



GREENE COUNTY FAMILY TREATMENT COURT Participant Handbook



State of Missouri
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31st Judicial Circuit, Division 23, TC5
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Welcome to FTC!

What is Family Treatment Court (FTC)?

FTC is a voluntary specialized Court Program created to work with parents and children who are involved with the Greene County Children's Division (CD) as a result of child abuse or neglect that is directly related to parental substance abuse. This program is based on National Treatment Court and Family Treatment Court best practices. It is a voluntary, family-focused program that provides services to you and your family to address your family's needs.



FTC's Vision

Every family impacted by substance use disorders receives timely and comprehensive services for reaching enduring reunification.

FTC's Mission

Family Treatment Court will provide a model of care that is holistic, culturally competent, trauma-informed and evidence based. Participants, with the help from a multi-disciplinary collaborative team and family supports, will enact a personalized plan for recovery that will empower participants to sustainably reunify with their children.

The FTC team is here to help you become clean and sober and live a life in recovery. The goals of the FTC are:

- ✓ Help you get into treatment quickly and support you staying in treatment until you develop the skills you need to live a life of recovery and provide safety for your children.
- ✓ Return your children home as soon as safely possible.
- ✓ Help you and those who support you develop the skills you need so your children do not need child protection services in the future.

This handbook is here to answer questions, provide general information, and explain requirements of the program. Please read this handbook carefully. It is your responsibility to understand the expectations of the FTC program.

If you have additional questions or concerns, please contact your attorney, your caseworker, or the FTC Project Coordinator. We encourage you to share this information with your friends and family who support you in recovery.

FTC Program Overview

Addiction is a family disease that impacts every person in the family, including your children, no matter how old they are. Because addiction is a family disease, the FTC team will also see what services your children may need and help you get those services. Some services your children may need include, educational, developmental, therapeutic, medical, mentoring, or substance use services.

All FTC participants are required to:

- ✓ Participate in substance use and/or co-occurring substance use and mental health treatment;
- ✓ Submit to random drug testing;
- ✓ Attend frequent court reviews (based on your phase-level);
- ✓ Attend community support group meetings/activities to develop a sober, supportive network;
- ✓ Show your ability to care for your children's needs; and
- ✓ Show progress with other treatment plan requirements.

The Court will closely monitor your progress and compliance with these requirements and will respond with incentives (rewards) and responses (consequences) based on your behaviors and compliance. All incentives and rewards are designed to support a recovery lifestyle, increase child safety and reduce child risk so your children can return home as soon as safely possible.

The FTC program consists of 5 phases and takes a **minimum** of 8 months to complete, with most families completing the program in 12-15 months. It is important to remember that every family's needs are different. Therefore, the length of time your family will be in FTC depends on your progress.

Although it takes approximately a year for most families to successfully complete FTC, most children are able to be placed at home with their parents much sooner. Again, the FTC team will recommend your children return home, as soon as it is safely possible for them to do so.

It is important for you to understand that compliance with FTC requirements does not guarantee your children will be returned to you. There may be circumstances – even if you fully comply with FTC requirements – the Court determines returning home is not in the best interest of your children.



Who is eligible to participate?

To be able to participate in FTC, you must meet all of the following criteria and agree to abide by all of the program requirements:

- ✓ Family has an open Abuse/Neglect case under the jurisdiction of the Greene County Juvenile Court;
- ✓ Resident of Greene County*
- ✓ Substance abuse is the primary reason for removal or creates an ongoing risk/safety concern that prevents reunification;
- ✓ Removal occurred less than 90 days prior to admission*
- ✓ Complete the FTC Screening to determine eligibility
- ✓ Completed an FTC Observation
- ✓ Complete the FTC Orientation
- ✓ Sign the FTC Participant Agreement and Releases of Information
- ✓ Have the ability to fully participate in FTC and meet all requirements.



**Exceptions approved by the team on a case by case basis*

Discharge from the Program

The Court may discharge a participant from FTC at any time. If you decide to enter into FTC, the requirements will become part of your Court-ordered treatment plan.

You may be unsuccessfully terminated (or “expelled”) from the program in the following instances:



- A new criminal charge of serious violent activity.
- A new allegation of serious physical abuse or sexual abuse of a child, that results in a Preponderance of Evidence finding with Children’s Division.
- Participant’s continued failure to embrace an attitude of recovery and personal growth and continued, willful noncompliance with program expectations
- Case goal is changed from reunification

If any party involved in your case, including you, believes you should be discharged from FTC, a written motion must be filed. You will meet with your team to discuss what discharge from the program would mean for your case and your family. Then a Court Hearing will be held to decide whether or not you should be discharged from FTC. If you do discharge from FTC, you will continue participating in the dependency and neglect process and will continue to have a Court-ordered treatment plan through a regular track dependency and neglect case.

**Administrative discharge may occur in specific circumstances as determined by policy.*

Program Changes

Changes may be made to the FTC Program, Policy and Procedures, after being approved by the appropriate FTC Policy & Procedure committee and Judge. When changes occur, current participants in the program will have the opportunity to review the new version of the FTC Participant Agreement and Parent Handbook with their attorney and

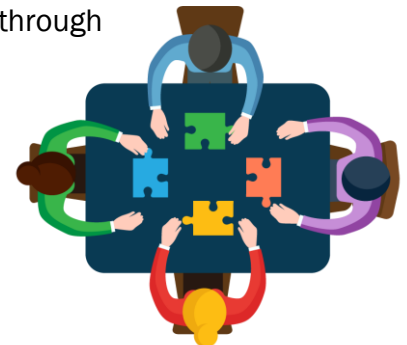
- a. Sign the new FTC Participant Agreement and continue in the program,
- OR b. Administratively Discharge from the program.

**If a major change affecting phase structure occurs and a participant is within the final 2 phases of their FTC program, the FTC team and Judge may discuss and approve for the participant to continue on their current phase structure on a case by case basis.*

Who makes up your Treatment Team and what do they do?

There are many people on your Treatment/Family Support Team. The team works together to help you and your family, but everyone has a different role. Your FTC Treatment Team includes:

- ❖ **Most importantly: YOU, your children, your extended family, and your support and safety network**
 - Each team member knows that YOU and your support and safety network have the skills and knowledge to change your life.
- ❖ **Judge**
 - The Judge is the lead member of FTC Court and presides at all team staffings and Court hearings. The Judge will make all final decisions about your progress and your case based on input from you and the treatment team.
- ❖ **FTC Coordinator**
 - The FTC Coordinator helps the program run smoothly, collects information about your drug testing and treatment, and tracks your phase progress. The coordinator makes sure the team is following FTC policies and ensuring you and your family receive the services you need
- ❖ **Case Worker**
 - The caseworker will work with you and your family to refer you to needed services and resources that will help you complete your treatment plan and will support you in getting those services. The caseworker's goals are to help your children achieve safety, permanency, and wellbeing.
- ❖ **Deputy Juvenile Officer (DJO)**
 - The DJO ensures court orders are followed and due process is followed.
- ❖ **Guardian *ad Litem* (GAL)**
 - The GAL is an attorney who represents the children's best interests and advocates on their behalf. The GAL conducts regular home visits with the caregiver and the children.
- ❖ **Respondent Parent Counsel (your attorney)**
 - You have an absolute right to be represented by counsel. You are eligible for a court appointed attorney if you meet financial guidelines. If eligible, you will be appointed an attorney to advocate for your rights and wishes. You may also hire your own attorney.
- ❖ **Court Appointed Special Advocates (CASA)**
 - A CASA may be assigned to your family. A CASA is a trained community volunteer whose job is to advocate for the wishes and best interests of your children.
- ❖ **Peer Recovery Specialist**
 - The Peer is a person with lived experience in recovery that is there to work with you and support you on your recovery journey and through the FTC program.
- ❖ **Your treatment and service providers**
 - Substance abuse, mental health, domestic violence, peer support, and other treatment providers provide the team with information about your progress and offer suggestions.
- ❖ **Parent Resource Coordinator** **position in development**



The FTC Basics

By following these suggestions, you can greatly increase your chances of successfully completing FTC and achieving reunification with your children

- ✓ Show Up and Be Honest!
- ✓ Attend all court hearings, meetings, and appointments on time.
- ✓ Show how you are making progress on your treatment plan – actions, not words.
- ✓ Stay in touch with your caseworker and your attorney. Be sure they have your current phone number and address.
- ✓ Be as organized as possible. You will need to keep track of lots of meetings, court dates, and appointments.
- ✓ Take care of yourself: live a healthy lifestyle, eat and sleep well, and surround yourself with healthy people.
- ✓ Live in a home free of alcohol and drugs and people who are using alcohol and drugs.
- ✓ Be engaged in your recovery process – don't just go through the motions.



TREATMENT is the most important part of your recovery. Because of this, the Court and your treatment team expect you to make treatment your top priority. You are expected to be present and participate in all required treatment sessions, including your substance use intake.

Only the **JUDGE** can excuse you from past or future missed treatment. Your DJO, caseworker, counselor, or attorney **CANNOT** excuse you from treatment. The Judge typically only excuses missed treatment if you are so sick that you needed to go to the doctor, and you can provide a doctor's note. Otherwise, you are expected to be at treatment.

Court

- FTC is typically held every Wednesday beginning at 1:00 PM at the Greene County Juvenile Courthouse, unless otherwise noted.
- You will attend Court weekly, every other week, or once a month; this depends on your phase in the program.
- The Judge will speak directly with you about your progress during your FTC hearing.
- FTC operates as an integrated court meaning the Juvenile Judge is also the FTC Judge and your underlying dependency case hearings and motions will also be heard with your FTC hearings following admission.
- Underlying dependency hearings are scheduled by the Court in accordance to milestones set forth in statute and are typically set @ 1:30 PM
- The Judge will make all final decisions. It is important to attend all scheduled Court hearings in order to participate in discussions regarding your children.
- Prior to your FTC hearing, the Judge and your treatment team meet and review your progress at a staffing. Your attorney will represent you during the pre-court staffing.



Courtroom Expectations

- FTC is a program for families. **Children are welcome to come to Court with you.** *Please know that the Judge may occasionally ask the children to leave the Courtroom, such as before a response is given or a difficult topic is discussed.*
- You are expected to be at Court on time. **Roll Call** will be called at the beginning of each docket. If you are not present during roll call, you will be called at the end of the docket. FTC is a time to speak with the Judge and to listen to your fellow participants and their experiences.
- Do not be under the influence of any substances or impaired by medications.
- Dress appropriately when appearing in court. **Clothing with alcohol/drug/violent slogans, graphics, or brands will not be tolerated.**
- Remain quiet while you are in the Courtroom so you can listen and support your fellow participants.
- If you need to talk with a team member, please go into the hallway.
- Do not use cell phones in the courtroom. Make sure your phone ringer is on silent.

Treatment/Family Support Team Meetings

- T/FSTM are typically 1-hour meetings for your treatment team to come together and discuss you and your children’s needs, progress, concerns, and requests.
- You can bring any support person(s) you want to these meetings. You will have a TSM/FSTM within 1-2 weeks of joining FTC, called your “Welcome T/FSTM.”
- You will have at least one FSTM once per month.

Inclement Weather Policy

If Springfield Public Schools are closed or are dismissing early due to inclement weather, FTC will be cancelled. The FTC Coordinator will communicate this to the FTC team and participants as quickly as possible



If Springfield Public Schools are closed, the TOMO weather policy allows for you to call the inclement weather line at 888-379-7697 option 2, to check to see if FTC drug testing is cancelled. *This DOES NOT replace calling into your normal call-in line each day.

Sickness Policy

We understand sickness happens. In order to excuse any missed treatment or tests, please notify your team immediately and provide medical documentation to the FTC Coordinator. Please note per their own policy, TOMO may turn you away depending on specific sickness criteria.

**If you test positive for COVID-19, please notify your treatment team immediately so arrangements/accommodations can be made and follow proper CDC protocols.*

Sobriety Monitoring

- You will be drug/alcohol tested randomly throughout the entire program.
- You will be provided written instructions on how to call the daily call-in system or check the website regarding your requirement to test. You will be required to provide a photo identification each time your report for testing, including your first visit.
- When you enter FTC, you are assigned a participant specific PIN code at TOMO
- You must call or check in daily via the drug-testing telephone number **800-494-1250** or website check in: <https://www.drugtestcheck.com/> to see if your code is required to test that day.
- **You must call every morning, seven days a week, including holidays.**
- Report to **TOMO Drug Testing** for your drug test.
 - TOMO, 811 E. Division, Suite 100, Springfield, MO 65803)
- **Hours for Testing (*unless otherwise noted by TOMO or Court)**
 - Weekdays: 6:00 am – 6:00 pm
 - Weekends: 8:00 am – 5:00 pm
- Drug tests will be observed and assessed for tampering and the use of adulterants. If you miss a test, tamper with, or refuse to test, it will count as a positive drug test.
- If you have a positive drug test (including a missed test), the Judge may issue a response.
- If you test positive for a substance, TOMO will ask you to sign and admission sheet.
- However, if you test positive for a substance and contest the accuracy of a drug test, you are entitled to request that your specimen be sent off for confirmation an additional drug test by an independent laboratory.
- In some instances, the Court may utilize SCRAM Continuous Alcohol Monitors for a participant. If so, you will be provided with detailed information regarding that process. will be provided to you if so.
- Additional testing may be administered at the court's discretion.
- You are encouraged to keep documentation of all completed UAs and calls/check ins
- In phase 4, you will not be required to be on the call/test line but may be tested upon suspicion.



Medications

As part of FTC, you will be required to notify your treatment team if you are prescribed or are taking any medications, sign releases between FTC and your medical provider and inform your medical providers that you are in recovery. You will be given a letter detailing your involvement in FTC, which will need to be signed by your medical provider and returned with a list of medications they are prescribing. We expect to learn this information directly from you.

By entering FTC you have agreed to not possess, use, or consume marijuana, alcohol or illegal drugs or misuse prescription or over-the-counter medications.

This includes:

- over-the-counter medications that contain “D, DM, DXM” (dextromethorphan), ephedrine/pseudoephedrine (Robitussin, Sudafed, Nyquil, etc)
- inhalants
- Herbal energy supplements (Mini Thins, etc.) or drinks (Kombucha)
- Synthetic versions of illegal drugs including Kratom, K2, bath salts, CBD oil, etc
- Caffeinated alcohol drinks/seltzers (Four Loko, Sparks, etc)
- Any other mind-altering substances or chemicals
- Medicinal marijuana

**This list may be updated as necessary and will be provided to you when that occurs.*

Medication Assisted Treatment (MAT)

Medication Assisted Treatment, or MAT, is a type of treatment where medications such as Methadone, Suboxone, Subutex, Vivitrol, Naloxone, or Naltrexone, etc, are used to help treat people with substance use disorders.

- MAT can be helpful if it is appropriately used and used in addition to Substance Use Disorder
- FTC supports the use of MAT if it is being overseen by a qualified doctor.
- If you are thinking about using MAT, it is important that you talk with your doctor and treatment provider about the benefits, side effects, costs, and length of treatment.
- If you decide to use MAT, you may be responsible for the costs of this treatment unless approved for payment by FTC or covered by your insurance or other funding.
- Medicaid often covers or lowers the cost of MAT.
- MAT is a prescription Drug and FTC expects you to follow the Prescription Drug Policy. Participants will need to sign an ROI between the MAT provider and the Treatment Team (if outside of your FTC treatment provider). The Team will require documentation of any prescription including MAT.
- Like any other medication, some MAT options have the potential for abuse.

If MAT impacts your ability to safely supervise, protect, and care for your children, your treatment team will discuss your options with you.



Sobriety Monitoring Issues



- **Dilute/Missed/Tampered Urine Screens:** All dilute, missed, or attempts to tamper urine screens are considered positive and will reset your Court documented days of sobriety.
 - If you are requesting a dilute screen be excused due to a medical reason, a doctor's note and documentation as to why the condition will cause a dilute is required. A release for the treatment team to speak with the doctor and a letter signed by the doctor notifying them that the participant is in a Drug Court is also required. The documentation will be reviewed by the treatment team and the Judge.
 - You are encouraged to keep your UA receipts from the drug testing agency to assist with proving any discrepancies with the drug testing agency.



- **Marijuana & CBD products:** Marijuana in any form (medical, recreational, edibles, etc.) is not allowed at any point in FTC. This also includes any use of CBD or THC-related products.
 - If you test positive for marijuana, they will be given a "marijuana-sober" date that is 30 days past their last reported use.
 - If you continue to test positive during this period and report no new use, you will not receive a response. You will also not earn days of sobriety and will not move through the phases.
 - If you test positive after you "marijuana-sober" date, you may receive a response. You will only receive one marijuana clean date.
 - Participants are advised against utilizing any CBD related products and/or vapes.
 - It is your participant's responsibility to understand this risk and read labels to prevent a positive THC test. If you test positive for THC regardless of the source, you will receive a response.



- **Designer Drugs:** The possession or consumption of any "designer" drugs such as "Spice," "bath salts," "Kratom" etc., whether purchased legally or illegally, is strictly prohibited.
 - Such substances are often sold or marketed under false labels like "Not for Human Consumption," though they are purchased for the purpose of getting high.
 - You may occasionally be tested for these substances. A positive UA or admission of use will result in a response.

Sobriety Monitoring Issues Continued



- **Poppy Seeds:** Consuming poppy seeds or products containing poppy seeds may result in urine testing positive.
 - Consuming poppy seeds will not be an accepted explanation for a positive urine test.
 - You are advised to not consume poppy seeds or products containing poppy seeds.



- **Alcohol:** Alcohol is a drug and is not allowed to be consumed in any form during FTC.
 - Alcohol can be found in many products, and use/consumption of these may result in positive urine test.
 - It is your responsibility to understand this risk and read labels to prevent a positive alcohol test.
 - If you test positive for alcohol regardless of the source, they will receive a response.
 - Urine screens may include ETG/ETS testing, which is a method to detect alcohol in the urine up to 72 hours past use.



- **Other:** Any unauthorized use of mood or mind-altering substances or chemicals not mentioned are strictly prohibited.

**YOU ARE RESPONSIBLE FOR WHAT GOES IN YOUR BODY
WHEN IN DOUBT, DON'T USE IT!**

The FTC Phases Explained

The FTC program is divided into **five** phases: Welcome, 1, 2, 3, & 4. Each phase has its own purpose to support participants in building recovery and getting their children home.

The time frames show the minimum amount of time it takes to complete each phase. Please note that these are *estimates*; the actual time it takes will depend on each parent's circumstances and progress. Typically, the program takes 12-18 months to complete. FTC will closely supervise participants as they undergo substance use treatment, progress in the program and work to reunify with their children. The FTC team reviews criteria outlined in the court's phase structure to determine phase progression. General expectations for all phasing are listed below and specific expectations for each phase are listed on the following pages.

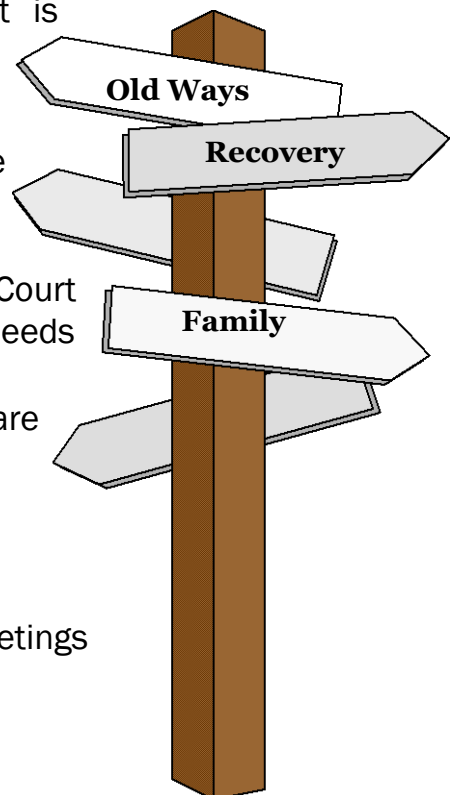
While the phase structure primarily identifies requirements of the participants, it is the responsibility of all FTC team members to support and assist FTC participants in accomplishing their requirements.

Phase advancement:

- ✓ Participants must complete each task and provide documentation to the FTC Coordinator ongoing or at least 1 week prior to the court appearance when they wish to phase up
- ✓ Final decision regarding phase advancement is made by the Judge. Participants will submit a phase proposal to move into phase 3, 4, and graduation. This proposal will help the Judge make the decision about whether or not the parent is ready to move to the next phase.
- ✓ The Judge can order more frequent Court appearances if the team believes the parent needs more support.
- ✓ Participants are not eligible to phase up if they are set for an expulsion hearing from the program

Requirements in all phases:

- ✓ Attend all court hearings
- ✓ Attend all family and treatment support team meetings
- ✓ Communicate with the team
- ✓ Attend all scheduled parenting time
- ✓ Complete all responses prior to phasing



Welcome Phase (no minimum)

GOAL: Identify Family's Needs – Address Responsivity Needs

Purpose: to learn about the family, share information about FTC requirements, and prepare the parent for success in FTC. If the participant's basic needs are not being met (food, clothing, housing, emergency medical/dental care, mental health crisis), the team should focus on meeting these needs before others.

Welcome Phase Advancement Requirements

- ✓ Appear for FTC weekly, unless otherwise noted
- ✓ Complete all paperwork and sign ROIs
- ✓ Complete Dr and prescription paperwork
- ✓ Complete "Meet My Family" Assignment
- ✓ Participate in Welcome FSTM
- ✓ Start check ins and testing at TOMO
- ✓ Participate in substance use treatment intake, have ongoing treatment scheduled and begin attending treatment
- ✓ Participate in other needed assessments/evaluations
- ✓ Meet with caseworker to discuss family's strengths and needs, and develop treatment plan
- ✓ Understand parenting time schedule and requirements
- ✓ Provide information about children's medical/dental/educational/developmental/mental health needs to team and caregiver
- ✓ Apply for Medicaid (if eligible) and check status of assistance programs (Food Assistance, TANF, etc.)
- ✓ Check status of participant's ID and family's birth certificates and social security cards
- ✓ Complete Recovery Capital Scale with assigned Peer

Phase 1 – Sobriety **(30 day minimum)**

GOAL: Address Responsivity Needs

Purpose: to help the participant and their child(ren) achieve stability.

Phase 1 Advancement Requirements

- ✓ Appear for FTC weekly, unless otherwise noted
- ✓ Demonstrate 30 consecutive days of sobriety
- ✓ Demonstrate consistency in TOMO check ins and test when required
- ✓ Complete all Court assignments
- ✓ Complete “Get to Know Me” assignment
- ✓ Attend and participate in 4 consecutive weeks of treatment as recommended
- ✓ Treatment Plan established
- ✓ Demonstrate awareness of children’s current medical/dental/educational/developmental/mental health appointments and needs
- ✓ Consistently attending all scheduled parenting time
- ✓ Start requesting birth certificates and social security cards for self and children if needed
- ✓ Apply for needed assistance programs
- ✓ Complete Recovery Packets:
 - My Support System
 - Goals
- ✓ Complete Recovery Capital Scale with assigned Peer
- ✓ Provide documented attendance at a minimum of 2 approved community support meetings/activities
- ✓ Attend all FSTM, Court hearings, and additional meetings as needed

**If at 90 days in the program and the participant is not progressing through phases, team should consider re-assessing parent for needs*

Phase 2 – Stability **(90 day minimum)**

GOAL: Address Treatment Needs

Purpose: for the participant to make progress on their treatment goals.

Phase 2 Advancement Requirements

- ✓ Appear for FTC every 2 weeks (1st & 3rd Wednesdays), unless otherwise noted
- ✓ Demonstrate 90 consecutive days of sobriety
- ✓ Demonstrate consistency in TOMO check ins and test when required
- ✓ Complete Phase 2 Proposal with approval from Judge
- ✓ Complete all Court assignments
- ✓ Attend and participate in 12 weeks of treatment as recommended
- ✓ Actively engaged in meeting children's medical/dental/educational/developmental/mental health needs
- ✓ Expand or progress in parenting time
- ✓ Demonstrate awareness of children's current medical/dental/educational/developmental/mental health appointments and needs
- ✓ Consistently attending all scheduled parenting time
- ✓ Identify & start parenting curriculum if recommended
- ✓ Hold birth certificates and social security cards for self and child(ren)
- ✓ Re-evaluate need for assistance programs
- ✓ Complete Recovery Packets:
 - Time Management
 - Financial Stability
- ✓ Complete Recovery Capital Scale with assigned Peer
- ✓ Provide documented attendance at a minimum of 8 approved community support meetings/activities
- ✓ Attend all FSTM, Court hearings, and additional meetings as needed
- ✓ Develop Permissive Placement Safety Plan with case manager and supports

**If parenting time is still supervised, Family Support Teams should be discussing and addressing any barriers to progressing into unsupervised parenting time*

Phase 3 – Consistency (90 day minimum)

GOAL: Transition - Address Maintenance Needs

Purpose: to return the child home (if not already accomplished) and support what can be a difficult and emotional process. The parent will wrap up “active treatment,” determine “maintenance treatment” and a plan for ongoing sober support, close out Division-funded services, and transition into services and support that will be available to the family after graduation. Phase Three is also focused on putting community-based services into place to help the parent with education, employment, and other maintenance needs.

Phase 3 Advancement Requirements

- ✓ Appear for FTC every 2 weeks (2nd & 4th Wednesdays), unless otherwise noted
- ✓ Demonstrate 90 consecutive days of sobriety
- ✓ Demonstrate consistency in TOMO check ins and test when required
- ✓ Complete Phase 3 Proposal with approval from Judge
- ✓ Complete all Court assignments
- ✓ Attend and participate in treatment as recommended. (If completed active treatment, as recommended by treatment provider, have plan for maintenance treatment)
- ✓ Taking over responsibility for meeting children’s needs
- ✓ Actively and independently parenting children in home without parenting restrictions
- ✓ Actively participating in parenting program if recommended
- ✓ Re-evaluate need for assistance programs
- ✓ Apply for child care assistance if needed
- ✓ Complete Recovery Plan with Treatment Provider
- ✓ Complete Recovery Packets:
 - Self-Care
- ✓ Complete Recovery Capital Scale with assigned Peer
- ✓ Provide documented attendance at a minimum of 10 approved community support meetings/activities
- ✓ Actively searching for employment or education or other activities approved by the team
- ✓ Attend all FSTM, Court hearings, and additional meetings as needed

**If permissive placement cannot occur due to reasons outside of the participants control, phase progression can be discussed as a team and administratively approved on a case by case basis.*

Phase 4 – Transition (60 day minimum)

GOAL: Independence-Aftercare

Purpose: to monitor the family with little intervention.

Phase 4/FTC Graduation Requirements

- ✓ Appear for FTC monthly (1st Wednesdays), unless otherwise noted
- ✓ Demonstrate 90 consecutive days of sobriety
- ✓ Complete drug/alcohol testing only upon request, check ins no longer required
- ✓ Review Graduation Project Proposal with team for approval
- ✓ Complete and present Graduation Project
- ✓ Complete all Court assignments
- ✓ Attend maintenance treatment as recommended by treatment provider
- ✓ Actively and independently parenting children in home without parenting restrictions
- ✓ Submit Parenting Program Certificate of Completion if was recommended
- ✓ Re-evaluate need for assistance programs
- ✓ Apply for child care assistance if needed
- ✓ Complete Recovery Plan with Treatment Provider
- ✓ Actively living Recovery Plan
- ✓ Complete Recovery Capital Scale with assigned Peer
- ✓ Provide documented attendance at a minimum of 12 approved community support meetings/activities
- ✓ Engaged in employment, education, TANF requirements, or other activity as approved by team
- ✓ Attend all FSTM, Court hearings, and additional meetings as needed
- ✓ Team recommendation for Graduation

Definitions:

"Recovery Plan" & "Recovery Packets": Composition of worksheets and exercise for the participant to complete on topics of Support system, Goals, Time Management, Financial Stability, & Self-care.

"Phase proposals": A cover sheet including a checklist for the tasks in that phase and prompt as to why they feel they are ready to phase up

"Graduation Project"- Each participant in their final phase will get to pick their own graduation project as approved by the team. The requirement is to give back to the recovery community or FTC program in some way. Upon completion, they will discuss it with the FTC team and present it.

Phase Components Explained

- **Medicaid and Assistance Programs and IDs, Birth Certificates, and Social Security Cards**
 - Getting and staying sober is very hard work, and it is even harder if your basic needs, like food, housing, clothing, and medical/dental care, are not being met.
 - This is why we ask you to apply for Medicaid and other assistance programs, like food assistance and housing programs as soon as we start working together.
 - If you are eligible, Medicaid can help you with costs for many medical, dental, mental health, and substance use disorder treatment services. These are very helpful and important supports for you and your children, so we ask that you apply and turn in any needed documentation to ensure your Medicaid and assistance programs stay active.
 - Many of these programs require your ID and your family's birth certificates and social security cards in order to apply for services.
 - This is why we ask you to begin applying for those vital documents if you do not already have them in your possession. It can take a few months to get them, so we want to work on this early in the program.

- **Treatment**
 - The FTC Coordinator in conjunction with your case worker will refer you to a community treatment agency that can meet your needs. Every participant's treatment is unique.
 - Once you complete your intake, you and your treatment provider will decide what level of treatment will help you best. This recommendation will then become your "required treatment" for FTC, and any missed treatment will result in a response.
 - Your success in this program and in your long-term recovery depends greatly on your progress in treatment. Because of this, treatment is expected to be your top priority. You should not schedule other appointments of any type during your treatment time.

- **Maintenance Treatment**
 - Once you have completed your "active treatment". This is a decision made between you and your treatment provider. You and your treatment provider will also discuss if any "maintenance treatment" or after care treatment would help support you.
 - This could be an individual once a month, a group once a week, or weekly sober support activities, among other plans.
 - In order to move to phase 4, you will submit a plan describing what ongoing "maintenance treatment" /after care and sober support you plan to continue in phase 4 and after your FTC Graduation Ceremony. Your involvement in this plan will be considered when looking at if you are ready for FIT Court completion.

- **Other Assessments and Services**

- We know that substance use disorders often involve issues other than just substance use.
- Many families in FTC are also receiving services for mental health, domestic violence, sexual assault, physical health and dental needs, family therapy, couples counseling, and parent-child relationship therapy, among others.
- We want to help you with any issues that may keep you from getting and staying sober or keep you from providing a safe and stable home for your children.
- Because of this, we may ask you at different times in the program to meet with certain professionals, or have additional evaluations for needs other than substance use, or participate in services other than substance use disorder treatment.

- **Community Support Meetings/Activities**

- Research, along with many people in long-term recovery, discusses the importance of community support meetings.
- FTC wants to ensure you are connected to sober support before you complete the program.
- For this reason, attendance at community support meetings or activities throughout your time in FTC is a requirement of phasing.
- There are different types of community support meetings and activities. Some are 12-step meetings and others are not.
- FTC encourages you to try different types of meetings and activities until you find one that works for you.
- You can find meeting lists in the courtroom or talk to your team about suggestions.
- Community support meetings are different from Prosocial Activities. The team encourages you to be involved with prosocial activities, but these do not count towards your community support meeting requirements for phasing.
- You must provide documentation of attendance

- **Recovery Plan & Recovery Packets**

- You will develop a Recovery Plan throughout the case to help you understand your alcohol/drug use and work on recovery skills.
- You will also identify your support people who will help you stay focused on your recovery and help keep your children safe if a relapse does occur.
- Having a plan will help you keep recovery as your #1 priority, avoid relapse, or bounce back quickly if you do relapse. It is better to plan more than necessary, rather than not enough.
- Recovery Packets may include a composition of worksheets and exercise for the participant to complete on topics of Support system, Goals, Time Management, Financial Stability, & Self-care.
- This is ultimately YOUR PLAN for YOUR RECOVERY.

- **Recovery Capital Scale**
 - The Recovery Capital Scale is designed to monitor and assess the total resources that you have available to find and maintain your recovery.
 - Completing this during each phase will allow you to see how your resources improve over time. Your assigned Peer Recovery Specialist will assist you with completing this

- **Education and Employment**
 - Sobriety and treatment come first in FTC
 - In later phases of the program, the team will encourage you to start looking into education and employment opportunities.
 - Not only will continued education and/or employment help you provide stability for your family, but being engaged in education or employment will also support you in your recovery.
 - In order to complete FTC, you will be working or in school, or in another activity approved by your treatment team.

- **Days of Sobriety (DOS)**
 - Your days of sobriety will be calculated based on your first clean urine screen and are determined by negative drug tests.
 - DOS are one measurement of success in the program. Your days of sobriety will be reset to zero if you have a positive, missed, diluted, or altered/tampered urine screen/sobriety monitoring, missed/inaccurate pill count, misuse of medication, non-disclosure of medication or admission of use.
 - You start earning days again on the date of your next negative drug test.

- **Court Assignments**
 - You may be given assignments at any time by the Court or your Treatment Team.
 - These assignments will become a part of your Recovery Plan.
 - All assignments must be completed, turned in and reviewed at least a week prior to Phasing.

- **Phase Proposals**
 - In order to move to phases 3, 4, and hold your FTC Graduation Ceremony, you will be given phase proposal checklist and questions to complete.
 - We would like you to spend time and put thought on these questions. They were created to help your team hear your perspective about your skills, supports, plans, needs, and relationship with your children.
 - You will be responsible to ask the coordinator or a team member to give you the phase proposal and complete it before you are eligible to phase.
 - You will need to turn in your proposal to the Coordinator a week prior to your Court Hearing so the team has time to review your proposal before your phasing eligibility date. The Judge must approve your proposal in order for you to phase.

- **FTC Graduation Ceremony**
 - This ceremony will mark your transition out of FTC and onto the next phase of your recovery.
 - Successful transition out of FTC means you will take your recovery and the lessons/skills you've learned and carry them with you into the larger community. What you've accomplished for your Recovery Commencement Ceremony will have helped you become secure in the changes you have made and someone who can act as a mentor, ally, and guardian of sobriety.

- **FTC Graduation Project**
 - Each participant in their final phase will get to pick their own graduation project as approved by the team.
 - The goal of the project is to give back to the recovery community or FTC program in some way.
 - Upon completion, you will discuss it with the FTC team and present it.

- **Parenting Time**
 - The time your children have with you is SO important and the FTC team will support you in making this time a priority in your schedule.
 - Parenting time for your children may be emotional for you or your children, especially at the beginning of the case. There are a few ways to make parenting time go smoothly.
 - Be on time or early if at all possible.
 - Be prepared for your parenting time with supplies (food, toys, diapers).
 - Engage in activities with your children like games, meals/snacks, crafts, and homework. Parenting time may begin as supervised at the Case Management agency or in the community.
 - Please talk with your team if you feel you need more support during your parenting time.
 - If the team notices the need for more support, services may be put into place during parenting time to support you and your children's relationship.

- **Safety Plans**
 - To ensure your children are safe, the team may put a safety or support plan into place regarding your parenting time and upon discussion of permissive placement.
 - This may include: Who can or cannot be present during your time, where your time can or cannot take place, and how long/what time of day your time will occur, among other guidelines.
 - You are expected to follow your safety plan 100%.
 - These plans are very important, so the team knows that your children are safe.

- **Return Home ("Permissive Placement"/Trial Home Visit)**
 - We know that Return Home is your goal, and it is ours too!
 - Having your children return home, although very exciting, can also be a very stressful time for the whole family. We want to be able to support your family before, during, and after your children return home.
 - Because of this, in order to move to phase 4, your children must be in your care with no restrictions in place by the team. This means that if you are

Incentives and Responses Explained

We want you to make positive changes for your family and yourself. To help you make those necessary changes in your life, the court will monitor your behavior. The court enforces the FTC program’s contingency management policy regarding incentives and responses to promote positive, healthy behaviors.

The following pages contain lists of potential responses and incentives that may be given to you, as well as the considerations made by the team upon recommending a specific response or incentive; This is not an all-inclusive list.

INCENTIVES	
The goal of using incentives in FTC is to increase desirable behavior.	
INCENTIVES WILL be given timely and used frequently, range in magnitude, be used for achieving goals and compliance, and consider the whole family’s needs	
INCENTIVES WILL NOT be given unfairly or be given only for 100% compliance	
Incentives are used in response to positive behavior, including but not limited to: <ul style="list-style-type: none"> • Compliance with FTC requirements • Achievement of goals • Overcoming a major obstacle • Demonstrating positive coping skills • Honesty 	In deciding upon an incentive, the FTC team will consider the following questions: <ul style="list-style-type: none"> • Where is the participant at in the program? • What desirable behaviors are we trying to increase? • What magnitude of incentive would help motivate this participant? • What incentives have been given previously? How did this participant respond?
Options for incentives include: <ul style="list-style-type: none"> • Applause and praise from FTC Team and/or Judge • Standing ovation • Reduced Court appearances • Phase Advancement • Graduation from the program • Certificates of Achievement or other Specialized Certificates • “Goal Bowl” • “Kudos Card” • “Fast Pass” • Passes for family activities • Gift cards and gift card drawings • Other personalized incentives 	

RESPONSES

The goal of using responses in FTC is to change or decrease undesirable behavior. The intent of responses may be therapeutic or motivational.

- Therapeutic – designed to achieve a specific clinical result for parent in treatment
- Motivational – designed to teach the parent how to engage in desirable behavior and achieve a stable lifestyle

RESPONSES WILL be given timely, be explained to the participant, consider the participant’s abilities and transparency, and consider the impact to the whole family

RESPONSES WILL NOT be embarrassing or painful, be unfair or cruel, be given out of anger or with pleasure, or be related to parenting time

The following behaviors/program violations may result in a response:

- Substance use of any type (includes alcohol, marijuana, and other mind-altering substances)
- Missing UAs/substance monitoring
- Providing positive, dilute, or altered UAs/substance monitoring
- Missed court appearances
- Missed appointment with case manager
- Missed support meetings
- Failure to attend substance abuse treatment
- Failure to complete a response by the court ordered deadline
- Misuse of prescription medication (includes: failure to provide documentation of prescriptions, failure to comply with a pill county, inaccurate pill count, failure to sign releases for any preleases for any prescribing medical professional
- Dishonesty

In deciding upon a response, the FTC team will consider the following questions:

- Where is the participant at in the program?
- What undesirable behavior are we trying to decrease? What are we trying to get out of this response?
- Is this participant being honest?
- What is this parent capable of doing? Is he/she stable in his/her sobriety and treatment?
- Is a therapeutic or motivational consequence appropriate for this parent?
- What can the team do to help modify this participant’s behavior?
- What was tried previously? Was it successful or unsuccessful?
- How many previous responses has this participant had for the same behavior?

Options for responses include:

- Writing assignments
- Art or other special projects
- Presentation during the FTC docket or in treatment
- Community engagement
- Sitting through the entire FTC or other Court docket
- Increased Court appearances
- Individualized personal or treatment responses
- Community support meetings/activities
- Contact with a support person, team members, or designated professional

**Responses must be completed with documentation by the deadline given, which is usually the next Court appearance. If not completed, participant will be asked to complete prior to seeing the Judge and response could increase in severity.*

Incentive Definition/Criteria

“Goal Bowl”:

- Participants who were 100% compliant since their last Court appearance based on the following criteria, will earn an entry into the “Goal Bowl.”
- Additionally, each Goal Bowl week earns 1 punch on the participant’s Kudos Card.
- This means, with NO EXCEPTIONS: attendance for all treatment requirements and case-related meetings, attended all parenting time, following all safety plans, completing all pending responses, no missed, positive, or dilute UA/substance monitoring and adherence to the Prescription Drug Policy. It is possible to not have a response but not be Goal Bowl eligible. Goal Bowl winners are drawn on a monthly basis and incentives range in value.

“Kudos Card”:

- Each participant will be given a Kudos Card upon admission.
- Participants may only have possession of one Kudos Card at a time.
- Participants who have had 10 Goal Bowl Weeks (or 10 punches) can earn a completed Kudos Card.
- A completed Kudos Card can be used to excuse ONE missed appointment. Kudos Cards CANNOT be used for a missed, positive, or dilute UA/substance monitoring. The team must approve the use of the Kudos Card.
- If the completed Kudos Card is used, the participant will NOT receive a response for the missed appointment and the participant WILL be Goal Bowl eligible for the week.
- A participant may exchange their completed Kudos Card for a \$10 gift card or use as a “Fast Pass” at any time.

“Fast Pass”:

- Participants can earn a Fast Pass which allows them to be called at the beginning of the Court Docket by showing documented attendance at 3 community support meetings since their last Court appearance (at least one must be in person)

Confidentiality

Your identity and privacy will be protected consistent with Missouri law. In response to these regulations, policies and procedures have been developed which guard your confidentiality. You will be asked to sign an Authorization for Disclosure of Confidential Information Program authorizing the transfer of information among all participating agencies. Team members will never reveal information to family members, friends, or the public without written or verbal consent from you.

Conclusion

The primary goal of Family Treatment Court is to help you and your family achieve reunification. Your participation and progress with other services such as parenting classes, family/individual counseling, domestic violence treatment, or other court-ordered programs specific to your case also play a major part in determining reunification.

According to federal law, there must be a permanency plan in place for children who are in foster care for 12 months. Please keep this timeline in mind as you work on your recovery and the return of your children. Time is of the essence for you and for them.

The court believes you can live a clean and sober life and reunify with your children. By working together, we hope to see positive changes in your life for the sake of your children and yourself. The treatment court team is here to assist you, but the final responsibility is yours. To succeed, you must commit to living a life of recovery.



TEAM CONTACT INFORMATION

My FTC Coordinator is: Ashley Armstrong

Phone: 417-829-6135

E-Mail: Ashley.Armstrong@courts.mo.gov

My Deputy Juvenile Officer is: Bec Anderson

Phone: 417-829-6041

E-mail: Becky.Anderson@courts.mo.gov

My FTC Peer Recovery Specialist is: _____

Phone: _____

E-mail: _____

My Case Manager is: _____

Phone: _____

E-mail: _____

My Treatment Program is:

My Treatment Counselor is: _____

Phone: _____

My Treatment Community Support Specialist is: _____

Phone: _____

My attorney is: _____

Phone: _____

My child(ren)'s Guardian Ad Litem is: _____

Phone: _____

NOTES PAGE

ATTACHMENTS

Family Treatment Court Drug Testing Instructions



Tomo Drug Testing
811 E. Division, Suite 100
Springfield, MO 65803

Daily Call-in Number: (800) 494-1250
Website check: <https://www.drugtestcheck.com/>

CALL EVERY DAY!

Hours for Testing (unless otherwise noted)

Weekdays: 6:00 am – 6:00 pm
Weekends: 8:00 am – 5:00 pm

On the day you are placed in Family Treatment Court, you must report to Tomo no later than 4:30 pm.

You will be provided written instructions on how to call the daily call-in system or check the website regarding your requirement to test. You will be required to provide a photo identification each time you report for testing, including your first visit. Each day when you call the automated call-in line or check the website, you will enter a personal code and the first four letters of your last name. Once you enter this information, you will be provided one of the instructions below:

You are **REQUIRED** to test along with the current date (will repeat)

OR

You are **NOT REQUIRED** to test along with the current date (will repeat)

Once you arrive at the Tomo office for testing, you will not be allowed to leave until you provide a sample. If you leave the building before providing a sample, you will not be allowed to return that day to provide a sample.

Once you arrive at the Tomo testing office you will have two (2) hours to provide a sample.

All tests are direct observation. Tomo technicians must observe urine leaving your body.

As deemed by a Tomo technician, a participant may be refused service for behavior that is disrespectful.

If Springfield Public Schools are closed due to weather you will **not** test on that day.

The following will result in a consequence:

- Positive or Dilute results
- Missing a test
- Failing to call every day
- Disrespect towards Tomo staff



Collection Procedures

Pre-Collection Procedure

1. Participant's Identity will be confirmed with a valid ID.
2. Participant will wash and dry hands prior to specimen collection.

Direct Observation Procedure

1. Donor will go into the restroom with the collector
 - a. Donor will lower pants and undergarments to mid thigh
 - b. Donor will lift shirt up to belly button
 - c. Donor will complete a circle in front of the collector
 - d. Donor can return clothing to proper positions
 - e. Entire void from body to cup must be witnessed
 - i. Females must squat and cough on the descent to the toilet
 - ii. Males and Females must both use the start & stop method

Greene County Family Treatment Court Consent for Disclosure / Release of Confidential Information

I, _____, understand that information regarding my eligibility for and participation in Family Treatment Court (FTC) programs may be shared among any or all of the following.

- a) The FTC team which includes the FTC Judge; the FTC court staff including administration and clerk; representatives from the Greene County Prosecuting Attorney's Office, the Missouri Board of Probation and Parole, Springfield Municipal Court, Preferred Family Healthcare, Recovery Outreach Services, Greene County Children's Division and/or Contracted Case Management, and the Greene County Juvenile Officer and designees; b) the Guardian ad Litem who represents my child; c) Physicians, Psychiatrist, Psychologist, Therapist and Pharmacy Technicians who provide mental health and medication assisted treatment services to TC participants; d) Law enforcement officers including those employed by county municipalities, Greene County Sheriff's Department, and Springfield Police Department officers; e) Other FTC participants and attendees; f) representatives of the Community Alternative Sentencing Program; g) Researchers, both individual and institutional; h) OSCA Treatment Court Staff; i) My attorney and _____. (Enter NONE if no name or agency is added)

I, _____, hereby consent to the above communication. I understand the purpose of, and need for, this disclosure is to inform the Court and all other named groups and parties of my eligibility for and willingness to participate in treatment court services; all my mental health, substance abuse, and medical diagnosis; AND my treatment attendance, prognosis, compliance and progress in accordance with the treatment courts' monitoring criteria. I understand that the treatment court will receive written reports billed to the Department of Mental Health or other funding sources while I am a participant in treatment court. I understand that I will be expected to appear regularly in open court with other FTC participants. I understand that docket entries may be made in the Court's file that may reflect my participation in FTC and that these docket entries may be public record.

I also understand:

Any disclosure made is bound by the Code of Federal Regulations, 42 C.F.R.2.11, 2.12, Section 290dd-2 governing confidentiality of alcohol and drug abuse patient records as well as Sections 211.321 and 478.005 RSMo. Recipients of this information may re-disclose it only in connection with their official duties.

As stated in Code of Federal Regulations 42 C.F.R. 2.31, 2.35, this consent will remain in full force and effect until I complete or am terminated from the program.

Notice:

The confidentiality of alcohol and drug abuse client records maintained by the treatment provider is protected by federal and state law regulations. Generally the treatment provider may not say to any person outside the program that a client attends the program or disclose and information identifying the client as an alcohol or drug abuser unless:

- a) The client consents in writing; b) the disclosure is allowed by a court order; c) the disclosure is made to medical personnel for research, audit or program evaluation; d) in the case of a medical emergency; e) if a client commits a crime, or threatens to commit a crime, while enrolled in the treatment program; or f) the client expresses suicidal or homicidal intent.

Violation of federal law and regulations by the treatment provider is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

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

Participant

Date

Witness

Date

- (10) Cooperate fully with the FTC team, including the FTC Judge, Coordinator, Deputy Juvenile Officer, Children’s Division case manager, Guardian ad Litem, and treatment providers;
- (11) Be completely truthful and honest in all of your communications with the Court and FTC team.

Failure to comply with any part of this Order may result in a response and eventual unsuccessful termination from the program. The following are considered non-compliant events:

- a. Missing court appearances,
- b. Missing appointments with Children’s Division/Contract agency case manager,
- c. Violating court orders
- d. Positive or missed drug/alcohol tests
- e. Tampering with drug/alcohol tests or falsifying documentation
- f. Missing, inappropriate behavior and/or termination from treatment program
- g. Failing to visit or support your children in out-of-home placement
- h. Unauthorized visitation with your children
- i. New arrest
- j. Noncompliance with treatment plan in your Juvenile Court Case(s),
- k. Dishonesty.

If you are found in contempt, the Court may impose any response in accordance with the FTC Contingency Management Policy and authorized by law, including, but not limited to:

- a. Reprimand from the Judge
- b. Increased court appearances
- c. Increased drug testing
- d. Community engagement
- e. Written assignment presented to the Judge
- f. Termination from the FTC program

I have read and received a copy of this Court Order. I understand that this is a valid Court Order. I understand the range of penalties for violation of this Court Order. I understand that the Court may impose any of the penalties outlined above without further notice to me. I have read and received a copy of the Participant Handbook and I agree to participate in Family Treatment Court. I understand that upon signing this, FTC will become a part of my court ordered treatment plan.

Signature of Participant

Date

Judge

Date



STATE OF MISSOURI
FAMILY COURT, 31ST JUDICIAL CIRCUIT
JUVENILE DIVISION

MICHAEL J. CORDONNIER
Family Court Administrative Judge

ANDY HOSMER

Juvenile Judge

BILL PRINCE

*Family Court Administrator/
Chief Juvenile Officer*

JUVENILE DIVISION
1111 NORTH ROBBERSON
SPRINGFIELD, MO 65802
417-868-4008
FAX: 417-868-4119

To Whom it may concern:

I, _____, am currently enrolled in the Greene County Family Treatment Court Program. Under the conditions of this program I am not allowed to take any potentially addictive drugs unless there is no comparable alternative for effective treatment of my current medical condition. Prohibited drugs include but are not limited to barbiturates, narcotics, amphetamines, benzodiazepines and SOMA.

The Court requires that I provide proof that my physician has received this information and that my physician has made every effort to provide me with non-addictive medications during my treatment and recovery. The Court also requires I sign releases of information with your clinic and the FTC to promote and provide detailed medication list to the FTC following all medication changes.

If you have any questions, please contact Ashley Armstrong, Family Treatment Court, Project Coordinator, at 417-829-6135 or via email Ashley.Armstrong@courts.mo.gov.

Participant Signature

Date

Physician Name & Signature

Date

Clinic: _____ Phone Number: _____

***Submit completed form to FTC Coordinator**

**Greene County Family Treatment Court Participant
New Participant Agreement regarding
PROGRAM CHANGES**

Per FTC Program Changes policy: “Changes may be made to the FTC Program, Policy and Procedures, after being approved by the appropriate FTC Policy & Procedure committee and Judge. When changes occur, current participants in the program will have the opportunity to review the new version of the FTC Participant Agreement and Parent Handbook with their attorney and a. Sign the new FTC Participant Agreement and continue in the program, OR b. Administratively Discharge from the program. A participant may not later request re-entry into the program.”

I, _____, FTC Participant, acknowledge that I have had an opportunity to review the new FTC Participant Agreement and Parent Handbook and agree to continue in the FTC Program under the new program changes.

Signature

Date

***Submit completed form to FTC Coordinator**