

Name of Program

SAMPLE

Program Address

Phone: Fax:

ORIENTATION FORM

Program Services

* _____ County Court Services accepts referrals from all courts in _____ County, prosecutor's pre-trial diversion program, and transfers from other courts as appropriate. Court Services provides program services under the authority of IC § 12-23-14 and is certified by the Judicial Conference of Indiana. The purpose of the program is to take a structured and consistent approach in attempting to reduce offender recidivism rates of substance-use related offences in order to make this county a safer place in which it live, work, and travel. The program offers a variety of services with specified goals, including:

1. Standardized assessment of each client to identify substance use patterns for determining an appropriate level of intervention in order to assist in preventing further development of substance abuse-related problems.
2. Substance abuse education to provide current information regarding substance abuse behavior patterns for those clients who, through assessment, appear to be appropriate for this level of intervention emphasizing the prevention of further substance-use -related problems.
3. Referral to substance abuse treatment for those clients who, through assessment, are found to be in need of treatment services. The Indiana Division of Mental Health and Addictions or other equivalent agency certifies all treatment providers utilized by the program.
4. Effective case management of all clients to monitor a client's participation in treatment or education, and to ensure that clients are receiving quality services in addressing their specific substance use issues and needs.

*Hours of Operation

The _____ County Court Services office is open Monday through Friday, 8:00am – 4:00pm, with some education courses offered in the evenings or on weekends, as scheduled. If a client is referred to a treatment agency, they should contact the agency for hours of operation.

*Financial Arrangements

The program fee for _____ County Court Services is payable at the Clerk's Office on the first floor of the courthouse. Payments must be made by cash or money order unless taken directly out of cash bond. The judge will impose the Assessment and Case Management fee at sentencing; any additional fees will be determined at the time of the clinical assessment. Drug screening fees are separate and may be paid at the Clerk's Office as appropriate. Fee payment deadlines are determined at the time of assessment. The Court Service fee schedule is as follows:

Assessment and Case Management	\$200.00
Substance Abuse Information Course	\$100.00
Basic Substance Abuse Education Course	\$100.00
Advanced Substance Abuse Education Course	\$200.00
Transfer Fee or Case Management-only Fee	\$50.00
Drug Screens	\$25.00

*Program Rules of Conduct

1. Attendance at all appointments is required unless specific permission for absence is granted by Court Services staff.
2. Clients must attend all appointments free of any mood-altering substances.
3. Clients must be on time for all appointments.
4. No mind-altering substances are allowed on program premises.
5. Smoking is permitted outside the building only.

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6. Verbal or physical abuse of staff or destruction of program property will not be permitted and could result in additional criminal charges.

***Statement of Non-discrimination**

_____ Superior Court Alcohol and Drug Program does not discriminate with regard to race, religion, gender, ethnicity, age, or disability.

***Program Grievance Procedure**

If a client has a grievance with a staff member, or feels their rights have been violated, the client must speak with the Program Director regarding the situation and may be asked to put the complaint in writing. The Program Director will then determine, through investigation of the facts, if action should be taken. If the grievance is with the Program Director, the complaint must be in writing and delivered to the Supervising Judge at _____ Superior Court, _____(Address), City, State, Zip Code. The results of an investigation, by either the Program Director or Supervising Judge, will be documented in the client's record and the personnel record of the staff involved. Complaints regarding the program staff or director will not influence in any way the services provided to the client.

***Client Rights**

Each client has the following rights:

1. Right to confidentiality under federal and state laws relating to the receipt of services.
2. Right to be informed of the various steps and activities involved in receiving services.
3. Right to humane care and protection from harm, abuse and neglect.
4. Right to contact and consult with counsel and private practitioners of the client's choice at the client's expense.
5. Right to make an informed decision whether to participate in the program or refuse participation and be sent back to the referring court. The client's consent to receive program services must be in writing and included in the client's record.

***Confidentiality of Alcohol and Drug Abuse Patient Records**

State and federal laws and federal regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser, unless:

- (1) The patient consents in writing; OR
- (2) The disclosure is allowed by a court order; OR
- (3) The disclosure is made to medical personnel in a medical emergency, or to qualified personnel for research, audit, or program evaluation; OR
- (4) The patient commits or threatens to commit a crime either at the program or against any person who works for a program.

Violation of federal confidentiality laws and regulations by a program is a crime and any suspected violations may be reported to the United States Attorney in the district where the violation occurs.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

(See 42 U.S.C. 290dd-2 for federal laws and 42 CFR part 2 for federal regulations.)