If your cell phone goes off during court, it will be taken away and returned to you at the end of court or at a later time. The same will apply if you are caught texting, browsing the internet, or otherwise preoccupied with your electronic device. Cell phones may be collected for staff supervision.
- No food or beverages are allowed in the courtroom. No chewing gum, mints, candy, toothpicks, etc.
- One purpose of the court session is to gain knowledge and offer support to your fellow participants. Ongoing conversations are not only rude, but they are also unacceptable. You should not be reading, writing in your journal, or engaged in any other activity as you need to be paying attention to what's going on in court.
- Participants and visitors in the gallery (audience) should not attempt to communicate with participants or defendants in the box, or vice versa.
- You are expected to remain in the courtroom during the court proceedings. You must get permission from staff to go to the restroom or leave for any reason.
- The judge and courtroom environment deserve respect. Please wear appropriate clothing. Refer to the following section on the Courtroom Dress Code.
- Children are not allowed in court.

Courtroom Dress Code

- Court appropriate clothing should be clean and neat.
- If you are coming from work and your clothes are soiled, bring a change of clothes and you may change in the bathroom.
- No hats, caps, or bandanas are to be worn in the courtroom. Please remove sunglasses from on top of your head.
- No flip flops.
- You cannot wear clothing with drug or alcohol related themes to court, or at any time in programming. In fact, you should not own such articles, as you are establishing and maintaining a sober lifestyle. Anything with profanity or inappropriate suggestion is prohibited.
- No gang colors or gang clothing.
- Males should not wear tank tops, muscle shirts, or sagging pants.
- Females should not wear tank tops, low cut shirts, crop tops, see through blouses, tube tops, halter tops, or sagging pants.
- Females should not wear mini/micro skirts or shirts or blouses that are revealing. Leggings or tight-fitting pants must be covered by a shirt.

IMPORTANT PHONE NUMBERS

Madison County Problem Solving Court M-F 8:00a.m.to 4:00p.m.	(765) 608-9716
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Madison County Problem Solving Court Coordinator	(765) 641-9442
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Work Release	(765) 649-6479
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Screen Number	(765) 442-2007
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ID# _____

ASPIRE	(765) 649-8161
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Case Manager	
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WELCOME TO MCPSC!!

HANDBOOK AGREEMENT ACKNOWLEDGEMENT

I, _____, have reviewed the
(PLEASE PRINT)

MCPSC Participant's Handbook. I understand and agree to follow all of the guidelines as outlined in the handbook.

_____ Printed Name	_____ Signature	_____ Date
_____ Witness	_____ Position	_____ Date

Problem Solving Court Participant Commitment of Confidentiality

As a participant of a Madison County Problem Solving Court, I understand that personal information about participants in any Problem Solving Court is confidential and cannot be shared with individuals inside or outside the program. I understand that I cannot discuss my own or other people's or participant's personal information with regard to treatment, case management services, rehabilitative classes, drug screening processes and outcomes, and other confidential information. This includes information that becomes known to me through Madison County Problem Solving Courts programming such as visits to the Problem Solving Courts office, drug screening, classes, etc., treatment and groups, recovery meetings, and other program-related activities. I understand that failure to abide by the above-mentioned guidelines may result in my termination from the program.

I acknowledge that I have received a copy of this statement.

_____ Printed Name	_____ Signature	_____ Date
_____ Witness	_____ Position	_____ Date

Revised 2025