

Delaware County Court of Common Pleas

MENTAL HEALTH DOCKET PARTICIPANT HANDBOOK



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TABLE OF CONTENTS

WELCOME TO THE DELAWARE COUNTY COMMON PLEAS MENTAL HEALTH DOCKET	2
WHAT IS A MENTAL HEALTH DOCKET?	2
ELIGIBILITY REQUIREMENTS	2
REFERRAL AND SCREENING/ASSESSMENT PROCESS	3
ADMITTANCE TO THE DOCKET	3
THE MENTAL HEALTH DOCKET TEAM AND THEIR ROLES	3
WHAT'S IN IT FOR YOU	4
RULES OF THE PROGRAM	4
PARTICIPANT MONITORING	5
REGULAR TREATMENT PROVIDER ATTENDANCE	5
REQUIRED PAPERWORK(RELEASES OF INFORMATION)	5
COMPLETION OF PROGRAM PHASES	6
THE COURT SERVICES PLAN	6
THE PHASES OF THE MENTAL HEALTH DOCKET PROGRAM	7
REQUIREMENTS FOR GRADUATION	11
WHAT CAN HAPPEN IF YOU DO FOLLOW THE RULES (POSSIBLE INCENTIVES)	12
WHAT CAN HAPPEN IF YOU DON'T FOLLOW THE RULES (POSSIBLE SANCTIONS)	12
SUBSTANCE USE MONITORING, MEDICATION USAGE GUIDELINES	13
WHAT ELSE IS EXPECTED OF YOU	19
FOLLOW UP	21
IMPORTANT NAMES AND NUMBERS	22
MHD HANDBOOK CONFIRMATION STATEMENT	23

WELCOME TO THE DELAWARE COUNTY COMMON PLEAS COURT
MENTAL HEALTH DOCKET!

This handbook is designed to answer questions, address concerns, and provide information about the mental health docket. As a participant in the mental health docket, you will be required to follow instructions given by the Judge. This handbook will explain what will be expected of you.

WHAT IS A MENTAL HEALTH DOCKET?

The Mental Health Docket (MHD) is a part of the Delaware County Common Pleas Court. It is a court-supervised program primarily for Delaware County residents who face criminal charges and have a mental illness. It is a program that includes regular court appearances before a Judge.

The length of the program is 18 months, at a minimum. The program is divided into an orientation phase and three treatment phases. The phases are a way for the Court to monitor your progress, your motivation, and your performance. Your progress through the phases is based on your compliance with the directions of the Court and of a probation officer, as well as your active participation in a mental-health treatment plan. Each participant will progress differently. Phases are not based solely on preset timelines. They are designed to build upon the skills acquired in the previous stage, allowing you to effectively manage your mental illness (and chemical addiction, if applicable) and fostering stable and independent living. Each participant will have a Court Services Plan that the probation officer and the participant will sign after the participant has completed specific requirements for each phase.

This book details your rights and responsibilities in the Mental Health Docket as well as specific information about eligibility requirements, rules, guidelines, probation requirements, and treatment information.

ELIGIBILITY REQUIREMENTS

To be eligible to for the Mental Health Docket, you must meet certain criteria:

Clinical:

- Have a primary diagnosis DSM-IVTR, DSMV, Axis I, severe mental health disorder.
- Be receptive to behavioral health treatment.
- Agree to comply with medication and treatment plans.
- Agree to actively participate and cooperate with the Mental Health Docket Team.

Legal:

- Be charged with a non-violent fourth- or fifth-degree felony.
- Understand and appreciate the consequences of the legal proceedings and the agreement that you are making with the Court.
- Cannot be charged with or convicted of a sexually-oriented offense.
- May not pose a risk of harm to the Judge, court staff, or the treatment team.

Written legal and clinical eligibility and termination criteria alone do not create a right to participate in the specialized docket. Your ability to pay any court costs, fines, restitution, or supervision fees will not be taken into account when the Court determines your eligibility for the Mental Health Docket. The Mental Health Docket Judge has the discretion to decide who participates in the program in accordance with the eligibility criteria for this specialized docket.

REFERRAL PROCESS

Referrals to the Mental Health Docket are made by law enforcement, jail personnel, your attorney, the prosecutor, a community mental health center, a judge, or a probation officer. Referrals may be made at any time during the legal process.

SCREENING/ASSESSMENT PROCESS

Within three days of receiving a referral, the Mental Health Docket Coordinator will schedule an appointment with those referred to the Mental Health Docket. Applicants are screened for eligibility and information is collected, including criminal history, residency, education, employment, family, medical and mental health history. Upon completion of the screening, the Mental Health Docket Coordinator provides a written recommendation to the Mental Health Docket team and the Court. The Mental Health Docket Judge makes the final determination regarding admittance into the program in accordance with the written eligibility criteria.

ADMITTANCE TO DOCKET

If accepted into the program, a court hearing is scheduled with you and your attorney to review and sign an Acknowledgement of Requirements. Your attorney will explain what rights you are waiving, possible sanctions which may be imposed, circumstances leading to termination and the legal effects of unsuccessful termination. The Mental Health Docket Coordinator and/or Probation Officer will meet with you immediately following to schedule the orientation where you will receive and review the Participant Handbook, obtain the MHD calendar, and sign additional disclosure forms, if necessary.

THE MENTAL HEALTH DOCKET TEAM & THEIR ROLES

The Mental Health Docket team consists of the Mental Health Docket Judge, docket coordinator, probation officer, and other treatment and service providers who are involved in your case. The team is in place to develop an appropriate court-services plan, assist you in obtaining program services and resources, and ensure that you fully participate in your treatment. The team does this by evaluating clinical information and probation concerns, as well as other sources of information during treatment-team meetings. This information is presented to the Judge during treatment-team meetings with recommendations that include but are not limited to rewards, sanctions, changes in treatment levels of care, reductions in a variety of meetings, graduation, or possible termination from the program.

The role of the Judge is to lead the Mental Health Docket team and make final decisions concerning incentives, sanctions, advancement to the next phase, and successful completion of or termination from the program. The Mental Health Docket Coordinator conducts eligibility screenings, links participants to treatment providers, gathers treatment reports from providers, and monitors the progress of participants throughout the program. The probation officer monitors compliance with your Court Services Plan, conducts drug and alcohol screens, makes home visits, and provides feedback to the treatment team and Judge regarding your progress in meeting goals and objectives. The treatment provider conducts assessments, develops individualized treatment plans, and makes recommendations to the treatment team regarding your specific treatment needs. MH Docket team meetings are held 45 minutes prior to docket status review hearings. You have the right to request attendance of defense counsel during the portion of the treatment team meeting that applies to you.

WHAT'S IN IT FOR YOU

Successful completion and graduation from the MHD program may result in shortening the time you are on probation.

This program offers you the chance to move forward in your life with the new skills you have learned that will enable you to function in the community more fully. The MHD program will help you take control of your life in many ways. Even more important than the things you will learn not to do – such as abusing drugs and alcohol and committing more crimes – are the things that you will learn how to do, such as eating right, reducing stress, becoming employed, rebuilding family relationships, and becoming a productive member of the community.

On the following pages you will find the steps involved in the MHD program. Remember that there are many people who make up the MHD program and they want to see you succeed. If you take advantage of their help, you will discover many ways to make a better life for yourself. Nobody said it would be easy. We are here to help!

RULES OF THE PROGRAM

To remain in the Mental Health Docket, you are required to follow rules:

- You must participate in regular status-review hearings. In other words, you must show up at Mental Health Docket court sessions on time.
- You must show up on time for meetings with your probation officer.
- You must attend all scheduled treatment and provider appointments.
- You must complete required paperwork and homework assignments.
- You must successfully complete all four phases of the program.

Ask your probation officer or docket coordinator to explain to you anything in this handbook that you do not understand!

PARTICIPANT MONITORING

You will be required to appear in front of the Mental Health Docket Judge on a regular basis at the status-review hearings. Your attendance at the status-review hearing will diminish over time as you progress through the phases. During the Orientation Phase and Phase II, each participant will appear twice each month. During Phase III each participant will appear once per month, and during Phase IV each participant will appear once every six weeks.

The Judge will be given progress reports regarding your drug tests, attendance at your treatment-provider appointments and other required programs, and make sure that you are compliant with your Court Services Plan. These reports will come from the docket coordinator, your probation officer, your treatment and/or mental health counselor(s), and any other members of support programs with whom you are working. The Judge will ask you about your progress and discuss any problems you may be having.

You must come to court every scheduled session. As you make progress, you will come less often. If you are doing well, you will be encouraged to continue working towards the goal of graduating from MHD.

You are required to arrive on time and stay until court is finished unless the Judge dismisses you earlier.

REGULAR TREATMENT PROVIDER ATTENDANCE

In the program, you are required to attend all of your scheduled treatment sessions and other provider appointments. You must be on time for all sessions. If you are late, you may not be allowed to attend and may be considered absent. Your treatment schedule will vary according to your progress, and it is your responsibility to schedule all needed appointments.

REQUIRED PAPERWORK: RELEASES OF INFORMATION

Members of the Mental Health Docket team and providers must be able to communicate about your eligibility and progress in the program. You must sign release-of-information forms to allow this to happen. You must also sign additional releases as needed to arrange additional treatment, counseling, or support-service referrals. Any failure by you to sign releases will be treated as a refusal to participate in the program and will be grounds for your dismissal.

COMPLETION OF PROGRAM PHASES

The Mental Health Docket is divided into an orientation phase and three treatment phases, and completion of the docket takes at least 18 months. How long it takes is based on you and your progress. Each phase consists of specific treatment goals, activities, and requirements that you must meet before moving to the next phase. The phases are explained in detail on the following pages.

Remember: While there are certain things you must complete, your ability to move along in the program and graduate will depend on your own actions. If you miss appointments, ignore requirements, or fail to stay away from non-prescribed drugs and alcohol, your time in the MHD program will be longer, and you may be dismissed from the program.

Throughout the time you are involved in the Mental Health Docket, it is your responsibility to review your Court Services Plan with your probation officer and follow it carefully.

THE COURT SERVICES PLAN

A Court Services Plan begins with an assessment conducted by a licensed Mental Health agency or provider to create your behavioral-health treatment plan. The Court Services Plan will include this treatment plan as well as recovery goals developed by you, the docket coordinator, and your probation officer. Your probation officer will review and update your Court Services Plan with you on a regular basis.

This plan may require some or all of the following:

- Outpatient treatment
- Counseling (individual and group)
- Taking medication as prescribed
- Inpatient treatment/Residential treatment
- Regular and random drug/alcohol testing
- Alcohol and drug counseling
- Educational/vocational/employment programs
- Participation in self-help groups
- Community service
- Employment

Your probation officer will also help you with other areas of your life according to your individual needs. This may include referrals for:

- Educational assessments
- School or other educational services
- Job training and job placement services
- Family counseling
- Life skills classes
- Public Assistance/Medicaid
- Recreational activities

THE PHASES OF THE MENTAL HEALTH DOCKET PROGRAM

Orientation - Phase I

The Orientation phase is the first six weeks of the program. The requirements are minimal, allowing time for you to acclimate to the program. You will be provided the Mental Health Docket calendar and Participant Handbook if you have not already received them.

Tasks to be considered for orientation phase include the following:

- Meeting with the coordinator and probation officer to review the Participant Handbook, signing a confirmation that you have received the Handbook, and signing additional release-of-information forms
- Meeting with the probation officer to review the Court Services Plan and community-control intake paperwork
- Attending all status-review hearings
- Addressing any issues with transportation
- Engaging in an individualized treatment plan.

Stabilization - Phase II

Stabilization is the beginning of your program. This phase focuses on stabilizing symptoms and obtaining compliance with the program requirements. Your probation officer will prepare a case plan tailored to your individual needs that you must carefully follow. Successful completion of this phase will be based upon your performance, your compliance with the program, and the recommendations of the Mental Health Docket Team. Your probation officer will prepare a case plan outlining specific goals and objectives for you to complete during Phase II.

Tasks to be considered for the stabilization phase include the following:

- Setting reasonable timeframes for any financial obligations to be met, such as developing payment schedules for fines, court costs, and victim-restitution payments if needed. The Court will take into account the participant's ability to pay those obligations.
- Assigning appropriate community service or serving mandatory jail time if applicable.

- Determining frequency of random drug and alcohol testing
- Identifying prescribed medications and determining frequency for medication-compliance monitoring
- Completing all other assessments and inventories determined necessary by the mental health docket team, including housing, education, vocational, employment, and life skills.

Conditions to be monitored are as follows:

- Attending all Mental Health Docket status-review hearings two times per month
- Understanding the Mental Health Docket program expectations and handbook
- Complying with all rules of the Mental Health Docket program
- Completing necessary release-of-information forms
- Understanding Court Services Plan
- Complying with Court Services Plan
- Attending medical and mental-health-treatment appointments
- Complying with all medication and treatment requirements
- Attending meetings with case manager (if applicable)
- Completing behavioral-health screenings and evaluations in a timely manner
- Complying with the terms of probation
- Attending weekly meetings with the probation officer
- Submitting to drug and alcohol testing
- Complying with instructions given by probation officer
- Attending substance-abuse-treatment sessions and activities
- Attending 12-step or support-group meetings as directed by treatment provider or probation officer
- Obtaining a 12-step sponsor in a timely manner (if applicable)

The following requirements must be met in order for the participant to move to the next phase:

- Participating in the Mental Health Docket for a minimum of 24 weeks
- Obtaining written recommendation from treatment provider
- Receiving recommendation from Mental Health Docket team
- Providing clean drug screens for 60 days
- Avoiding new sanctions for the last four weeks
- Avoiding new convictions in the last 90 days
- Completing four satisfactory home visits with the probation officer
- Completing all homework assignments and submitting an essay

Community Integration - Phase III

Phase III of the Mental Health Docket will focus on community reintegration. After you have remained stable for a designated period of time, other non-psychiatric needs can begin to be addressed. During this period, other service needs can be assessed and addressed, including health, dental, optical, clothing, housing, and vocational-training needs, as well as any other concerns identified by the Mental Health Docket team. Successful completion of this phase will depend on your performance and a recommendation from the Mental Health Docket team. Your probation officer will prepare a Court Services Plan outlining specific goals and objectives for you to complete during Phase III.

Tasks to be considered for the Community Integration Phase include the following:

- Ensuring court obligations are met, such as compliance with payment schedules for fines, court costs, victim-restitution payments, and with community-service requirements
- Continuing random drug and alcohol testing at a frequency determined by the Mental Health Docket team
- Continuing medication-compliance monitoring
- Continuing linkages with housing, educational, vocational, and employment opportunities.

Participant requirements to consider for the community reintegration phase include the following:

- Attending all Mental Health Docket status review hearings one time per month
- Complying with all rules of the Mental Health Docket program
- Complying with Court Services Plan
- Attending medical and mental-health-treatment appointments
- Complying with all medication and treatment requirements
- Attending all meetings with case manager (if applicable)
- Attending weekly meetings with the probation officer
- Complying with the terms of probation
- Complying with instructions from the probation officer
- Complying with any additional conditions of probation that the Court or the probation officer orders verbally or in writing
- Submitting to all drug and alcohol testing
- Attending all mental health and substance abuse treatment sessions and activities
- Attending 12-step or support-group meetings as directed by your provider or probation officer (if applicable)
- Obtaining a 12-step or support-group sponsor in a timely manner (if applicable)
- Engaging in some meaningful activity as defined by the treatment team
- Performing all required community service

- Following through with all housing, educational, vocational, and employment referrals

The following requirements must have been met in order for the participant to move to the next phase:

- Participating in the Mental Health Docket for a minimum of 24 weeks
- Obtaining a written recommendation from treatment provider
- Receiving recommendation from Mental Health Docket team
- Providing clean drug screens for 90 days
- Avoiding new sanctions for the last eight weeks
- Avoiding new convictions in the last 90 days
- Completing at least three satisfactory home visits with the probation officer
- Completing all homework assignments and submitting an essay.

Maintenance – Phase IV

Phase IV is focused on adhering to and sustaining the structure and discipline developed in earlier phases. By the time you graduate to this phase, you have successfully followed your psychiatric-treatment requirements, including medication compliance, and you will have successfully obtained and maintained housing, employment, volunteer activities, educational or vocational plans, developed a functional support system, abstained from use of non-prescribed drugs and alcohol; and avoided additional involvement with the criminal-justice system. The amount of case management will lessen as you build your capacity to work with service providers on your own. The Mental Health Docket team will act in a support role, monitoring your maintenance. With any regression, the docket team will act swiftly to guide you back on track. The length of this phase varies, depending on your needs and your progress. Your probation officer will prepare a case plan outlining specific goals and objectives for you to complete during Phase IV. Requirements include:

- Attending Mental Health Docket status review hearings once every 6 weeks
- Complying with the rules of the Mental Health Docket program
- Complying with Court Services Plan
- Attending all appointments with medical and/or treatment providers
- Complying with all medication and treatment requirements
- Attending meetings with case manager (if applicable)
- Reporting to probation officer at such times and in the manner directed by that officer
- Submitting to all drug and alcohol testing
- Complying with instructions from probation officer
- Complying with any additional conditions of probation that the Court or the probation officer orders verbally or in writing
- Complying with terms of probation

- Attending all mental-health and substance-abuse treatment sessions and activities
- Attending 12-step or support-group meetings as directed by your treatment provider or probation officer (if applicable)
- Engaging in some meaningful activity as defined by the treatment team
- Performing all required community service
- Attendance at two positive community activities
- Active participation in a structured daily activity
- Maintaining stable housing
- Obtaining educational, vocational, or employment opportunities
- Following through with all housing, educational, vocational, and employment referrals

The following requirements must be met in order for the participant to be considered for graduation:

- Participating in the Mental Health Docket for a minimum of 24 weeks
- Obtaining a written recommendation from a treatment provider
- Receiving the recommendation of the Mental Health Docket team
- Providing clean drug screens for 90 days
- Avoiding new sanctions for the last four weeks
- Avoiding new convictions in the last 90 days
- Completing at least three satisfactory home visits with the probation officer
- Completing all homework assignments and submitting an essay and a budget

Participants must also be drug or alcohol free for a period of 12 months or some other reasonable period of time as determined by the Judge and the treatment team to be considered for successful termination.

The frequency of case management will lessen as you build your capacity to engage with service providers on your own. At the discretion of the docket team, appearances at Mental Health Docket hearings are reduced even further. The Mental Health Docket team will act in a support role, monitoring your maintenance.

REQUIREMENTS FOR GRADUATION

The final decision about your readiness to graduate will be made by the Mental Health Docket Judge. Your probation officer will let you know when the judge has decided that you are eligible for graduation. Your family and other loved ones will be invited to attend the ceremony where the judge will commend you on successfully completing the program. Successful completion of the Mental Health Docket program may result in reduction or dismissal of the charges and reduction in fines. This is at the discretion of the Mental Health Docket judge and the rest of the Mental Health Docket treatment team and your sentencing judge (when applicable).

WHAT CAN HAPPEN IF YOU DO FOLLOW THE RULES (POSSIBLE INCENTIVES)

As you progress through the MHD program, you will be given rewards for your efforts. Incentives for progress in the Mental Health Docket may include:

- Increased or expanded community-control privileges
- Less frequent urine testing
- Judicial praise and encouragement at status-review hearings
- A decrease in attendance at MHD court sessions
- Certificates of completion of phases and graduation
- Graduation
- Living a life of recovery

WHAT CAN HAPPEN IF YOU DON'T FOLLOW THE RULES (POSSIBLE SANCTIONS)

If you break the rules of the docket, you may be subject to a sanction. Doing any of the following may result in a sanction:

- New arrest or other police contact;
- Leaving a treatment program;
- Breaking the rules at a treatment program;
- Failure to take your prescribed medication;
- Positive urine or alcohol-sensor tests, or admission of use;
- Failure to submit to an alcohol or drug test;
- Attempts to falsify drug tests;
- Missing or arriving late for docket (court);
- Missing or arriving late for individual or group counseling appointments;
- Missing 12-step or other support-group meetings;
- Missing or arriving late for any mental health docket appointments;
- Failure to follow the direction of the mental health docket team or a probation officer;
- Failure to improve troublesome behaviors;
- Demonstrating a lack of progress in the docket or treatment;
- Failure to keep other appointments such as public-benefit aid, healthcare benefits, housing assistance, social security applications, etc.

Sanctions for noncompliance are immediate and graduated and may include, but are not limited to, the following:

- Verbal warning;
- Essay assignment;
- Increased urine testing;
- Increased attendance at MHD court sessions;

- Increased probation appointments;
- Community service;
- Placement in an earlier program phase or repetition of a phase;
- Increased attendance at support groups;
- Increased level of treatment;
- Courtroom observation sessions
- Daily reporting/"day jail" sessions
- House arrest
- Curfew modification
- Incarceration; and
- Dismissal from the MHD program.

Noncompliance may result in unsuccessful termination from the program. The judge makes the final determination regarding termination. The judge has the discretion to decide termination in accordance with the written eligibility criteria for this specialized docket. The Mental Health Docket will not unsuccessfully terminate you without first offering you an opportunity for a probation-violation hearing where you can be represented by an attorney. After consulting with an attorney, if you decide that you don't want a hearing, you may waive your right to a hearing as long as you do so knowingly, intelligently, and voluntarily. Unsuccessful termination may result in further legal action, including revocation of Intervention In Lieu of Conviction, filing of a probation violation, loss of eligibility for other specialized dockets, and jail or prison time. A jail or prison sanction will not be imposed unless you have first been given notice, a hearing, and the opportunity to be represented by an attorney. After talking to an attorney, you may waive the right to this hearing as long as you do so knowingly, intelligently, and voluntarily.

SUBSTANCE USE MONITORING

One of the Mental Health Docket goals is to help you remain abstinent from alcohol and all non-prescribed drugs. You will submit a urine sample at intake and be tested regularly throughout the program. Drug testing must occur throughout the duration of your time on the Mental Health Docket if you have been diagnosed with a substance-use disorder. Participants who do not have a history of substance use must still undergo random and observed drug testing, although a frequency of less than twice each week will be considered.

All drug and alcohol testing plans are individualized. Tests will be random, frequent, and always observed. Urine samples will be analyzed for temperature, specific gravity, Creatinine and other chemical markers to ensure a valid urine specimen. Drug screens may be conducted during your court appearance, during your home visits, or at any other time. Failing to submit to testing, refusing to submit to testing, submitting an adulterated sample, submitting the sample of another individual, or diluting a sample will be treated as positive tests that can result in an immediate sanction. A positive test or admission of alcohol or other drug use will not automatically disqualify you from the docket but will result in an immediate sanction or an increase or change in your current level of treatment.

Understand that test results will be shared at the treatment-team meetings, the judge will have access to all drug results including failures or refusals to test, and the judge or your probation officer may order a drug test at any time. The Judge will be notified immediately of any violations of the above rules.

All participants are responsible for calling in (740-836-6011) nightly after 6 p.m. and before 7 a.m. to find out if you are to report for testing. You are required to report between 8 a.m. and 9 a.m. OR between 3 p.m. and 4 p.m. on the day of the test. All participants are required to provide a sample in the above time frames. If you are unable to report at those times, you are to make prior arraignments with the probation officer.

Urine Specimen Procedures

While all participants will be required to submit a urine sample during the first probation-office visit, they do not have to be observed the first time. Your probation officer or other same-sex probation officer or monitor will personally watch you produce the urine sample.

All participants must wash their hands prior to submitting a sample.

Male participants will be patted down by a male officer. Females are also patted down. Females must squat over the toilet and may not sit unless they have medical issues that require them to sit, such as pregnancy or leg or knee conditions. Medical conditions need to be verified. Females can use a specimen collection unit (hat). Females must keep their hands on their laps and must remove tampons prior to providing any urine specimens.

If participants are unable to provide a urine specimen immediately, they will be told to remain until they are able to provide a urine specimen. Participants who are unable to provide a urine specimen with two hours of being ordered to do so or signing in will be considered to have refused to submit the specimen and will be viewed as having tested positive for illegal drugs. If the participant comes to the office to submit a urine sample shortly before the office is scheduled to close for the day, he or she will be given only two brief opportunities that day to provide a valid sample.

In the event a participant is physically or mentally unable to provide a urine sample due to a medical condition, he or she will be required to pay for the testing procedure. Testing that the probation office can consider includes blood tests or DNA testing of hair. The participant will be required to provide those results if they are in the participant's possession. If saliva tests are available, the officer may utilize those too.

Positive tests

Participants will be apprised of any positive test results and will be asked for an explanation or admission of use. If the participant admits to using, the sample will not be sent to the lab, and appropriate sanctions may be imposed. (See the "Sanctions" section).

If the participant denies using and the lab reports a positive result, the participant must pay the costs of the lab test. The participant who denies using illegal drugs must complete the admission-request form by checking the box indicating drug-use denial, and then the probation office will send the sample to a lab.

Positive drug tests will be addressed through the treatment provider to verify if the use is a continued use or a relapse. The participant will be reassessed and be placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Mental Health Docket team will be notified of the positive urine screen. Sanctions for the relapse may include increased status-review hearings, homework assignments pertaining to relapse and drug use, increased office visits, and jail.

The Mental Health Docket team participates in determining the incentives and sanctions, and the Mental Health Docket Judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the status-review hearings.

Breathalyzer:

In the State of Ohio, person who that register a concentration of .08 gram or more by weight of alcohol per 210 liters of breath are considered to be under the influence for driving purposes only. A decision to arrest, refer to a detox center, or send home a participant with a breath-test reading of .08 or more will be made with reference to the participant's current behavior, whether the participant will be operating a motor vehicle, and other normal arrest criteria.

Under normal circumstances, all participants who test at or above the .08 threshold on a breath-alcohol test will be arrested and transported to the Delaware County jail for their safety.

Testing by Outside Treatment Agency

Testing on participants will occur through the treatment agency where they are being treated. A staff member from that agency will notify the Mental Health Docket probation officer about the outcome of any test results as they are conducted.

Notification/Documentation

The results of all drug tests are immediately shared with the Mental Health Docket Team and the participant's treatment provider. In addition, information will be shared if a participant failed to report, failed to provide a sample, adulterated a sample, provided a sample of another individual, and or tampered with a sample.)

Sanctions Pertaining to Substance Use/Testing

- If a participant is late for a test or misses a test, that action will be considered a presumptive positive test for drugs or alcohol.
- If a participant refuses to submit a urine sample, that refusal is considered a presumptive positive test.
- The participant must provide a urine sample that is clean for all drugs and alcohol.
- If the participants fail to produce a urine specimen within two hours or if the sample provided is not of sufficient quantity, that action will be considered a presumptive positive test for drugs or alcohol.
- If the participant produces a diluted urine sample, that action will be considered a presumptive positive test for drugs or alcohol.
- If a participant substitutes or adulterates his or her specimen for the purposes of changing the drug-testing results, that participant will be considered to have tested positive test for drugs or alcohol and will receive a sanction, which might include removal from the Mental Health Docket. Positive urines at intake will be considered a baseline drug test and will be documented. The treatment provider will be immediately notified as will the Mental Health Docket team.

Relapses

Relapses will be addressed through the treatment provider to verify whether the use is a continued use or a relapse. The participant will be reassessed and placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Mental Health Docket team will be notified of the positive urine screen. Sanctions for the relapse may include more frequent status-review hearings, homework assignments about relapse and drug use, more frequent office visits, and jail.

The Mental Health Docket team participates in determining the incentives and sanctions, and the Mental Health Docket Judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the status-review hearings.

Relapse Triggers and Relapse Prevention

The individual or group sessions focus on designing a plan to address your relapse prevention. Your probation officer and treatment counselors will help you identify your triggers and will discuss ways to avoid bad situations and to work through them when they cannot be avoided.

Relapse triggers can include:

- Spending time with people who are drinking and using illicit drugs
- Going to places that cause you to use drugs or alcohol or make you upset
- Denial of past problems
- Using defense mechanisms that caused problems in the past
- Not working on your recovery plan
- Isolation
- Arguing or fighting with loved ones
- Bad luck and disappointments
- Good luck, celebration events, holidays

Prescribed Medication Usage

Participants are responsible for informing all treating physicians of their past and current struggles with drug and alcohol use before participants are given any addictive medication. If a doctor believes that a docket participant should use a particular controlled substance that will yield a positive urine screen, the physician must submit a letter to the Mental Health Docket Probation Officer stating that the doctor is aware of the participant's status as a person in recovery and that the need for the medication outweighs the risks. The participant **MUST** secure that kind of letter **PRIOR** to taking any medication that will cause a positive screen. If the participant tests positive and does not have a letter from his or her doctor, the participant will face immediate sanctions.

If a participant receives emergency-room care, he or she must provide verification of all emergency-room orders and discharge information to the Mental Health Docket Probation Officer no later than seven days after the participant is released from the hospital. Any prescriptions must be cleared by a primary-care physician in order for the participant to continue taking the medication without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the Court at the discretion of the Mental Health Docket team.

Over-the-Counter-Medication Usage

The use of certain types of over-the-counter medications may be counterproductive to the recovering participant, and participants should use caution when using all over-the-counter medications. Medications containing alcohol are not permitted. Medications that participants may use include:

PAIN:

Acetaminophen 500 mg, no more than 2 tablets every 4-6 hours
Ibuprofen 200-800 mg, every 4-6 hours as needed

Aspirin
Excedrin Migraine

STOMACH:

Mylanta
Milk of Magnesia
Pepto-Bismol

ANTACIDS:

Zantac
Pepcid
Prilosec
Tums or Rolaids

FLU SYMPTOMS:

Theraflu
Alka-Seltzer

COUGH/COLD:

Delsym (the no-alcohol or pediatric version only)
Mucinex (but not the D or DM version)
Not permitted: Tylenol Cold, Tylenol Nighttime

ALLERGIES: (none of the following can be the D or DM formula)

Claritin
Allegra
Benadryl

JOINT PAIN:

Tylenol Arthritis
Ben Gay muscle rub & thermal patches
Icy Hot muscle rub & thermal patches
Bio Freeze

VITAMINS: (no sports additives or supplements)

Multivitamins
Prenatal vitamins

WHAT ELSE IS EXPECTED OF YOU

As you can see, you are expected to follow a set of basic rules. Some other expectations focus on your actions in court and the things that you must do as part of your Court Services Plan.

The rules require that everyone in Mental Health Docket:

- Treat others with respect;
- Follow a dress code;
- Refrain from possession, sale, or use of non-prescribed drugs and alcohol;
- Stay out of bars;
- Follow doctors' orders for taking prescribed medication;
- Submit to urine testing and alcohol breath testing;
- Provide current contact information; and
- Refrain from breaking the law again.

MHD expectations will also cover areas of housing, healthcare, employment, and education. The expectations are described below.

Treatment of Others

You should respect the opinions and feelings of other people in MHD. Verbal or physical threats to anyone in the program or any member of the team will not be tolerated. Do not bring items that might be used to hurt another person accidentally or on purpose. Any such behavior will immediately be reported to the Judge and may result in a severe sanction or your termination from the program.

You will not be asked to be an informant in this program. You will not be expected or encouraged to discuss any information concerning anyone's behavior or progress except your own.

Dress Code

You will be required to dress appropriately for your court sessions and treatment appointments. Clothing bearing drug and alcohol themes or advertising alcohol or drug use is inappropriate. Other inappropriate themes include sex, foul language, racial or ethnic slurs, self-hatred or defiance. Tank tops, hats/head coverings (unless for cultural or religious purposes), cropped tops, "muscle shirts," and shorts are not allowed in court. You cannot wear sunglasses in court unless a doctor has prescribed their indoor use for you. Pagers and cell phones are not permitted during court sessions or during meetings with the treatment team.

Refrain from Possession or Use of Drugs

You will not possess, sell, or use alcohol or illegal drugs.

You will be required to report all drug or alcohol usage to the Judge at each court appearance.

- Repeated use will result in an alcohol and drug assessment.
- Failure to report drug or alcohol use will result in a severe sanction.
- Any drugs that a doctor prescribes for you must be reported to your probation officer immediately.

Stay Out of Bars

As a Mental Health Docket participant, you are not permitted to frequent bars. A bar is any establishment whose primary income is derived from the sale of alcohol in any form.

Provide Current Contact Information

You agree to provide the Mental Health Docket team and other treatment providers and court staff current information about your residence address, mailing address, telephone number, and

place of employment or schooling. You must report any changes that occur while you are in the program.

Refrain from Violations of the Law

You are required to refrain from further violations of the law. Additional offenses may result in your being terminated from the Mental Health Docket program.

Housing

Stable housing is necessary for recovery. Before you make a change in your living situation, you must discuss it with your probation officer and obtain that officer's permission.

Healthcare

You are expected to seek medical attention when needed. You are also expected to follow through on medical advice. You may be asked to provide evidence to the court of medical conditions or appointments. Healthcare appointments are not to be scheduled at times when you are to be in court. Any prescribed drugs must be reported to your probation officer immediately.

Employment and Education

If you are able, you agree to obtain and maintain verifiable employment, or enroll in an educational program. Employment must be consistent and legitimate.

FOLLOW UP

The Mental Health Docket Coordinator is required to follow up with you after you leave the program. This follow-up is not intended to identify you individually or to sanction you. Its purpose is to see how people who participate in the Mental Health Docket do after they leave the program and to determine what impact the program has had on your life. Your feedback is important in evaluating the overall effectiveness of the program and identifying opportunities for improvement. You are always invited to return to the Mental Health Docket as a visitor to share your success with us and the existing participants. Your success can be a motivating factor for the participants currently in the program!

IMPORTANT NAMES AND NUMBERS

My Mental Health Docket Judge: ***The Honorable David M. Gormley***
117 N. Union St., 5th Floor, Delaware, OH 43015
Phone: (740) 833-2530

My Mental Health Docket Probation Officer: ***Matthew Proto***
117 N. Union St., 3rd Floor, Delaware, OH 43015
Phone: (740) 833-2974
Fax: (740) 203-1524

My Mental Health Docket Coordinator: **Holly Graham, LSW, LPC**
117 N. Union St., 5th Floor, Delaware, OH 43015
Phone: (740) 833-2526
Fax: (740) 833-2529

My Treatment Providers: Case Manager(s): _____

Therapist: _____

Psychiatrist: _____

Therapy Group: _____

Weather Emergencies: (740) 833.2974
Message will note closure or delay of MHD OR you will receive a text message

Other:

