

# STAR Treatment Court Expansion Project

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*2024 Montana Opioid Abatement Trust  
Grants - 3rd Quarter*

## ***STAR Court - 13th Judicial District***

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# Application Form

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## *Region Selection*

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To collaborate with someone else on this request, click the blue "Collaborate" button in the top-right corner.

### **Project Name\***

STAR Treatment Court Expansion Project

### **Select Abatement Region and/or Metro Region\***

Select the Multi-County Abatement Region **and/or** the Metro Region you are requesting grant funds from. Select all regions that apply, for example if you are collaborating with multiple Counties **and/or** Abatement Regions select each region the program/project will serve. Click [HERE](#) for a detailed map of Multi-County Abatement Regions and Metro Abatement Regions

Yellowstone County

## *Application Overview*

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### **About the Organization/Program\***

Give a brief description of the Organization/Program/Project. Include the mission statement and the services provided.

The STAR Treatment Court began in 2011 under the Honorable Justice Ingrid Gustafson as the 13th Judicial District Drug Court. In 2019, many changes occurred in the Court. Justice Gustafson resigned her position on the Court and the Honorable Donald Harris assumed the Treatment Court. The federal enhancement grant ended for the Court. The Court lost many of the core team members. It was a difficult time for the Court to replace valued team members and treatment court coordinator. Once the changes were made, the name changed to the STAR Court (Sobriety, Treatment, Accountability, Recovery).

Our mission statement is "STAR Court provides court and treatment services to eligible offenders with severe substance use disorders to give them the tools and incentives necessary to recover from their substance abuse problems and to become productive, law-abiding citizens." All of our participants are high risk/high need individuals who reside in Billings. Our focus is people with multiple felonies, who struggle to maintain sobriety in the community under the supervision of Probation and Parole. Our participants are the people who society wants to forget about while they are incarcerated and those they curse when they are in the community because they lack the skills needed to function within the community.

We assist participants in reaching their goals by removing obstacles they encounter while attempting to create a sober, law-abiding life.

The goals of STAR Court are that participants will:

- Maintain law-abiding behavior;
- Reduce the number and duration of relapses and increase the duration of their sobriety; and
- Increase their life skills

Successful participants must demonstrate prolonged periods of sobriety, obtain safe and stable housing, maintain steady employment, and enhance their education/training while in STAR Court.

STAR Court follows by the Best Practice Standards set by All-Rise, formally the National Association of Drug Court Professionals.

### What category does the program fit into\*

Check the category/categories the program fits into. You may select more than one option.

Click [HERE](#) for a list of approved opioid remediation uses

Treatment

Recovery

### Exhibit E List of Opioid Remediation Uses

*Schedule A - select all that apply*

### Exhibit E List of Opioid Remediation Uses

*Schedule B - select all that apply*

B. SUPPORT PEOPLE IN TREATMENT & RECOVERY

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

### How does the program meet the Opioid Remediation Guidelines\*

In detail, describe how the program fits into the approved Opioid Remediation Guidelines selected in the above question.

*Please be specific*

Please see attachments for further explanation of meeting the guidelines.

We address our participants needs holistically. When our participants come into the Court, they often lack:

- Identification: birth certificate, social security card, state ID
- safe, secure housing
- High School diploma or equivalent
- Quality childcare
- Medical insurance
- Steady employment
- Transportation
- Undiagnosed mental health issues
- Coping skills for past trauma
- Physical ailments
- Dental pain

- Life skills: including, but not limited to financial responsibility, time management, prioritizing, cooking, grocery shopping
- Positive peers
- Supportive family
- Structure of any kind

### New Program or Existing\*

Is the funding intended for a new program or to expand an existing program?

A proposed supplement or expansion to a program.

## Fiscal Information

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### Requested Amount\*

\$253,200.00

### Program Budget\*

How will the funds be allocated? Attach a detailed line item budget breakdown for the program. If the funds are intended for a multi-year program please specify the amount budgeted for each year.

MOAT Grant application.docx

### Multi-Region funding

If funding is being requested from multiple abatement regions attach a detailed breakdown of amount requested from each region.

### Multi-Region approval/denial

Does the application need to be approved by all regions to effectively accomplish it's goals?

No

### Source of Funding\*

Does the program currently receive funding from another source? If yes, please explain in detail. (i.e. amount, funding source, etc.)

Grant funding is intended for the creation or expansion of opioid prevention, treatment, and recovery projects. The money is **NOT** meant to replace or supplant existing funding.

Our Court is funded the the Montana Legislature's General Fund, specifically HB2. Our court was allocated \$119,417.00. Of that amount, \$69,680.00 was Personal Services (Treatment Court Coordinator salary and

benefits). Which leaves \$49,737 for other expenses incurred by the Court, which the bulk of that amount going to Treatment Costs and drug testing expenses, both are necessary for the Treatment Court to function. Our Court collects Client Fees from each participant. For approximately the first 12 weeks of their program, they pay \$5.00 each week. After that period, participants are assessed \$30.00 per week. We do not terminate anyone from the program based on their inability to pay fees. These fees fund wraparound services and incentives. Incentives are proven to be an necessary part of every Treatment Court Program to provide continued encouragement for positive behavior. During the last fiscal year, the Court collected \$18,898.56 in client fees and spent over \$18,0000 on wraparound services and incentives. We apply for and receive a yearly \$5000 grant from the State of Montana's Drug Treatment Court Support Account to assist with incentives earned by the Court participants.

**Do you have a Fiscal Agent\***

Yes

***Multi-Region request funding additional information***

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**Regional Funding**

Please explain in detail the effectiveness of the program, for each region, if not every region approves the application.

***Fiscal Agent Contact Info***

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**Fiscal Agent Name\***

Caroline Rand

**Fiscal Agent Email Address\***

CRand2@mt.gov

***Program Abstract***

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**Program Description\***

Describe the objectives of this project. Provide a detailed overview of the program, including its purpose, priorities & objectives, and intended results.

The objective of this project is to provide services and develop skills that our participants need for a successful future without resorting to crime and illicit drug use.

## Program Reach

If you are requesting funds from multiple Abatement Regions please specify how your program serves each region. **Be specific.**

## Specific Goals\*

What are the specific goals of the program? List several goals the program hopes to accomplish and how the program intends to meet these goals.

Our goal for this project is to remove the barriers formerly incarcerated individuals have in obtaining and maintaining safe, secure housing and employment. In order to achieve this they must obtain:

1. Continued sobriety and relapse prevention.
2. Address physical and dental needs.
3. Life Skills to function appropriately in the community.
4. Obtain and maintain stable employment.
5. Education to improve their standard of living.

## Evaluation Method\*

Describe how you plan to evaluate the effectiveness of the program and what the method for evaluation will be.

The effectiveness will be measured by safe, stable housing; steady employment, continued community engagement, lower recidivism, and higher retention.

## Data Source\*

What information are you going to collect or use to demonstrate you have accomplished your goals?

We will collect personal demographics, hourly wages, housing status, Treatment Court fees paid, time and progress in each of the phases of the Court, time and progress in treatment, incentives versus sanctions received, graduation, and recidivism. We also follow-up with them six months after graduation, then a year, two years, and three years. We ask about any new arrests, convictions, relapses, employment status, educational status, custody of children, drug-free births, and post-program activities.

## Awareness\*

How do you plan to create awareness of this program? Briefly describe what action the program plans to take to create awareness in the community.

Presentation to community groups, law enforcement, public defenders, county attorneys, probation and parole officers, and inviting legislators, city council members, county commissioners to graduations.

## *Additional Documents*

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Use this section to upload or explain any additional information regarding the program/organization. ie. a detailed budget projection, program/organization history, etc.

### Upload #1

STAR Court P and P Manual compressed.pdf

### Upload #2

STAR Court Facts 09.16.2024.docx

### Upload #3

Meet the Guidelines.docx

## Additional Information

In STAR Court, we have 53% female participants and 47% male. Most of our participants have a history of intravenous drug use, a total of 85%. We continue to see changes in drug of choice. Five years ago, the drugs of choice were methamphetamine, marijuana, alcohol, and occasionally heroin. Currently, 90% of our population's drug of choice is methamphetamine, heroin, fentanyl, or other opiates. Over half of our participants are screened while they are in Yellowstone County Detention Facility and a growing number are homeless. STAR Court has a 70% acceptance rate of referrals received. We have a 60% graduation rate, which is amazing since this is a completely voluntary program. Of those that graduate the program, 18% are convicted of a new crime within three years. Our participants make the choice to stay in the program. Most of our terminations are those who abscond, within the first 90 days of the program.

The hardest thing for our participants to overcome in STAR Court is mistrust of authority. They have often been in a generational cycle of pain, abuse, and criminal activity. Most have been incarcerated for years and when released, they return to what they know best and continue the cycle. We ask them to change their lives, thereby changing the lives of their families and often children. They create a new life that includes stable employment, stable housing, healthy activities, positive self-image, and an absence of mind-altering substances. We ask them to immediately trust the team. The team includes a judge, police officer, prosecutor, and probation officer as well as a team of licensed addiction counselors. We create trust by honesty, consistency, and positive reinforcement. Those that do take a chance in trusting the team succeed, not only in the Court, but in their lives because they know the Court will always be there to help them through their struggles. Our graduates are required by contract to attend a twice monthly group to remain connected to the Court. If they have a relapse, they are invited to come back into the Court for a stabilization program of two to four months.

Judge Harris tells everyone when they are inducted into the Court to show up and be honest. We cannot help someone if they are not present or if they lie to us.

## File Attachment Summary

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### *Applicant File Uploads*

- MOAT Grant application.docx
- STAR Court P and P Manual compressed.pdf
- STAR Court Facts 09.16.2024.docx
- Meet the Guidelines.docx



Item	Wraparound services	2024-2025 FY	2025-2026 FY	2026-2027 FY
1	Basic Needs			
1a	Hygiene	\$1,000.00	\$1,600.00	\$1,600.00
1b	Identification	\$500.00	\$500.00	\$500.00
2	Transportation	\$10,000.00	\$14,500.00	\$14,500.00
3	Childcare assistance	\$7,500.00	\$8,000.00	\$8,000.00
4	Medical/Dental Expenses			
4a	Prescription costs	\$2,000.00	\$3,000.00	\$3,000.00
4b	Dental procedures	\$3,500.00	\$3,500.00	\$3,500.00
4c	Not covered UA/BA	\$7,000.00	\$7,000.00	\$7,000.00
5	Education Costs			
5a	Tuition assistance	\$7,000.00	\$10,000.00	\$12,500.00
5b	Class incidentals	\$1,500.00	\$3,000.00	\$3,000.00
6	Housing:			
6a	Apartment costs	\$20,000.00	\$25,000.00	\$25,000.00
6b	Apartment application	\$2,500.00	\$3,000.00	\$3,000.00
6c	Apartment incidentals	\$2,200.00	\$2,500.00	\$2,800.00
7	Life skills class supplies	\$7,500.00	\$7,500.00	\$7,500.00
	Total Requested: \$253,200	\$72,200.00	\$89,100.00	\$91,900.00

Item:

1. Ninety percent of STAR Court (the Court) participants come from Yellowstone County Detention Facility. The other ten percent are living in the community, often in unstable and unhealthy housing situations. Our Court provides for basic hygiene items and assistance obtaining identification to those coming out of incarceration or unsafe housing. Our participants have often lost their identification or do not know how to obtain it.
  - a. We provide: body soap, deodorant, toothbrush, toothpaste, towels, shampoo, conditioner, comb or brush, shaving items, feminine hygiene (as applicable), socks, and undergarments. These items help return the basic dignity to people who often lost everything they own.
  - b. We require all participants to obtain a Montana State ID or Driver's License, their birth certificate, and social security card. Often these items are needed to qualify for charitable assistance and obtain employment.

2. The majority of our participants are inducted into the Court without any form of transportation, other than their feet. The Court provides free bikes, helmets, bike lights, and bike locks. We procure bicycles from our local Law Enforcement Evidence Facility free of charge. The bikes come in all conditions, but often, they need parts replaced, which costs approximately \$150 per bike. Many of the participants have driving on a suspended license charges, driving without insurance charges, and no registration charges. Many of these charges have turned into warrants. The STAR Court team assists our participants in quashing warrants and setting up time payments for fines. The Court cannot pay fines, restitution, or reinstatement fees. However, the Court can assist with the driver's license testing fee, with the appropriate funding. The Court also assists participants obtaining vehicle registration and obtaining insurance once they demonstrate the ability to pay for them on their own; this is often a later goal.
3. While STAR Court is not classified as a Family Treatment Court, we often have mothers and fathers who have custody of their children or are working to get custody returned to them. Childcare is a barrier they face, even when they qualify for childcare subsidies. We have also run into the issue with older children who are unable to do activities in the summer or even in school due to their parent's limited funds. The Court previously had funds to provide these services and we required the participants to submit a budget and exhaust all scholarship opportunities prior to requesting help from the Court.
4. Every participant coming into the STAR Court must obtain Medicaid upon induction. Medicaid covers their substance abuse treatment, medicated assisted treatment, physicals, mental health evaluations, and dental costs. Medicaid generally is active for one year. In that time our participants have completed treatment, but are still taking medications that control their mental health conditions. After a year, participants increase their earning potential, which often results in Medicaid disqualification, yet they struggle obtaining medical coverage through the Marketplace. Many of participants establish care at Riverstone, which has a sliding scale fee program, but they still struggle with the medication and dental costs.
  - a. Our participants are required to seek assistance through all charitable programs prior to asking the Court for assistance. Without the funds to obtain necessary prescription medications, many people resort to self-medicating with illicit substances.
  - b. Our participants have neglected their teeth for many years. Every one of our participants is required to go to the dentist. Most choose to have their teeth pulled and obtain dentures. When a participant reveals their new teeth to the Court, it is obviously a life changing moment. Many participants forgot how to smile or would hide their teeth due to the shame and embarrassment. Often, armed with new teeth, they walk with their head a little higher and a permanent grin on their face, which often opens more opportunities for them in the community. Medicaid covers \$1,125 in dental expenses per year. The Court is often asked to assist in these expenses, usually between \$350 and \$550. Our Court does not have the funding to approve these requests.
5. STAR Court participants are required to obtain their high school equivalency diploma (Hi-set) prior to their graduation from the Court. Even with a Hi-set, our participants are strongly encouraged to obtain career training or begin a degree program after they have

completed treatment. The money invested benefits the community as a whole; it takes a \$10.30 per hour employee and turns them into a \$20 per hour employee immediately as in the case of a CNA course.

- a. Billings School District 2's Lincoln Center offers a variety of career certifications. However, the cost is sometimes out of reach for someone working a low-paying job while adhering to the strict requirements of the Court. Every participant who wishes to attend a course is required to research the position they are aiming. They need to make sure the course will fit into their treatment schedule, and they must investigate scholarships that can help fund it. Most of the time scholarships do not cover all the costs. The Court tries to assist our participants in this manner, but we do not have the funds to cover. Two of our current participants wanted to take the CNA Certification Course at the Lincoln Center. The cost of the course was \$485 for the course. Scrubs (\$25) and a CPR course (\$55) were also required in addition to the Lincoln Center's Tuition. The Court was able to scrape the money together with the help of a small Junior League scholarship that each woman was awarded. However, it is unlikely, that the Court could afford this in the future without additional funds.
  - b. Even when the Court's participants can find funding for an educational program, they struggle to acquire the necessary tools needed for the program. In most cases, they do not have the electronics necessary to keep up with the course. The Court owns two Chromebooks, which we lend out to those taking online courses. There is always someone trying to get access to technology, this money would be used to purchase Chromebooks, scrubs, and equipment necessary for educational programs.
6. The Court requires participants to live in a sober living facility for at least 90 days, with very few exceptions. Billings Probation and Parole can request funds from the Department of Corrections (DOC) to pay the sober living costs. However, the Court pays the initial move-in fee as the DOC will not accept past charges.
- a. The costs of moving into an apartment are often out of the reach of our participants, even with housing vouchers from Section 8 and Public Housing programs. Currently, the Court is financially unable to assist our participants to secure safe, stable housing. All housing must be approved by Probation and Parole and the Court Team. Participants must have stable employment and a current budget. STAR Court participants are often charged a double deposit plus first month's rent, which is out of reach for the majority of the Court's participants. Our state funding does not provide for this expense.
  - b. Apartment applications cost between \$35 and \$50 per application. Our participants apply to 10 to 15 apartments before they are accepted, often due to their past convictions. Currently, the Court does not have the funds to assist our participants in applying for apartments.
  - c. After furnishing apartments, participants generally need assistance obtaining cleaning supplies, bathroom and laundry supplies, as well as kitchen supplies. While the Court relies on area charities for many of these items, there are items that are simply not available without purchasing these items. Currently the Court cannot afford to assist in this manner.

7. A Life Skills Course is a novel idea in our community. This requires the cooperation of our Treatment Provider, the Mental Health Center. The Court would like to purchase a program that will be facilitated by the staff of the Mental Health Center. Our Court participants often do not know how to schedule their time, budget their money, grocery shop, cook nutritious food, leave a proper voicemail, send an appropriate email, or create a healthy lifestyle. It is not enough to not use illegal substances, one must incorporate healthy living and self-care into one's daily life. By funding this program for three years, the Court hopes there will be significant and measurable improvement that this program can grow into one that accepts other people under supervision or as a preventive measure.

## State of Montana

### 13<sup>th</sup> Judicial District STAR Court (Sobriety, Treatment, Accountability, Recovery)

#### Policies and Protocols



- **The Mission of STAR Court is to provide eligible offenders with substance use disorders the court and treatment services necessary to recover from their substance abuse problems and become productive, law-abiding citizens.**
- **The goal is to enhance participants' ability to have success in maintaining law-abiding behavior by reducing the occurrence of relapses while increasing the duration of their sobriety and development of life skills. This goal is achieved through the Court's implementation and adherence to the NADCP's<sup>1</sup> Adult Drug Court Best Practices Standards.**
- **The STAR Court utilizes a structured and centralized system of multi-disciplinary community providers to meet the needs of the participants, whose chemical dependency issues have resulted in criminal charges, and to provide each participant with a comprehensive program of drug/alcohol treatment and related ancillary services.**

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<sup>1</sup> National Association of Drug Court Professionals

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## **Section 1: STAR Court Mission and Goals**

### **1.1 Introduction**

STAR Court (formerly the 13<sup>th</sup> Judicial District Drug Court) was developed to restructure judicial participation in cases involving chemically-dependent offenders. All agencies involved concur that a more efficient, structured, balanced, and centralized system is required to meet the needs of offenders where chemical-dependency issues have resulted in criminal charges. The purpose of the program is to direct chemically-dependent offenders through a comprehensive program of drug treatment and related ancillary services.

### **1.2. Mission Statement**

STAR Court provides court and treatment services to eligible offenders with severe substance use disorders to give them the tools and incentives necessary to recover from their substance abuse problems and to become productive, law-abiding citizens.

### **1.3 Statement of Empowerment**

The philosophy of STAR Court is participants are best served when team members work WITH participants to access services and respond to social and treatment requirements rather than to complete these tasks FOR participants. Long-term success in recovery is dependent on the participant's ability to be self-sufficient and empowered, not enabled and sheltered from decisions.

### **1.4 Goals and Objectives**

The goals of STAR Court are that participants will:

- Maintain law-abiding behavior;
- Reduce the number and duration of relapses and increase the duration of their sobriety;  
and
- Increase their life skills

Successful participants must demonstrate prolonged periods of sobriety, obtain safe and stable housing, maintain steady employment, and enhance their education/training while in STAR Court.

## **Section 2: Program Orientation**

### **2.1 STAR Court Team**

**Each team member will embrace and promote the STAR Court’s Mission and Goals. Each team member will embrace and promote the drug court diversionary philosophy and be fully committed to the NADCP’s 10 key components of the Adult Drug Court Best Practice Standards.**

The STAR Court Team (the “Team”) generally meets on a weekly basis to discuss the progress of individual participants. The Team is responsible for providing direct support to participants, which demands collaboration from each Team member in coordination with the justice system. Various individual Team members are responsible for tracking the progress of participants and reporting back to the Team.

Team meetings are led by the Judge. However, input from all Team members is encouraged and required. Any member of the Team can raise issues or share concerns regarding any participant. It is expected the Team will develop and implement protocols as necessary to address issues as they arise. Generally, final decisions on participant matters will be made through Team consensus. The Judge can and will make final determinations, if necessary. Team members should make every effort to attend all Team meetings and Court sessions. This includes participation in special events.

Specific issues and discussions held in Team meetings are confidential. Team members are NOT to discuss these specifics with participants at any time.

If a participant has new information so significant that it would change a Team decision, the participant is responsible for notifying the Judge at the time of his/her appearance, and the Judge will make a determination as to whether or not to move forward. Advocacy for participants, including that usually done by defense counsel, is to be done IN Team, not before or after Team meetings. It is essential to the effectiveness of the Team’s approach that participants see a united front/singular voice when Team members meet with them or discuss issues with them. This alleviates a participant’s ability to split or manipulate Team members.

In addition to the weekly participant staffing meetings, the Team also meets periodically to discuss policy and procedures, conduct training, provide for cross-discipline education of Team members, and address pertinent drug court issues.

The Team consists of the Judge, coordinator, representatives of the CD treatment provider(s), deputy county attorney, defense counsel, probation and parole officer, program evaluator, law enforcement officer, drug testing entity representative and community partners/agency providers as needed to meet participant needs. Other professionals who provide direct treatment and/or ancillary services to the participants may also be invited to join the weekly Team meetings as adjunct members. Again, the final decision is made by the Judge. All new treatment Team members are provided with training as part of their orientation to STAR Court.



General **STAR Court Team Member Responsibilities** are as follows:

**STAR Court Judge:**

The Judge is available on a part-time basis to lead the STAR Court. The Judge provides necessary staff and equipment to manage the Court's operations, and also assists in developing operational standards and policies, in conjunction with other participating agencies and Team members. The Judge shall serve as Team leader. The Judge shall conduct the weekly court sessions.

**STAR Court Coordinator:**

The Coordinator is a court staff member who is responsible for overall program administration including preparation of program materials, program development, public speaking engagements, and coordinating with other Team members to conduct criminal background checks and initial screening of applicants. The Coordinator prepares and submits operating reports, organizes weekly Team meetings, maintains STAR Court files, contributes to weekly participant status reports, assists with tracking/treatment planning, manages and maintains funding for the program, liaisons with various community providers and coalitions, and works to implement policies and procedures. The coordinator also works in conjunction with the evaluator and the Team to review evaluations and make recommended program changes.

**Chemical Dependency Treatment Provider/Licensed Addiction Counselor (LAC):**

The drug court treatment provider is employed either part-time or full-time by existing agencies providing these services in the community. Generally, more than one LAC shall be on the STAR Court Team. An LAC monitors participants' rehabilitative therapy sessions, drug screening and case management services being provided to participants and reports participant progress weekly to the Team via the electronic data system maintained by STAR Court. An LAC also assists participants in accessing community services and tracks participant progress, maintaining accurate and timely records. An LAC is responsible for a biopsychosocial evaluation and intake/orientation of each admitted participant and for the placement of the participant into and through the continuum of treatment services. This position also involves coordinating community services for participants, advocacy, attending weekly Team meetings, and working with other professionals in the community to assist participants. The treatment provider also uses Certified Peer Support Specialists who assist with case management services for STAR Court participants.

**Deputy County Attorney:**

The Deputy County Attorney is a part-time Team member who represents the State at all STAR Court proceedings, participates in treatment Team meetings, provides input in the creation and implementation of STAR Court forms and legal procedures, prepares proposed orders for the Court, and is responsible for adhering to all statutory and STAR Court time frames in accordance with state law and STAR Court requirements. The attorney also assists the coordinator in ensuring incoming participants have no exclusionary criminal issues and in addressing existing criminal concerns for participants.

### **Defense Counsel:**

Defense counsel is a part-time position Team member who participates in Team meetings to assess program and participant progress and to relay any participant concerns. In addition, the defense counsel meets as needed with participants and reports to the Team regarding any participant concerns or pending legal issues. Defense counsel is responsible for presenting and explaining the Participant Contract and Participant Manual to participants and assisting participants with questions related to alcohol and drug testing and other services. In the course of reviewing the Participant Contract, defense counsel discusses consequences of participant violations or non-compliance while in STAR Court and helps negotiate with city/county officials to address legal problems outside STAR Court. Defense counsel further assists the Team through creation and implementation of STAR Court documents and forms.

### **Probation and Parole:**

The probation and parole officer is a part-time Team member who attends and participates in Team meetings and provides information to the Team related to participants currently on probation/parole. The probation and parole officer monitors court participants outside the STAR Court setting, including conducting home visits and job verification. All participant contact and visits are documented to help encourage positive participant behavior. In addition, the probation and parole officer helps participants comply with sentencing conditions to the satisfaction of the Department of Corrections.

### **Program Evaluator:**

The program evaluator is a part-time Team member who oversees program and outcome evaluation, develops the evaluation plan, submits reports, administers the program evaluation budget, and produces all statistical reports for funding sources. The program evaluator trains all research staff on assessments and interviews used in the evaluation, and also trains Team members in the program evaluation procedure so they have an understanding of what needs to be done, why it needs to be done, when it needs to be done, and who needs to do it. The program evaluator assists the Team in developing, capturing, and communicating useful information for key stakeholders and other audiences.

The program evaluator also develops a program final logic model with input from the Team. The program evaluator monitors and assures fidelity to the evaluation procedures and establishes formal contacts with different social service agencies for the purposes of research, follow-up, and tracking. The evaluator supervises any research assistants assigned to the Team.

### **Community Policing Officer – Law Enforcement:**

The community police officer is a part-time Team member who assists in monitoring STAR Court participants outside of the court setting, including conducting home and job visits as requested. The law enforcement officer assists the Team with criminal background checks, monitoring participants, and serving as a liaison with law enforcement. All participants contact and visits are documented to help encourage positive participant behavior.

### **Drug Testing Representative:**

The drug testing representative participates in Team meetings and staffing to provide information and input regarding drug testing, testing procedures, urinalysis and other testing results, and to provide information about participants in relation to drug testing and regularly reports the results through the electronic data system maintained by STAR Court.

## **2.2 New STAR Court Team Members**

As part of an orientation, new Team members shall review this manual, the participant handbook, and any other procedures developed by STAR Court and shall follow all policies and protocols. Questions that arise can be discussed with the Coordinator.

In addition, each Team member is encouraged to participate in the “screening” process the incoming participants undertake during admission, including meeting with the Coordinator to review initial screenings. When appropriate, the Judge will take the responsibility for introducing new Team members to the Team and the participants, and to briefly explain their role.

## **Section 3: Policies and Protocols**

### **3.1 Case Management and Participant Status Reports**

#### **Case Management:**

Certified Peer Support Specialists under the supervision of the Team's chemical-dependency providers, probation and parole officers, and Team members who serve as case managers provide the majority of case management for participants. The STAR Court Coordinator provides administrative case management.

The Team may also assist with case management if a Team member volunteers or is assigned to follow-up on designated tasks. Case management is provided by a variety of sources and the Team as a whole may offer professional insight and discussion on each case.

#### **Client Status Reports:**

Client Status Reports (CSR) are documents submitted to either the STAR Court Coordinator or to research staff by members of the Team and/or ancillary service providers for review by the Team regarding the participant's status in the program since his/her last Court appearance. Each Friday the STAR Court Coordinator submits a list of those participants scheduled to appear the following Thursday. STAR Court Team members are responsible for submitting pertinent participant information into the electronic data management system (DCCM). The representative of the chemical dependency treatment provider on the Team ensures all treatment staffing reports are entered into DCCM in advance of the Team staffing. Should any Team member or treatment provider become aware of conduct which could be considered non-compliant on the part of a participant after entry of his/her weekly report entered into DCCM, but prior to that week's court session, the Team member or treatment provider shall provide email notification to the Coordinator or the Team so it may be addressed at Team staffing.

After receiving Team member and provider reports, the Coordinator compiles the information and resubmits a summary report for each participant to the Team via email.

It is the responsibility of each Team member to review the CSR prior to the Team meeting. The purpose of the CSR is to track the participant's progress and activity. Discussion on a participant's progress is derived from the written comments in the CSR or verbal updates as provided in the Team meetings each week.

***Client Status Reports are for Team member use only.*** Reports are considered confidential documents and are not to be provided directly to participants and/or providers outside the Team without the Team's prior consent. Reports are for use **ONLY** as guidelines for discussion within weekly Team meetings and to assist in decisions regarding compliance and related sanctions/incentives.

### **3.2 Team Staffing Observation Policy**

The very nature of STAR Court requires that information of a highly sensitive and confidential nature is often shared in Team meetings. As a result, members, participants, adjunct members and observers are required to maintain the confidentiality of participant information and shall not share participant information with non-team members. Visitors shall be required to execute the STAR Court Confidentiality Agreement. (*See Appendix No. 12, STAR Court Confidentiality Agreement for Staffing/Court Observers.*)

It is imperative that the Team dynamics and related confidentiality be maintained as much as possible at all times. Sporadic appearances and visitors could compromise the Team's ability to address issues in an open but confidential environment.

### **3.3 Confidentiality Protocol.**

1. Upon admission into STAR Court and execution of the STAR Court contract, the Judge will sign an order requiring chemical dependency treatment providers and Community Solutions Inc. to provide necessary information regarding the participant to STAR Court for dissemination to all Team members. (*See Appendix No. 1, Limited Release of Specific Substance Abuse Treatment Records and Drug Testing Results and Information.*)
2. Team members shall maintain each participant's confidentiality and shall not disclose any non-public information regarding participants to any individual or entity outside STAR Court (*See Appendix No. 2, 13<sup>th</sup> Judicial District STAR Court Confidentiality Agreement for Team Members*).

### **3.4 Training**

The STAR Court Team is committed to operating based on evidence-based practices. It is important for Team members to receive training in drug court philosophy, operation and best practices on an initial and regular basis. STAR Court shall arrange for Team member training as reasonably practical under the program budget.

The Judge may select individual Team members for participation at the State and National Drug Court Conferences or other educational/training programs and conferences.

Members of the STAR Court Team will actively seek and participate in training opportunities that offer the chance to enhance their knowledge of drug court, treatment and addiction, cultural diversity and other topics which are of importance in participating on a drug court team.

### **3.5 Training Expense Reimbursement/Payment Protocol**

For selected Team members to have travel and/or per diem expenses paid by the STAR Court operating budget, Team members must adhere to the following:

1. The Judge may select or invite individual Team members to attend educational/training programs or conferences.
2. If a Team member accepts the invitation to attend a particular educational/training program or conference, travel and hotel arrangements shall be made by the Coordinator.
3. If a Team member attends a particular educational/training program or conference, the Team member shall attend the entire program or conference and interact and confer with other Team members attending the program or conference.
4. All requests for travel and/or per diem reimbursement or payment shall be submitted to the Coordinator for review and approval. Failure to do so shall result in denial of the requested reimbursement or payment.
5. If a Team member's program or conference related expenses are being shared or split with another entity, any reimbursement or payment sought from STAR Court shall be submitted to the Coordinator for review and approval. Failure to do so shall result in denial of the requested reimbursement or payment.
6. If a Team member attends a particular educational/training program or conference at the expense of the STAR Court, the Team member shall share information gained at the program or conference with other Team members.

### **3.6 Cultural Awareness and Inclusion Policy**

The STAR Court recognizes it serves a population with diverse ethnic, cultural, and spiritual backgrounds. The program seeks to provide equal services for all participants and will not discriminate in admitting or in treatment services based on race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, gender identity, or political beliefs.

In addition, the STAR Court works to empower participants and honor their individual cultural background by utilizing treatment programs and/or community providers that support and encourage their participation in cultural, ethnic, or spiritual celebrations or ceremonies available to them throughout their treatment process. Participation in these events and programs will be allowed/approved by consensus of the Team.

Team members will keep an open mind, recognizing cultural competency is not a point arrived at, but rather is always evolving as participants continue to present varied cultural needs.

### 3.7 Admission Criteria

#### **Participation Criteria**

STAR Court accepts offenders who have a substance use disorder and who have been assessed as high risk/high need. The following criteria are utilized to determine program eligibility:

- The applicant is 18 years of age or older.
- The applicant is charged with a felony offense related to drug or alcohol use or is about to be revoked for non-compliance with their probationary order.
- The applicant has a history of drug use.
- The applicant has a substance use disorder and is a high-risk, high-need offender as defined by the Level of Service Inventory Revised testing instrument.
- There is no evidence the applicant is involved with significant and substantial distribution of dangerous drugs.
- The applicant understands the rigors of the program, agrees to participate, and pay the court fees.
- The applicant does not have significant violent or significant sexual charges/convictions.
- The Team approves the applicant's admission.

Conversely, if a potential applicant meets one or more of the following criteria, he/she will be considered **ineligible** for participation in STAR Court:

- The applicant is not a resident of Yellowstone County, Montana.
- The applicant has been convicted of a deliberate homicide, murder, or other violent felony or any sexual offense.
- The applicant has a medical or psychiatric condition causing a degree of impairment or instability such that it would interfere with program participation and functioning. Examples of such conditions may include, but are not limited to, severe or unstable schizophrenia, bi-polar or other psychotic disorders that require intensive psychiatric oversight not available in STAR Court, or disorders of such low intellectual functioning the individual requires intensive individualized instruction and case management services not available at the outpatient level through STAR Court.

All admission decisions shall be made on the basis of objective criteria that are applied to all applicants. All applicants are evaluated for admission to STAR Court using evidenced-based assessment tools and procedures.

### 3.8 Participant Referral and Screening

Participation in STAR Court is not a right, but a privilege. It is important to carefully screen potential participants to ensure services are provided to those most suited for participation in STAR Court.

#### **Referral:**

Potential STAR Court participants will be referred to STAR Court by attorneys, judges, probation and parole officers, or other community agents. The referring individual/entity shall complete the STAR Court Referral Form (*Appendix No. 3, Referral for 13<sup>th</sup> Judicial District START Court.*) and submit it to the STAR Court Coordinator, preferably via email.

### **Background Check:**

Once the Coordinator receives a new referral, the Coordinator will then notify the Team's law enforcement officer, probation officer, and the County Attorney Team member. These Team members will perform background checks on the applicant to determine his/her legal history, including the presence of sexual or violent offense(s) or other problems that could preclude the potential participant from participating in STAR Court. This legal history information shall be provided to the Coordinator with a brief opinion on whether there is any problem with the applicant's legal history which could preclude participation. If the applicant's background/legal check does not preclude participation in STAR Court, the applicant will be screened by the Coordinator.

### **Screening Protocol:**

1. Upon referral and after the background check is completed, the Coordinator shall notify the applicant and set an initial screening appointment. At that appointment the Coordinator will give the applicant a brief overview about STAR Court and solicit the applicant's reasons for wanting to enter STAR Court. If the applicant appears motivated, the Coordinator will continue with the screening.
2. The applicant shall execute a series of releases/documents including, but not necessarily limited to: **Authorization to Speak with Appointed STAR Court Attorney** (*Appendix No. 4*), **Authorization to Use and Disclose Health Information** (*Appendix No. 5*), and the **Authorization of Limited Release of Confidential Information** (*Appendix No. 6*).
3. In conjunction with meeting with the applicant, the potential participant shall complete the **STAR Court Application** (*Appendix No.7*). The applicant will provide contact information, significant family information, legal status, education, employment, treatment and substance abuse background. This will complete the "screening packet."
4. If the applicant appears motivated and assesses as high-risk, high need, the Coordinator will refer applicant for a chemical-dependency evaluation and assessment.
5. Once the applicant completes the chemical-dependency evaluation and clinical assessment, the treatment provider will email the chemical-dependency evaluation and assessment to the Coordinator, along with the provider's recommendations. The Coordinator will present the screening packet and provider information to the Team at the next scheduled Team meeting.

### **Team Input on Screening:**

After treatment and assessment screening, the Team shall determine if the applicant should be inducted into STAR Court. The Judge shall make the final decision. If accepted, the applicant shall be accepted in STAR Court upon induction and execution of the STAR Court Participant Contract and other required releases/documents. If the applicant is denied entrance into STAR Court, the Coordinator will notify the referral source.



### **Defense Attorney's Portion of Screening:**

The defense attorney will thoroughly review the STAR Court Client Contract and the STAR Court Participant Handbook with the applicant, answering or addressing all questions or concerns raised by the applicant in regard to the Court and its policies and procedures.

### **Next Step:**

If accepted into STAR Court, the Team will schedule the applicant's induction into the Court. The applicant will meet with the defense attorney and prosecutor to sign the STAR Court Client Contract prior to induction. During the scheduled induction hearing, the Judge formally welcomes the participant to Court and reviews the signed Participation Contract with the applicant on the record. After induction, the signed contract is filed with Court Clerk and a copy is kept by the STAR Court.

## **3.9 Medications Policy**

### **Overview**

Individuals enrolled in STAR Court who have a diagnosed substance use disorder are generally prohibited from accepting and/or filling a prescription for a medication with abuse potential. The purpose of the STAR Court medications policy is to clarify the use of both prescription and non-prescription medications for participants in STAR Court.

The areas of greatest concern are those medications classified as controlled substances, indicating they have a degree of potential abuse liability. These include such medications as opioid type pain medications and certain non-opioid type pain medications (example: Tramadol), benzodiazepines (examples: Valium, Ativan, Xanax), and certain prescription sleep medications (examples: Ambien, Lunesta, or Sonata). Additionally, certain non-controlled prescription medications (example: Soma, a muscle relaxant) can have significant abuse potential. When these medications are not being used in emergent or urgent medical conditions, such as a surgical procedure, the use of these medications should first be discussed with the designated representative from Community Solutions, Inc. and STAR Court should then be notified about the details of their use.

This medication discussion shall include information regarding what medicines are proposed, duration and dosage of proposed use, and who will control and administer these medications. This plan must be approved prior to participant's use and be subsequently monitored.

### **Surgical Procedures**

Exceptions to the medications policy include episodes of acute medical conditions such as those requiring surgery for which pain medication is essential. Prior to any surgical procedure the STAR Court participant shall contact the STAR Court Coordinator and discuss the impending procedure and what kind of pain medication is to be given. Under these conditions, medications should be prescribed for the shortest duration and under the control of an approved caregiver who will administer the medication and keep it in their possession. The plan, including designating the caregiver, must be preapproved by STAR Court.

### **Over-the-Counter Medications**

Non-prescription medications, also referred to as over-the-counter medications (OTC), in general have less potential for abuse. The following represents some approved OTC's:

- **Cold and viral** types of infections are frequently encountered. Taking medications such as Tylenol, Motrin (ibuprofen) or Aleve (Naproxen) according to label directions are acceptable for pain and discomfort.
- **Cough and congestion** medications, such as plain Robitussin without dextromethorphan (DM), is acceptable.
- **Other acceptable remedies/treatments** are nasal saline spray, Zicam, and Airborne.
- **Nasal congestion medications** such as Afrin (oxymetazoline generic) should be limited to two to three days.

Some individuals choose to use natural or herbal type remedies for their medical issues. Apart from standard vitamin preparations, non-prescription herbal type preparations should be reviewed by the designated representative from Community Solutions, Inc.

### **Approved Over-the-Counter Medications**

<b>Condition/Need</b>	<b>Medication</b>
Colds, Coughs, Congestion	<ul style="list-style-type: none"><li>• Robitussin (plain no DM)</li><li>• Tessalon Perles</li><li>• Afrin (3 days only)</li><li>• Nasal Saline</li><li>• Zicam</li></ul>
Pain	<ul style="list-style-type: none"><li>• Ibuprofen</li><li>• Tylenol</li><li>• Aspirin</li><li>• Aleve</li><li>• Motrin</li></ul>

### **Acute Illness Requiring Medical Intervention**

Occasionally, flu or upper respiratory conditions, etc. may necessitate medical attention. Under such conditions, the participant is expected to inform the medical attendant he/she has an addiction and is not allowed to take any medications with abuse potential if medication is to be prescribed. Many medical caregivers do not understand addiction and it is up to the participant to firmly request a medication without abuse potential. STAR Court participants will be held accountable for maintaining abstinence regardless of minor illness.

**If the participant sees a medical professional for any condition for which medication is prescribed, the participant shall submit verification the participant informed the provider of his/her addiction and participation in drug court. Failure to do so will be considered a violation of drug court rules and subject to sanction.**

### **Medications Protocol**

Participants shall receive a Participant Verification form (*Appendix No. 8, STAR Court Participant Medical Verification.*) and shall submit the form, completed by the medical provider, each time the participant seeks medical care outside an approved treatment provider. Participants are given a list of approved and non-approved medications and over-the-counter drugs that may be used or not used at the time of admission.

## **3.10 Alcohol and Drug Testing**

### **Key Components of Testing:**

A key component of monitoring participants in STAR Court is their participation in random urinalysis and EtG testing to assist in ascertaining abstinence from chemicals. Results of this testing help the Court determine appropriate responses, e.g. to modify treatment or provide ancillary services necessary to assist the participant in meeting the goals of long-term sobriety and self-sufficiency in a law-abiding lifestyle. In regard to EtG testing, a positive EtG test indicates alcohol use. Each EtG test will be examined individually to determine any necessary clinical or environmental responses. The objectives and criteria of all testing, regardless of the agency providing the service are:

- To provide STAR Court participants with consistent procedures to provide samples and “call-in” times and clear guidelines for compliance/non-compliance. This includes creating/maintaining a protocol for weekend/holiday testing and testing for participants unable to provide during pre-scheduled provide times;
- To provide the Court/Team testing results in a timely, consistent, reliable, and uniform manner, allowing for appropriate and consistent response per treatment guidelines;
- To establish protocols for immediate response should testing samples be positive for alcohol/drugs or adulteration;
- To outline current billing/invoicing procedures and expected compensation for services, and to expedite and produce greatest efficiency for the STAR Court and the UA/EtG testing provider; and
- To establish protocols and a forum for addressing concerns specifically related to participants and/or concerns in protocol/standards for testing.

### **Duties & Expectations of Participating Agencies/Departments:**

Following formal induction into STAR Court, the Coordinator provides the participant with a task sheet (*Appendix No. 9, Task Sheet.*) directing the participant to contact Community Solutions for drug testing, an approved treatment provider for treatment appointments, and other tasks the participant is expected to accomplish.

Participants are instructed by STAR Court to call into the UA number EVERY day (including weekends and holidays) and to provide during designated provide times on any day their assigned letter/number is called. Participants are to provide during designated hours. The number of tests required monthly/weekly, or specifics as they relate to random letters/numbers assigned will not be disclosed to participants.

A primary contact person at the providing agency will be designated and will be responsible for reporting of results, compliance/non-compliance, and responding to questions or requests regarding testing. The Coordinator is the primary contact for STAR Court. STAR Court will be solely responsible for determining the criteria for compliance and non-compliance in urinalysis testing as it pertains to participants.

### **Sample Collection Chain of Custody:**

Although the specific protocol for testing/sample collection will be established by the providing agency, it is the policy of the STAR Court to utilize agencies/providers who utilize SAMHSA/NIDA certified labs for confirmation. In accordance with those guidelines, the following minimum testing protocols must be utilized.

- Random testing schedule 365 days of the year;
- Verification of participant identity;
- Verification/documentation of time/date of testing;
- Request for information and documentation by testing staff of any/all current medications/prescriptions/substances being taken by the participant;
- Request for information and documentation by testing staff of any/all current medical conditions/illnesses that might affect testing results;
- Participant instructed to leave all purses, extra outer clothing (including hats) and/or other items outside the provide area (restroom);
- Observed testing with same-sex observation staff;
- Utilization/completion of SAMHSA-certified required verification forms/reports and transport materials if necessary;
- Clear reports to the Court including name of participant, date/time of testing, substances tested for, results (negative/positive/dilute/adulterated), and confirmation reports when appropriate.

### **3.11 Protocol for Confirmation of Contested Instant Drug Screening**

The following procedure shall be used when a drug court participant is tested in the field for the presence of illicit substances using instant testing materials and the participant contests the validity of the test:

1. A positive finding on an instant screen:
  - a. In the event the participant denies use, the participant shall be referred to Community Solutions for re-testing.
2. If field testing occurs within normal business hours, up until 6:00 p.m., the participant shall be referred for confirmation testing at Community Solutions:
  - a. Community Solutions will forward the results of the test to the Coordinator who will e-mail/text the findings to the Team.
3. After hours field screening of participants that result in a positive finding shall be referred to Community Solutions for re-testing within twenty-four (24) hours of the screen.
  - a. Participants present to Community Solutions with a business card from the Probation Officer referring the client for testing and noting the date and time the participant was referred.
  - b. Community Solutions shall, without delay, provide the test results to the Coordinator who, without unnecessary delay, shall inform the Team via email/text of the test results.

STAR Court agrees to pay the cost of the re-testing done at Community Solutions. In the event the confirmation test is positive, the participant shall reimburse STAR Court the cost of the confirmation test.

### **3.12 Confidentiality in Testing**

It is understood that all information disclosed to the testing staff by any STAR Court participant is protected by Federal regulations, 42CFR, Part 2. Federal regulations prohibit further disclosure of information unless expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42CFR, Part 2. Any testing agency utilized by the STAR Court will agree to abide by the federal regulations in communications with and regarding participants.

### **3.13 Sanctions and Incentives/Rewards**

It is essential to monitor participant's conduct and impose certain and immediate sanctions for infractions and rewards for achievements to improve adaptive functioning and reduce antisocial behavior. It is important to have accurate information about whether a participant is being compliant or noncompliant in the program to correctly apply sanctions or incentives or to adjust treatment and supervision services accordingly.

Participants will most likely accept an adverse decision if they feel they (1) had a fair opportunity to voice their side of the situation; (2) were treated in an equivalent manner to similar people in similar circumstances; and (3) were accorded respect and dignity throughout the process.

### 3.14 Sanctions and Incentive Protocols

#### Sanctions/Incentives

1. On a weekly basis a participant's primary treatment counselor shall provide a treatment compliance update by entering such data in DCCM, along with any recommendation for treatment, recognition, and/or sanction or reward. The report should specifically detail any asserted violation and the basis for the treatment and/or sanction recommendation.
2. After meeting with or receiving significant information about a participant, the probation officer or case manager shall provide a probation/case management compliance update by entering such in DCCM, along with any recommendation for a sanction or reward. The report should specifically detail any asserted violation and the basis for any sanction or reward recommendation.
3. All drug test results shall be entered into DCCM.
4. The law enforcement Team member shall into DCCM enter any law enforcement contacts made with any participant, including any recommendation for a sanction or reward. The report should specifically detail the contact and the basis for the sanction or reward recommendation.
5. Reports entered into DCCM regarding participants should be factually based with sufficient information for the Team to understand the participant's circumstances prior to Team staffing.
6. During weekly Team staffing, the Team will discuss each participant appearing in Court that week. Each Team member is encouraged to express their recommendations regarding sanctions and rewards.
7. Based on the Team's input and consensus, if any, the Judge may order a therapeutic intervention and/or sanction for a participant's failure to comply with the requirements of STAR Court. Alternatively, based on the Team's input and consensus, if any, the Judge may order a reward for a participant's successful compliance with the requirements of STAR Court. The team strives to achieve an 8:1 ratio of rewards to sanctions recognizing that positive reinforcement is a powerful motivator in changing behavior.
8. To assist the Team in determining fair and consistent sanctions/therapeutic responses for non-compliance the following list of responses shall be used as a guide for decision making. The below list is not intended to be an exclusive or exhaustive list of responses which may be imposed by the Court. The Team shall also be guided by the "Inappropriate Behavior" matrix attached as *Appendix No. 15*. (See *Appendix No. 15, Inappropriate Behavior Matrix*.)

9. The imposition of sanctions is ordinarily intended to be progressive in nature with jail reserved for the last possible sanction. The court recognizes that incarceration is generally unproductive for beyond three days in any circumstances. Treatment relapse is also never punished or sanctioned but is addressed as a need for a therapeutic adjustment. This may mean an adjustment to the treatment plan or a change in level of care, etc.
  
10. Participants are given a list of the sanctions and infractions at the time of admission in STAR Court.

PROGRAM REQUIREMENT NOT MET	RESPONSES FOR NOT MEETING REQUIREMENT
Missed UA	<ul style="list-style-type: none"> <li>• Daily reporting</li> <li>• Community service</li> <li>• Treatment assignment(s)</li> <li>• Reimbursement of costs for additional tests</li> <li>• Termination</li> </ul> <p style="text-align: center;"><b>[progressive sanction for each missed UA contingent on clean time]</b></p>
Tampering with urine sample, including a dilute sample	<ul style="list-style-type: none"> <li>• Daily reporting</li> <li>• Community service</li> <li>• Treatment assignment(s)</li> <li>• Reimbursement of costs for additional test</li> <li>• Termination</li> </ul>
Missed appointment	<ul style="list-style-type: none"> <li>• Community service – 4 hours for each hour missed of appointments such as case management, probation, housing, etc. May increase community service 1 hour for subsequent missed appointments with cost of community service paid by participant</li> <li>• Increased check-in</li> <li>• Journaling/education assignment</li> <li>• Termination</li> </ul>

Missed treatment session	<ul style="list-style-type: none"> <li>• Make up treatment</li> <li>• 4 hours community service per hour of treatment missed increased progressively for subsequent miss with cost of community service paid by participant</li> <li>• Increased treatment</li> <li>• Increased self-help groups/assignments</li> <li>• Essay/Apology letter</li> <li>• Termination</li> </ul>
Urine test is positive for drugs <b>[therapeutic responses only]</b>	<ul style="list-style-type: none"> <li>• Daily reporting</li> <li>• Increased UAs</li> <li>• Increased self-help meetings</li> <li>• Journaling</li> <li>• Workbook assignments</li> <li>• Increased treatment</li> <li>• Referral for higher level of treatment</li> <li>• Detox</li> </ul>
Inappropriate behavior at treatment	<ul style="list-style-type: none"> <li>• No reward</li> <li>• Apology</li> <li>• Therapeutic intervention</li> <li>• Community service with cost of such paid by participant</li> <li>• Termination</li> </ul>
Leave residential treatment without permission	<ul style="list-style-type: none"> <li>• Sent back to residential treatment</li> <li>• Termination</li> </ul>
Missed court appearance	<ul style="list-style-type: none"> <li>• Community service – 4 hours, 8 hours, etc. increasing for each appearance missed with cost of such paid by participant</li> <li>• Writing assignment</li> <li>• Termination</li> </ul>
Forging meeting or treatment attendance sheets	<ul style="list-style-type: none"> <li>• Additional meeting requirements such as confirm sponsor, sponsor contact with the Team, sponsor verification of meetings</li> <li>• Attendance at particular meetings</li> <li>• Attendance with particular participant</li> </ul>
New arrest	<ul style="list-style-type: none"> <li>• Possible termination depending on case</li> </ul>



To assist the Team in determining fair and consistent rewards for compliance, the following list of rewards shall be used as a guide for decision making. The below list is not intended to be an exclusive list of rewards which may be given by the Court. The Team shall also be guided by the “Positive Behavior” matrix attached as *Appendix No. 16*. (See *Appendix No. 16, Positive Behavior Matrix*.)

- Receive recognition from the Judge during Court;
- Receive reward in Court;
- Receive gift at Court appearance;
- Receive KUDOS card;
- Receive certificates of achievement;
- Receive other incentive determined to be appropriate by the Court;
- Deduct \$5.00 or more from STAR Court fees;
- Reward progress or outstanding accomplishment with other recognition or benefits.

### **3.15 Protocol for Involuntary Termination from STAR Court**

1. The Team determines during Team staffing whether there are sufficient allegations to warrant termination from STAR Court. Reasons for terminating a participant from STAR Court include failing to engage in treatment; repeatedly missing UAs; being disrespectful or rude to the Court, the Team, or other participants; failing to comply with a Court order; being charged with a serious felony offense; or repeatedly failing to comply with STAR Court requirements despite the imposition of progressive sanctions and/or therapeutic responses.
2. The Team defense attorney shall inform the participant of the Team’s recommendation to terminate the participant from STAR Court.
3. The Team prosecutor shall provide a petition listing the allegations supporting the participant’s termination to the defense attorney and the Court. (*See Appendix No. 10, Report of Violation Form.*) This should be done as soon as possible after the Team recommends the participant’s termination.
4. The defense attorney shall meet with the participant to see if the participant wishes to have a hearing on the termination to contest the allegations of violation or termination from STAR Court. The participant shall have the opportunity to: (a) admit to the allegations and be terminated without a hearing; (b) informally plead “no contest” to the allegations and admit there is sufficient merit to the allegations to warrant termination without a hearing; (c) admit to the allegations and voluntarily withdraw from the court without a hearing; (d) admit to the allegations, but contest termination; or (e) deny the allegations and request a hearing.
5. If the participant requests a formal hearing on the matter with evidentiary presentation, the Court shall conduct a hearing as soon as the Court’s schedule

allows and issue a determination immediately following the hearing or as soon thereafter as practicable.

6. If a participant is terminated from STAR Court, the Court shall promptly notify the originating court of the termination order, as well as all Team members.

### **3.16 Protocol for Voluntary Termination from STAR Court**

1. The participant shall notify the Court or any Team member of their desire to discontinue their participation in STAR Court.
2. Defense Counsel shall promptly meet in person with the participant to review and explain the legal ramifications of voluntarily discontinuing to participate in STAR Court.
3. If, after meeting with Defense Counsel, the participant still desires to discontinue their participation in STAR Court and Defense Counsel concludes that the participant's decision is knowing and voluntary, Defense Counsel shall inform the Court and Team of the participant's decision.
4. The Court will promptly issue an order stating that the participant has voluntarily decided to discontinue participating in STAR Court and notify the originating court of the order.

## **Section 4: Program Components**

### **4.1 Phases**

The STAR Court program consists of six phases, including post-graduation Recovery Management. Phases 1-5 encompass the treatment, drug testing, and court appearance components of STAR Court. Phase 6 Recovery Management is the monitoring component of STAR Court. The entire STAR Court program takes approximately 2½ - 3 years to complete. (*See Appendix No. 11, STAR Court Phases.*)

#### **Phase 1**

Length: Approximately 4 to 8 weeks.

In Phase 1, the participant will be assigned to a probation officer, peer mentor, court coordinator, and a treatment counselor. These assigned Team members will comprise the treatment team and they shall provide the participant with an orientation/overview of the STAR Court program. The participant's problems and needs will be assessed and a treatment plan will be developed.

#### **Phase 1 Requires the Participant to Substantially Complete the Following Requirements:**

1. Attend Status Hearings in Court with Judge. It is predicted these will occur weekly unless otherwise directed.
2. Contact the coordinator or probation officer as directed.
3. Minimum of 4 weeks.
4. Attend individual and group treatment sessions as directed.
5. Drug testing as directed (see Drug Testing Procedure).
6. Take part in a self-help program at least three times each week.
7. Obtain a sponsor.
8. Pay \$5.00 per court appearance.
9. Practice self-care.
10. Complete all treatment tasks as directed by the treatment provider including family/support/sponsor involvement and attendance.
11. Remain sober for a minimum of two weeks.
12. Keep weekly contact and/or meeting with Peer Mentor.
13. STAR Court Judge and Team agrees that you have begun to accept responsibility for your recovery and the need for help in that process.
14. Phase 2 Application.

## **Phase 2**

Length: 9 to 12 weeks

In Phase 2, the participant's treatment plan will be updated to identify treatment goals and objectives. Counseling and meetings will focus on the participant's problem areas and help to identify ways of coping with stressful situations.

### **Phase 2 Requires the Participant to Substantially Complete the Following Requirements:**

1. Attend treatment services and scheduled Court appearances.
2. Keep employment, training, or academic program.
3. Attend at least 3 self-help groups each week with verification.
4. Keep and work with a sponsor.
5. Complete drug testing as directed.
6. Must show prolonged sobriety.
7. Complete all treatment tasks as directed by the treatment provider.
8. Keep safe, stable housing.
9. STAR Court Judge and Team agree that you have learned tools and have a good attitude to support recovery.
10. Keep weekly contact and/or meeting with Peer Mentor.
11. Practice self-care.
12. Keep monthly contact with Probation Officer.
13. Phase 3 Application.

### **Phase 3**

Length: 9 to 12 weeks.

Phase 3 will address ongoing recovery needs including maintaining prolonged abstinence from all drugs through relapse prevention. The focus will be on daily living skills. This stage is designed to support the participant's return to the community as a productive and responsible person.

#### **Phase 3 Requires the Participant to Substantially Complete the Following Requirements:**

1. Attend weekly therapeutic/aftercare group sessions or individual sessions as directed by the treatment team.
2. Attend at least three self-help groups per week and verify attendance.
3. Keep and work with a sponsor.
4. Drug testing as directed.
5. Attend court appearances and pay court fees<sup>1</sup>.
6. Complete all treatment requirements as directed by the treatment provider.
7. Begin a volunteer project.
8. Keep employment or begin/continue a training or formal academic program, unless otherwise waived by the team.
9. Show prolonged periods of sobriety.
10. Keep safe, stable housing.
11. Keep contact and/or meet with Peer Mentor as directed.
12. Practice self-care.
13. Keep monthly contact with Probation Officer.
14. Phase 4 Application.

---

<sup>1</sup> Payment may be deferred at the discretion of the team without stopping you from moving into the next stage.

#### **Phase 4**

Length: 9 to 12 weeks.

Phase 4 will promote maintaining abstinence from all drugs after completion of formal treatment. The focus will be on continuing daily living and employment/education skills to be a productive community member.

#### **Phase 4 Requires the Participant to Substantially Complete the Following Requirements:**

1. Attend at least three self-help groups per week and verify attendance.
2. Attend Recovery Management Group as directed.
3. Drug testing as directed.
4. Attend court as directed.
5. Keep employment or begin/continue a training or formal academic program, unless waived.
6. Show prolonged sobriety and a stable, drug-free lifestyle.
7. Keep contact and/or meeting with Peer Mentor as directed.
8. Keep safe, stable housing.
9. Complete volunteer project.
10. Practice self-care.
11. Keep monthly contact with Probation Officer.
12. Keep contact and/or meet with Peer Mentor as directed.
13. Phase 5 Application.

## **Phase 5**

Length: 6 months.

Phase 5 focuses on the participant's ability to maintain sobriety, steady employment, and safe, stable housing with minimal supervision or treatment.

### **Phase 5 Requires the Participant to Substantially Complete the Following Requirements:**

1. Regularly attend Recovery Management.
2. Drug testing as directed.
3. Court appearances as directed.
4. Attend three self-help groups per week and keep meeting with sponsor.
5. Show prolonged sobriety and a stable, drug-free lifestyle.
6. Keep steady employment or educational/training program.
7. Keep contact and/or meeting with Peer Mentor once a month.
8. Keep safe, stable housing.
9. Keep monthly contact with Probation Officer.
10. Keep contact and/or meet with Peer Mentor as directed.
11. Practice self-care.

### **STAR Court Graduation Requirements**

1. Complete Phases 1 through 5 inclusive.
2. Consistent compliance with all STAR Court requirements.
3. Keep employment or formal training or academic program.
4. Take part in at least three weekly self-help meetings with verifications and have a sponsor.
5. Give to the STAR Court Judge a completed Recovery Management Planning Tool.
6. Pay all court fees, as directed.
7. A minimum of 12 weeks with no major sanctions or relapse.
8. Keep safe, stable housing.
9. Practice self-care.
10. Keep monthly contact with Probation Officer.
11. Keep contact and/or meet with Peer Mentor as directed.
12. Graduation Application.

## **Phase 6 Recovery Management**

Length: 12 months

Participants are required to attend monthly Recovery Management meetings as directed by the Facilitator. The purpose of Recovery Management is to monitor and assist participants in their recovery. Participants may be required to submit to periodic drug testing and/or attend STAR Court sessions as directed.

Phase six will focus on providing ongoing support for STAR court graduates by providing a safe environment that will allow them to address any concerns or challenges they may have, as they navigate their way through early recovery. The goal of Recovery Management is maintaining a supportive network and making new connections that will enhance recovery efforts.

## **Relapse Track**

Length: 2 to 4 months.

STAR Court offers a Relapse Track for those participants who have graduated or completed the STAR Court program. The Relapse Track is individually tailored to meet the participant's needs and to address the reasons for participant's relapse. Typically, Relapse Track should not last more than two to four months. Relapse Track goals are to stabilize the participant and reestablish recovery.



## **4.2 Program Termination and/or “Opting out” of the Program**

The decision to terminate a participant from STAR Court is made by the Team on a case-by-case basis and is considered the last resort when all previous attempted interventions, sanctions, and incentives have failed to create a lasting behavior change. Participants are advised that continued/repeated non-compliance with drug court requirements and/or Court guidelines/orders can lead to termination from the program.

Although participants are asked to commit to STAR Court for an amount of time sufficient to complete and graduate from drug court, it is a voluntary program. As a result, participants are able to resign from or “opt-out” of the program at any time.

In the event of either involuntary termination or voluntary resignation of a participant, the case typically will be returned to the Court of original jurisdiction, placed on a regular criminal docket, and handled commensurate with other criminal causes.

Except in the rarest of cases, if a participant is involuntarily terminated or if he/she chooses to opt-out/resign from STAR Court, they are not eligible to re-apply to the program in the future. These cases are reviewed on a case-by-case basis to determine eligibility.

In rare cases, the Team may give a participant the option of electing to discontinue their STAR Court participation because the participant has achieved their maximum benefit from STAR Court. Discontinuing participation under the maximum benefit option means that the participant has successfully completed the STAR Court program without graduating.

## **Section 5: Administration and Evaluation**

### **5.1 File Management**

The STAR Court Coordinator is responsible for maintaining participant files for the program. Original STAR Court documents and paperwork are secured in a locked filing cabinet in the Coordinator's office. STAR Court hard-copy files include, but are not limited to, information related to screening, chemical dependency evaluations, treatment progress, neuropsychological evaluation reports, CPS court reports/affidavits of custody, roadmaps, adult group conferencing reports, weekly status reports, and weekly court outcome reports. (*See Appendix No. 13, STAR Court Report.*) (*See Appendix No. 14, Participant Data Form.*) STAR Court computer files are password protected. Participant files are kept for five years after the date of program graduation or termination. After ten years, the official participant files and all STAR Court information will be destroyed. Those files kept by individual treatment team providers will follow individual agency or professional protocols.

### **5.2 Management Information System**

STAR Court currently utilizes the DCCM data management program to manage data regarding participants. It is also the means by which the Team communicates among each other providing regular pertinent information on participants. The STAR Court Coordinator is responsible for inputting the initial basic demographic data set required by the state into DCCM. The treatment providers input data regarding treatment progress and all Team members may input notes regarding information they feel the Team may need to know regarding the participant. The drug testing agency inputs results of all drug tests as well.

### **5.3 Program Evaluation**

STAR Court contracts with a designated program evaluator who supervises any additional research coordinators, develops quality assurance procedures for data collection, assists in defining the necessary statistical analysis capabilities, and oversees the process and outcome evaluation plans and cost benefit analysis. The evaluator is responsible for preparation of semi-annual and yearly reports to the STAR Court Team and also for assisting the STAR Court Coordinator with various requests for statistical data by outside agencies and funding sources.

#### **Process Evaluation**

A process evaluation documents program development, implementation, and specific elements of the program. It further targets program areas that need improvement and makes recommendations for those improvements.

Specific areas in each process evaluation include, but are not limited to, target population, screening and assessment protocol, case processing, program length, implementation of drug/alcohol testing, treatment and ancillary services, utilization of sanctions and incentives, consistency of judicial supervisions, graduation/termination/opting-out processes, team coordination/functioning, program retention, impact on criminal behavior, and implementation of original program protocol and enhancements to programming.

### **Outcome Evaluation:**

An outcome evaluation documents program outcomes, specifically focusing on the performance of the participants who have participated in STAR Court. Collecting comprehensive information as it pertains to behavior, cognitive and emotional state, risk factors, and participant's progress in these areas greatly increases the success of the program.

Examples of behavioral, social, and emotional measures include information on such items as how the participant is progressing in relation to employment, education, adult life, peer network, self-esteem, social skill development, impulse control, and sobriety/ongoing substance abuse. Outcome data is based on the goals and objectives of STAR Court. The following are the long-term and consistent goals STAR Court hopes to achieve and are reported on as part of the outcome evaluation:

- STAR Court participation reduces substance abuse and subsequent involvement with criminal offenses
- STAR Court will serve a minimum of twenty (20) adult participants annually (between July 1<sup>st</sup> and June 30<sup>th</sup> of each year).
- STAR Court will address the participant's social and economic needs by identifying the needs and strengths of the participant that will aid him/her in leading a substance free life.
- STAR Court will strengthen the educational and life skills of participants to assist them in becoming and maintaining self-sufficient, law-abiding, drug and alcohol-free lifestyles.
- Participation in STAR Court will increase participants' overall physical and mental health status.
- STAR Court will develop and evaluate an operational model for adult drug courts that can be replicated in other jurisdictions.

These goals are monitored as part of the outcome evaluation and modified as necessary to accommodate changes in programming, funding, and participant needs.

### **5.4 Policy Review**

Full policy manual and form review will be conducted every other year (at the beginning of the applicable fiscal year). A subcommittee of the Team and the Coordinator will review the manual and related program forms/materials comprehensively for legal issues, editing concerns, and inclusion of new policy/programmatic changes that have been made between full manual reviews. This committee will make recommendations as necessary and submit them to the Team for approval.

### **5.5 Technical Assistance to Other Courts**

STAR Court is committed to share any/all information possible with other Courts and Teams as is practical and authorized.

# APPENDIX

## **APPENDIX TABLE OF CONTENTS**

<b><u>Appendix No.</u></b>	<b><u>Title</u></b>
1	Limited Release of Specific Substance Abuse Treatment and Drug Testing Results and Information
2	13 <sup>th</sup> Judicial District STAR Court Confidentiality Agreement for Team Members
3	Referral for 13 <sup>th</sup> Judicial District STAR Court
4	Authorization to Speak with Appointed STAR Court Defense Attorney
5	Authorization to Use and Disclose Health Information
6	Authorization of the Limited Release of Confidential Information
7	STAR Court Application
8	Substance Abuse History Disclosure and Notification to Physician
9	Task Sheet
10	Report of Violation Form
11	STAR Court Phases
12	STAR Court Confidentiality Agreement for Staffing/Court Observers
13	STAR Court Check-in
14	Participant Data Form
15	Inappropriate Behavior Matrix
16	Positive Behavior Matrix
17	Recovery Management Planning Tool
18	Community Service Time Sheet
19	Recovery Capital Scale

THIRTEENTH JUDICIAL DISTRICT COURT, YELLOWSTONE COUNTY, MONTANA

<p><b>STATE OF MONTANA,</b> <b>Plaintiff,</b> <b>and</b> _____, <b>Defendant.</b></p>	<p><b>CASE NO. DC</b> <b>JUDGE DONALD L. HARRIS</b> <b><u>LIMITED RELEASE OF SPECIFIC</u></b> <b><u>SUBSTANCE ABUSE TREATMENT</u></b> <b><u>AND DRUG TESTING RESULTS</u></b> <b><u>AND INFORMATION</u></b></p>
---	--

This matter is before the court for consideration of the limited release of specific substance abuse treatment and drug testing records. The court makes the following findings:

1. On \_\_\_\_\_, the defendant was accepted into/referred to the 13<sup>th</sup> Judicial District STAR Court.

2. As a condition of participation in the STAR Court program, the defendant must attend substance abuse treatment and drug testing and the STAR Court Team must monitor the defendant's progress in substance abuse treatment.

3. The defendant has voluntarily and knowingly signed a HIPAA and 42 C.F.R. Part 2 compliance release.

4. The information necessary to monitor the defendant's progress in substance abuse treatment includes;

Defendant's diagnosis, defendant's urinalysis results, defendant's treatment attendance or non-attendance, defendant's cooperation with treatment, defendant's progress in treatment, and defendant's prognosis. This treatment information is the minimum necessary to carry out the purpose of the disclosure. See 45 C.F.R. § 165.502(b)(11) and 42 C.F.R. 2.13(a).

**It is therefore ORDERED:**

1. STAR Court chemical dependency treatment programs and Community Solutions shall provide to the members of the drug court team the following information:

Defendant's diagnosis, defendant's urinalysis results, defendant's treatment attendance or nonattendance, defendant's cooperation/non-cooperation with treatment, defendant's progress in treatment and defendant's prognosis.

2. The named treatment/testing providers shall continue to provide the treatment information until defendant's successful completion of or termination from the STAR Court program or further court order, whichever shall first occur.

3. The STAR Court Team shall not re-disclose the information received pursuant to this Order, except as may be provided by law.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Donald L. Harris  
DISTRICT COURT JUDGE

cc: STAR Court Team  
Defendant

**13<sup>TH</sup> JUDICIAL DISTRICT STAR<sup>1</sup> COURT  
CONFIDENTIALITY AGREEMENT FOR TEAM MEMBERS**

I, \_\_\_\_\_, am a STAR Court Team Member. I understand that STAR Court Team meetings and staffing are confidential and that information about participants from the law enforcement and treatment/service providers will be discussed and that this information is used for the purpose of assessing the needs of the STAR Court participants, creating treatment/service plans, and monitoring participant compliance and behavior.

I further understand that as a STAR Court Team member, I may hear information that is highly sensitive and legally protected confidential information.

I understand that release of such information is punishable as a criminal offense and swear that I will keep all such confidential information about the STAR Court participants and any/all discussion of the participants in STAR Court strictly confidential, except in discussions with other STAR Court Team members and STAR Court treatment and service providers who are also bound to keep such information strictly confidential.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness Date

\_\_\_\_\_  
<sup>1</sup> Sobriety, Treatment, Accountability, Recovery



# 13<sup>th</sup> Judicial STAR Court Referral Form

## *Sobriety Treatment Accountability Recovery*

Date:

Name of Person Referring:

Contact Information:

Relationship to Defendant:  Defense Attorney  Prosecuting Attorney  
 Probation Officer  Other:

Defense Attorney only: Please indicate if the Court Coordinator has permission to speak with your Client?  Yes  No

.....

Defendant Name

DOB:            In YCDF:  Y  N    Contact Phone #:            Email address:

Case number(s):

Prosecutor:

Probation Officer (if applicable):

Type of Charge:             New Offense  
    Probation Violation

**Please attach the Motion and Affidavit for Leave to File Information for each case.**

Please list any pending ROV's or charges in other jurisdictions:

Are there any active warrants?  Y  N. If Yes, please list

~~~~~

If case is **NOT** in Yellowstone County, please provide the following names and contact information (phone number and email):

Prosecuting Attorney:

Probation Officer (if applicable):





**13<sup>th</sup> Judicial District STAR Court**  
**Authorization of the Limited Release of Confidential Information**

The information gathered in this report will be limited to determining the defendant's eligibility for STAR Court until such time a STAR Court Contract is signed by the defendant, defense counsel, the county attorney, and judge. Furthermore, the county attorney agrees not to use this information for any purpose except to determine eligibility for and compliance with the STAR Court Contract.

TO: 13<sup>th</sup> Judicial District STAR Court

Date: \_\_\_\_\_

Defendant: \_\_\_\_\_

YCDF

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I, \_\_\_\_\_, authorize the 13<sup>th</sup> Judicial STAR Court to receive the following records for the purpose of the Initial Interview Report. (Check all that are specifically authorized)

Family Information

Legal Status

Pre-Sentence Report

Employment

Financial Information

Medical Information

Psychological information

Education

Substance Use/ Abuse History

I further authorize the exchange of information between the Court Coordinator and the STAR Court for the purpose of the Initial Interview Report.  Yes  No

I understand that my records are protected under the Federal Confidentiality Regulations and cannot be disclosed without written consent (42 CFT Part 2). This consent may be revoked by me at any time except to the extent that action has been taken in reliance thereon. I also understand that any information as to ongoing fraud on the court, ongoing crimes, and/or future crimes may not be covered by this confidentiality agreement.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Defendant's Date of Birth

Expires upon exit of the STAR Court program or screening process.

**Refusal of Authorization for a Request**

Refusal of Authorization \_\_\_\_\_

Defendant's Signature

\_\_\_\_\_ Date

13<sup>th</sup> JUDICIAL STAR COURT Application

Date \_\_\_\_\_

Name (Last Name, First,) \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ SS# \_\_\_\_\_ Email address: \_\_\_\_\_

Veteran:  Y  N

Prior Arrests (#): **Misdemeanor:** \_\_\_\_\_ Convictions (#): **Misdemeanor :** \_\_\_\_\_

Date of Arrest on **current** charges: \_\_\_\_\_

Probation/Parole Officer: \_\_\_\_\_  None

Probation or Parole in another Jurisdiction (federal or municipal)?  Y  N

Do you have other cases pending?  Y  N

If yes, what and where? \_\_\_\_\_

Were you ever in the Foster/Kinship Care as a child?  Y  N

Length of time at current address: \_\_\_\_\_ # of times moved in the last 3 years: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ U.S. Citizen?  Yes  No Gender: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrolled:  Y  N

Valid Driver's License:  Y  N If not, why: \_\_\_\_\_

Do you have reliable, insured transportation?  Y  N In no, how do you get around? \_\_\_\_\_

Do you have medical insurance (Name of insurance)?  Y  N \_\_\_\_\_

Most recent physical exam date: \_\_\_\_\_

Are you currently receiving treatment for any health problem(s)?  Y  N

If yes, for what & where: \_\_\_\_\_

Physician name and phone number: \_\_\_\_\_

Are you or your significant other pregnant?  Y  N If yes, how many months? \_\_\_\_\_

Current Illnesses: \_\_\_\_\_

Are you currently taking any prescribed medication(s)?  Y  N

Current medications: \_\_\_\_\_

Most recent mental health evaluation: \_\_\_\_\_

Are you currently receiving treatment for any mental health problems:  Y  N

If yes, for what and where: \_\_\_\_\_

Have you ever been physically or sexually abused?  Physically  Sexually  No

History of Suicidal tendencies  Yes  No

Present thoughts of Suicidal tendencies or ideation?  Yes  No

Are you currently in a substance abuse treatment program?  Y  N

Where: \_\_\_\_\_

If no, have you received treatment in the last 5 years outside of DOC programs? Y N

Have you ever? Y N

If yes, When: \_\_\_\_\_ Where? \_\_\_\_\_ Inpatient Outpatient

Have you previously participated in a drug court: Y N Year: \_\_\_\_\_

Drug Court name and location: \_\_\_\_\_

|           | Drug of Choice | Age of 1 <sup>st</sup> use | Frequency of use – last 30 days |
|-----------|----------------|----------------------------|---------------------------------|
| Primary   |                |                            |                                 |
| Secondary |                |                            |                                 |
| Tertiary  |                |                            |                                 |

| Current IV Use: | Historically | Never |
|-----------------|--------------|-------|
|                 |              |       |
|                 |              |       |
|                 |              |       |

Age of first drug use? \_\_\_\_\_ Age of first alcohol use? \_\_\_\_\_

Highest grade completed? \_\_\_\_\_

**Current Employment status:**  Full-time  Part-time  Unemployed Date started: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone number: \_\_\_\_\_ Schedule: \_\_\_\_\_

**Employment goals:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse/Partner Name: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Name (s) and date of birth (s), with whom do they reside and where:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone number : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have a sponsor: Y N If yes, Name: \_\_\_\_\_

Are you receiving any of the following forms of assistance? **Select at Least One**

- None  WIC  Child Support  Food Stamps
- TANF  SSI SSD  Medicaid  VA Assistance
- Voc Rehab  Housing Assistance  LIEAP  Unemployment

**Why do you want to be in the STAR treatment court?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**13<sup>th</sup> Judicial District STAR Court  
(Sobriety Treatment Accountability Recovery)**

217 North 27<sup>th</sup> Street, Room 411  
Billings, MT 59101  
406-970-6102

**SUBSTANCE ABUSE HISTORY DISCLOSURE AND  
NOTIFICATION TO PHYSICIAN**

Name of Patient: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Physician:

The person named above is a participant in the STAR Court in Billings. This program is designed to eliminate substance abuse and support recovery. Your assistance in the recovery of the client is of great importance and will help support the client in living a drug-free and sober lifestyle that will continue throughout this program and throughout his or her life. Your assistance is greatly appreciated.

If at all possible, please prescribe your patient a non-narcotic drug. Please consider not prescribing benzodiazepines, opiates, or amphetamines if at all possible. Participants in this program are not allowed to use marijuana under any circumstances. Please list below all medications you have prescribed for this patient.

Your patient is expected to obtain your signature on this form and return the signed form to the STAR Court.

Physician's Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications prescribed and dosages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's signature: \_\_\_\_\_

Physician's printed name: \_\_\_\_\_

Participant Signature

Date



# 13th STAR Participant TASK SHEET

## MONTANA THIRTEENTH JUDICIAL DISTRICT STAR COURT, YELLOWSTONE COUNTY


|                   |                     |
|-------------------|---------------------|
| In the Matter of: | Today's Court Date: |
|-------------------|---------------------|

This TASK SHEET is a Court Order. The Court requires you to complete the assigned tasks prior to your next Court date or by the time frames defined below.

|                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>If you are compliant with all of your tasks, goals and assignments as assessed by the drug court team, you will be awarded with "the basket." Non-compliance must be reported to the Court.</b></p> <p><b>Next Court Appearance Date:</b> _____ <b>at</b> _____ <b>p.m.</b></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- \_\_\_\_\_ Call the Drug Testing Schedule phone every day and complete random drug and alcohol testing per your number. (896-4914)
- \_\_\_\_\_ Pay: Fees \$ \_\_\_\_\_ per week Restitution \$ \_\_\_\_\_ Drug Test \$ \_\_\_\_\_ Other \$ \_\_\_\_\_
- \_\_\_\_\_ Complete \_\_\_\_\_ Self-Help Group Meetings (AA, NA, or other Court approved meetings) per week and submit verification to Court. (Slips should include a paragraph describing the topic of the meeting and how it relates to your life.)
- \_\_\_\_\_ Provide all records for any doctor visits and medical appointments, including dentistry. **The Drug Court Medical sheet must be taken to all appts and filled out by the attending physician or medical professional. Make certain you always have copies of the Medical sheet.**
- \_\_\_\_\_ Complete \_\_\_\_\_ hours of Community Service by \_\_\_\_\_ at \_\_\_\_\_.
- \_\_\_\_\_ Go to CSI (Community Solutions, Inc.) and get signed up for urinalysis program by \_\_\_\_\_. CSI: 207 N. Broadway, Suite 110
- \_\_\_\_\_ New Treatment Schedule: \_\_\_\_\_ Provider: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Provide the following information to the Court: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Participant \_\_\_\_\_

  
 \_\_\_\_\_  
 The Honorable Judge Donald L. Harris

|                          |                                         |
|--------------------------|-----------------------------------------|
| For Office Use:          | Court Coordinator Phone: (406) 839-3511 |
| Fees Paid Today \$ _____ | Self Help Slips Provided _____          |
|                          | Basket Earned? _____                    |

**FORM**

**REPORT OF VIOLATION IN STAR COURT – (Name of Participant Here)**

**ALLEGED VIOLATIONS/SUPPORTING EVIDENCE**

**Alleged Violation One – INSERT VIOLATION OF SPECIFIC CONTRACT NUMBER  
HERE: List out specific language from contract related to the numbered violation.**

List written allegations here and what day(s) the alleged violations occurred.

Proceed with each separate violation after that.

## STAR COURT PHASES

|                           |                                       | <u>Overall</u>                  |
|---------------------------|---------------------------------------|---------------------------------|
| PHASE ONE:                | 4 to 8 weeks                          |                                 |
|                           | 1 to 2 months                         | 30-60 days                      |
| PHASE TWO:                | 9 to 12 weeks                         |                                 |
|                           | 2 to 3 months                         | 90-150 days                     |
| PHASE THREE:              | 9 to 12 weeks                         |                                 |
|                           | 2 to 3 months                         | 150-240 days                    |
| PHASE FOUR:               | 9 to 12 weeks                         |                                 |
|                           | 2 to 3 months                         | 210-330 days                    |
| Total for<br>Treatment:   | 7 to 11 months                        | 210-330 days                    |
| PHASE FIVE:               | Post-Treatment<br>Recovery Management | 180 days<br>6 months            |
| DRUG COURT<br>GRADUATION: | Complete Phases One–Five              | 390-510 days<br>13 to 17 months |
| POST-<br>GRADUATION:      | 1 year of Recovery<br>Management      | 12 months                       |





Date: \_\_\_\_\_

### **STAR Court Check-In**

Complete and give to Coordinator before Court appearance

Name: \_\_\_\_\_ Current Phone # \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Community Activity since last court date: (date, activity, group/person): \_\_\_\_\_

\_\_\_\_\_

Volunteer hours since last Court appearance: \_\_\_\_\_

Where: \_\_\_\_\_

Lessons I have learned about my addiction since my last STAR Court appearance:

Goals I am currently working on:

Things I am struggling with:

\_\_\_\_\_

For coordinator use:

Self-helps: \_\_\_\_\_

Fees: \_\_\_\_\_

## PARTICIPANT DATA FORM

|                                                            |                       |                                          |
|------------------------------------------------------------|-----------------------|------------------------------------------|
| <b>NAME:</b>                                               |                       | <b>DATE OF BIRTH:</b>                    |
| <b>INDUCTION DATE:</b>                                     | <b>CURRENT PHASE:</b> | <b>DAYS SOBER (AS OF DATE):</b>          |
| <b>MEDICATIONS (AS OF DATE):</b>                           |                       | <b>PHONE NUMBER(S):</b><br><b>EMAIL:</b> |
| <b>SPONSOR(S):</b>                                         |                       | <b>EMPLOYER(S):</b>                      |
| <b>CHILDREN'S NAMES:</b><br><br><b>PETS' NAMES:</b>        |                       | <b>HOUSING:</b>                          |
| <b>VOLUNTEER PROJECT:</b><br><b>TOTAL VOLUNTEER HOURS:</b> |                       | <b>90 DAY GOALS:</b>                     |
| <b>FAMILY MEMBER CONTACT INFORMATION:</b>                  |                       |                                          |
| <b>NAME(S):</b>                                            |                       | <b>RELATIONSHIP(S):</b>                  |
| <b>ADDRESS(ES):</b>                                        |                       | <b>PHONE NUMBER(S):</b>                  |

| PHASE COMPLETION SCHEDULE   | ACTUAL COMPLETION | PROJECTED COMPLETION | TOTAL DAYS IN PHASE |
|-----------------------------|-------------------|----------------------|---------------------|
| <b>Phase 1 (60 Days):</b>   |                   |                      |                     |
| <b>Phase 2 (150 Days):</b>  |                   |                      |                     |
| <b>Phase 3 (240 Days):</b>  |                   |                      |                     |
| <b>Phase 4 (330 Days):</b>  |                   |                      |                     |
| <b>Phase 5 (510 Days):</b>  |                   |                      |                     |
| <b>Graduation Date:</b>     |                   |                      |                     |
| <b>Phase 6 (+365 Days):</b> |                   |                      |                     |
| <b>TOTAL DAYS IN COURT</b>  |                   |                      |                     |



# Inappropriate Behavior

## Sanction Matrix: “What do we want the participant to learn from this?”

### Step 1. Identify the Behavior

| Low (Less Immediate)                                                                               | Moderate                                                                                             | High (More Immediate)                                                                                                                                             | Very High                                                                                                              |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Late for Scheduled Event</li> <li>Missed payment</li> </ul> | <ul style="list-style-type: none"> <li>Missed UA</li> <li>Failure to Complete Assignments</li> </ul> | <ul style="list-style-type: none"> <li>Unexcused Absence tx</li> <li>Alcohol Use</li> <li>Drug Use</li> <li>Tamper w/ UA or device</li> <li>Dishonesty</li> </ul> | <ul style="list-style-type: none"> <li>Criminal behavior (new crimes, drinking and driving)</li> <li>Arrest</li> </ul> |

### Step 2. Determine the Response Level

|                                  |                | Low     | Moderate | High    | Very High |
|----------------------------------|----------------|---------|----------|---------|-----------|
| <b>Distal</b><br><br><b>Prox</b> | <b>Phase 1</b> | Level 1 | Level 2  | Level 2 | Level 4   |
|                                  | <b>Phase 2</b> | Level 1 | Level 2  | Level 3 | Level 4   |
|                                  | <b>Phase 3</b> | Level 2 | Level 3  | Level 4 | Level 5   |
|                                  | <b>Phase 4</b> | Level 3 | Level 4  | Level 5 | Level 5   |
|                                  | <b>Phase 5</b> | Level 3 | Level 4  | Level 5 | Level 5   |

### Step 3. Choose the Responses (paired with Judicial Verbal Disapproval and Explanation)

#### 3a. Sanction/Punishment Responses

|                          | Level 1  | Level 2  | Level 3    | Level 4          | Level 5     |
|--------------------------|----------|----------|------------|------------------|-------------|
| <b>Community Service</b> | ≤ 4 hrs  | ≤ 8 hrs  | ≤ 16 hrs   | ≤ 24 hrs         | ≤ 32 hrs    |
| <b>Curfew</b>            | ≤ 3 days | ≤ 5 days | ≤ 7 days   | ≤ 10 days        | ≤ 15 days   |
| <b>House Arrest</b>      | ≤ 24 hrs | ≤ 72 hrs | ≤ 5 days   | ≤ 7 days         | ≤ 15 days   |
| <b>Jail</b>              |          |          | ≤ 24 hours | ≤ 3 days         | ≤ 7 days    |
| <b>Other</b>             |          |          |            | Review Placement | Termination |

#### 3b. Therapeutic Responses

| Level 1                                                                                                                                                                                                       | Level 2                                                                           | Level 3                                                                                                                                        | Level 4 | Level 5                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Behavior Chain</li> <li>Cost/Benefit Analysis</li> <li>Skill Development</li> <li>Thought Restructuring</li> <li>Homework/Practice</li> <li>Thinking Report</li> </ul> | <b>Level 1 plus:</b> <ul style="list-style-type: none"> <li>LOC Review</li> </ul> | <b>Level 1, 2, plus:</b> <ul style="list-style-type: none"> <li>Referral Medication Eval</li> <li>Treatment Team Review/Round Table</li> </ul> |         | <b>Level 1, 2, 3, plus:</b> <ul style="list-style-type: none"> <li>Re-Assessment</li> </ul> |

#### 3c. Supervision Responses

| Level 1                                                                                                            | Level 2                                                                                                               | Level 3                                                                                                                                                                                                                                                                                          | Level 4                                                                                                                                                                                     | Level 5 |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>≤ 1 additional report days/week</li> <li>Official Letter in File</li> </ul> | <ul style="list-style-type: none"> <li>≤ 2 additional report days/week</li> <li>Home Visit</li> <li>Curfew</li> </ul> | <ul style="list-style-type: none"> <li>Continuous Testing</li> <li>GPS/Electronic Monitoring</li> <li>≤ 3 additional report days/week</li> <li>Home Visit</li> <li>Increase frequency UA Test</li> <li>Contingency Contract</li> <li>Additional Court Report</li> <li>Case Conference</li> </ul> | <ul style="list-style-type: none"> <li>≤ 4 additional report days/week</li> <li>Contingency Contract</li> <li>Electronic Monitor Device</li> <li>Case Conference</li> <li>Curfew</li> </ul> |         |



## Positive Behavior

### Incentive Matrix: "What do we want the participant to learn from this?"

Step 1. Identify the **Behavior**

| Easier/Proximal                                                                                                                                                                                              | Moderate                                                                                                                                                                                                         | Difficult/Distal                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Attendance at treatment</li> <li>Attendance at other appointments</li> <li>Home for home visits</li> <li>Report to UA</li> <li>Timeliness</li> <li>Payment</li> </ul> | <ul style="list-style-type: none"> <li>Honesty</li> <li>Testing Negative</li> <li>Participating in Prosocial Activities</li> <li>Employment</li> <li>Progress toward Tx Goals</li> <li>Progress in Tx</li> </ul> | <ul style="list-style-type: none"> <li>Complete Tx LOC</li> <li>Extended Abstinence/Neg. Tests</li> <li>Treatment Goals Completed</li> <li>Phase Goals Completed</li> <li>Program Goals Completed</li> </ul> |

Step 2. Determine the **Response Level**

|                     |         | Easier/Proximal | Moderate | Difficult/Distal |
|---------------------|---------|-----------------|----------|------------------|
| Distal<br>↓<br>Prox | Phase 1 | Small           | Medium   | Large            |
|                     | Phase 2 | Small           | Medium   | Large            |
|                     | Phase 3 |                 | Small    | Large            |
|                     | Phase 4 |                 | Small    | Large            |
|                     | Phase 5 |                 | Small    | Medium           |

Step 3. Choose the **Responses (Paired with Judicial Approval/Verbal Praise)**

#### 3a. Incentive Response

| Small                                                                                                                                                                                                         | Medium                                                                                                                                                                                                                                                                                                                   | Large                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Fish Bowl</li> <li>Decision Dollars</li> <li>Example for other participants in court</li> <li>Handshake</li> <li>Candy</li> <li>≤ 1 day reduction of curfew</li> </ul> | <p><b>Any small and/or:</b></p> <ul style="list-style-type: none"> <li>≤ 3 day reduction of curfew</li> <li>Choice of Gift Certificate</li> <li>Supervisor Praise</li> <li>Written Praise</li> <li>Positive Peer Board</li> <li>Certificate</li> <li>Reduction in CS hours</li> <li>Reduction in program fees</li> </ul> | <p><b>Any small, medium or:</b></p> <ul style="list-style-type: none"> <li>Framed Certificate</li> <li>Travel Pass</li> <li>Larger Gift Certificate</li> <li>Position as Mentor to New Participants</li> <li>Reduction of Curfew</li> </ul> |

#### 3b. Therapeutic Response

|                    | Phase 1                                                                                         | Phase 2                                                                                                                | Phase 3                                                                                                                                     | Phase 4                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Single Event       | <ul style="list-style-type: none"> <li>Behavior Chain</li> <li>Cost/Benefit Analysis</li> </ul> | <ul style="list-style-type: none"> <li>Behavior Chain</li> <li>Cost/Benefit Analysis</li> <li>Change in LOC</li> </ul> | <ul style="list-style-type: none"> <li>Behavior Chain</li> <li>Aftercare Fqcy</li> <li>Re-evaluate Pharmacological Interventions</li> </ul> | <ul style="list-style-type: none"> <li>Behavior Chain</li> <li>Aftercare Fqcy</li> <li>Re-evaluate Pharmacological Interventions</li> </ul> |
| Continued Progress |                                                                                                 |                                                                                                                        |                                                                                                                                             |                                                                                                                                             |

#### 3c. Supervision Responses

| Phase 1                                                                   | Phase 2                                                                                              | Phase 3                                                                                                                                       | Phase 4                                                                                            |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Change in Curfew Status</li> </ul> | <ul style="list-style-type: none"> <li>Reduced Contacts</li> <li>Reduction in Home Visits</li> </ul> | <ul style="list-style-type: none"> <li>Reduced Contacts</li> <li>Reduce Home Visits</li> <li>Reduce in External Monitoring Devices</li> </ul> | <ul style="list-style-type: none"> <li>Reduced Contacts</li> <li>Decreased Drug Testing</li> </ul> |



# Recovery Management Planning Tool

*As you near the final phase of your drug court, it is important to realize that recovery is a lifetime process and recovery from addiction like so many chronic illnesses requires lifetime management.*

This is especially true when you become stressed, if you experience a break in your motivation, or if you find yourself facing temptation. You will discover that if you have a written management plan that is sufficiently detailed it will greatly improve your chances of sustaining your recovery efforts. Focus your plan on the next year.

In Part I, you'll assess your recovery capital. Recovery Capital refers to your resources, or personal strengths in key areas of your life that you can use, rely on, or build on to strengthen your recovery. We make positive changes based upon our strengths, not on our weaknesses so recovery capital is essential to recovery management.

## Part I: Recovery Capital Inventory

### 1. Social Capital

- I have a sponsor
- I have drug free friends who support my recovery
- I have sober family members who support my recovery
- I have close friends who are in recovery
- I have meaningful relationships with my family
- I have a work environment that is conducive to recovery

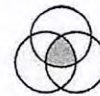
Deficit area[s] I need to work on:



Planning for Success



*Before you begin to write out a plan of action for your recovery, you need to first assess your current status. This Inventory helps you with that.*



#### ORGANIZE

*It's time for a change. Plan your work each day in advance. Leave free time for children, hobbies and relationships*



#### REVIEW

*Use a notebook for weekly planning. Schedule your time.*



#### Check Your Plan

*Check your Plan 1<sup>st</sup> thing in the morning. Planning will only help you if you follow the Plan.*



**2. Human Capital**

\_\_ I have the following skills:

|  |
|--|
|  |
|  |
|  |

\_\_ I have goals: [list them]

|  |
|--|
|  |
|  |
|  |

\_\_ I have good health

\_\_ I have hope

\_\_ I have a primary care physician: [Name]

\_\_ Service to others is now an important part of my life.

*I believe I have personal resources:* [list some]

|  |
|--|
|  |
|  |
|  |

\_\_ I know my life has a purpose

*Deficit areas I need to work on:*

|  |
|--|
|  |
|  |
|  |
|  |

**3. Physical Capital**

- I have health insurance
- I have sufficient financial resources to cover my expenses
- I have a job/employment that is meaningful
- I have safe, drug free, affordable housing
- I have transportation

*Deficit Areas I need to work on:*

|  |
|--|
|  |
|  |

**4. Cultural Capital**

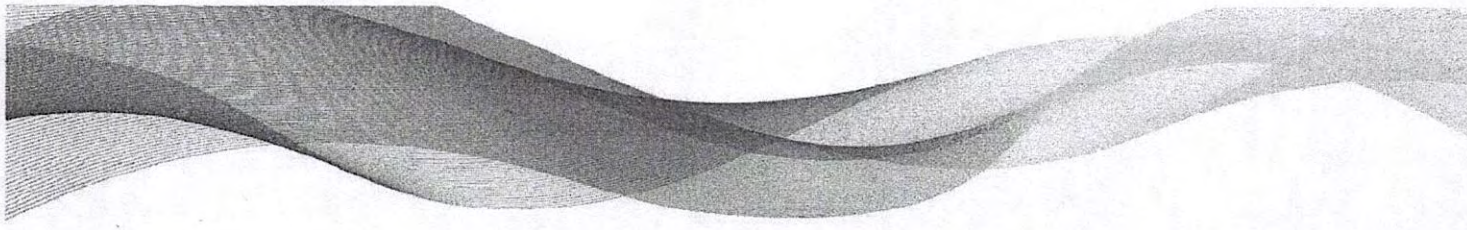
- I have resolved any outstanding legal obligations
- I have access to and close affiliations with recovery support groups
- I have values beliefs and attitudes that I share with others that support my sobriety

and some of these are: \_\_\_\_\_  
\_\_\_\_\_

*Deficit Areas I need to work on:*

|  |
|--|
|  |
|  |





**Part II: Relapse Prevention Plan**

My goal is to use my recovery capital to maintain an abstinence-based life style. In order to do this:

I will attend \_\_\_\_\_ self-help meetings each week.

I will call my sponsor at # \_\_\_\_\_ when I am feeling weak or experiencing a need to drink or use or I am having trouble staying positive in my program.

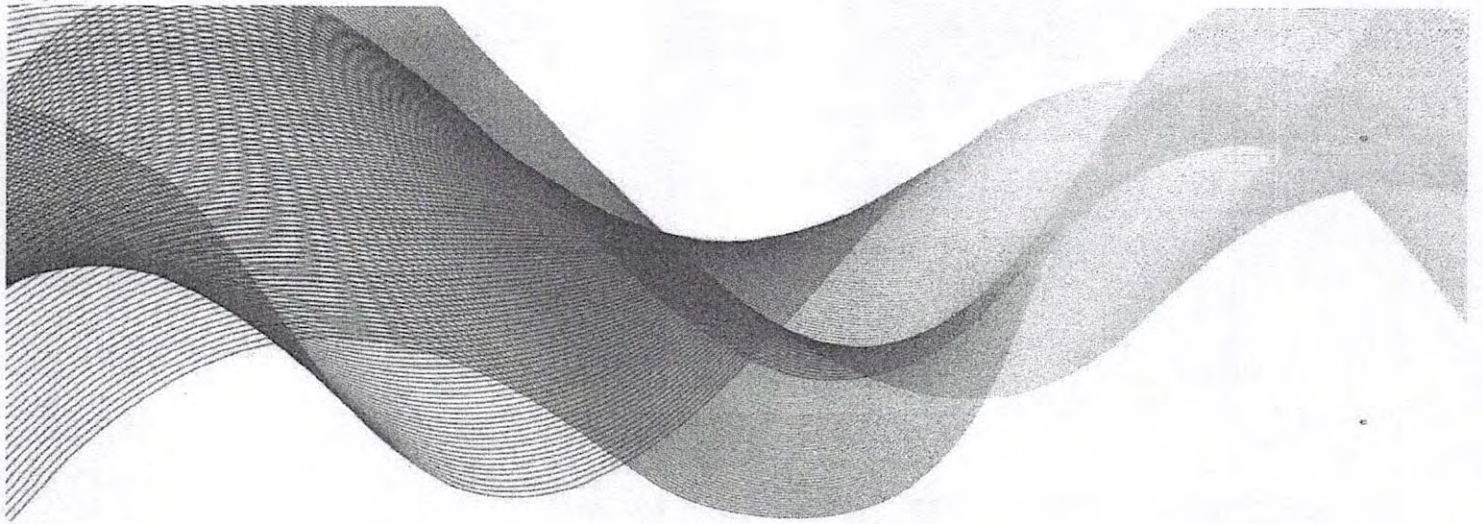
*These are the People / Things I will avoid or change:*

People:

Places:

Things:





***These are my high risk times and situations and my plans to manage them:***

| <b><u>Times/Situations</u></b> | <b><u>Action Plans</u></b> |
|--------------------------------|----------------------------|
|                                |                            |
|                                |                            |
|                                |                            |
|                                |                            |
|                                |                            |
|                                |                            |
|                                |                            |
|                                |                            |



**These are the current problems and/or relationships I need to repair or take accountability for:**

|  |
|--|
|  |
|  |
|  |
|  |

**I will use the following to be proactive and manage my cravings:**

|  |
|--|
|  |
|  |
|  |
|  |

**If I am exhibiting the following symptoms of relapse:**

I give my Family permission to confront me and /or seek outside intervention to help me.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Experience has taught us that tailoring a personal plan to your own situation can make the difference between success or failure*



Planning for Success



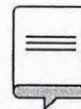
**Recovery Capital**

Your recovery will be based on your resources and strengths



**Time**

Schedule the time needed to accomplish your tasks. Stay focused and prepare for unexpected things that pop up.



**Communicate**

Communicate your written plan with a trusted family member. Remember, that your time is limited so don't waste it living someone else's life



# COMMUNITY SERVICE TIME SHEET

13<sup>TH</sup> JUDICIAL DISTRICT STAR COURT  
 SOBRIETY TREATMENT ACCOUNTABILITY RECOVERY  
 217 N 27<sup>th</sup> Street, Room 411  
 Billings, MT 59101  
 406-970-6102

|                  |                         |
|------------------|-------------------------|
| NAME:            | COMMUNITY SERVICE SITE: |
| TOTAL HOURS DUE: |                         |
| DATE DUE:        |                         |

| DATE | START TIME | END TIME | TOTAL TIME | SUPERVISOR NAME |
|------|------------|----------|------------|-----------------|
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |
| Date |            |          |            |                 |

|                        |
|------------------------|
| Total hours completed: |
|------------------------|

## Recovery Capital Scale

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Place a number, 1 to 5 according to the below scale, by each statement that best summarizes your situation.

1 = Strongly Disagree; 2 = Disagree; 3 = Sometimes; 4 = Agree; 5 = Strongly Agree

1. I have the financial resources to provide for myself and my family. \_\_\_\_\_
2. I have personal transportation or access to public transportation. \_\_\_\_\_
3. I live in a home and neighborhood that is safe and secure. \_\_\_\_\_
4. I live in an environment free from alcohol and other drugs. \_\_\_\_\_
5. I have an intimate partner supportive of my recovery process. \_\_\_\_\_
6. I have family members who are supportive of my recovery process. \_\_\_\_\_
7. I have friends who are supportive of my recovery process. \_\_\_\_\_
8. I have people close to me (intimate partner, family members, or friends) who are also in recovery. \_\_\_\_\_
9. I have a stable job that I enjoy and that provides for my basic necessities. \_\_\_\_\_
10. I have an education or work environment that is conducive to my long-term recovery. \_\_\_\_\_
11. I continue to participate in a continuing care program of an addiction treatment program, (e.g., groups, alumni association meetings, etc.). \_\_\_\_\_
12. I have a professional assistance program that is monitoring and supporting my recovery process. \_\_\_\_\_
13. I have a primary care physician who attends to my health problems. \_\_\_\_\_
14. I am now in reasonably good health. \_\_\_\_\_
15. I have an active plan to manage any lingering or potential health problems. \_\_\_\_\_
16. I am on prescribed medication that minimizes my cravings for alcohol and other drugs. \_\_\_\_\_
17. I have insurance that will allow me to receive help for major health problems. \_\_\_\_\_
18. I have access to regular, nutritious meals. \_\_\_\_\_
19. I have clothes that are comfortable, clean and conducive to my recovery activities. \_\_\_\_\_

*Adapted with permission from the Georgia Council on Substance Abuse's CARES Academy Participant Manual 6.0.*

# 13<sup>th</sup> Judicial District STAR<sup>1</sup> Treatment Court Facts

## I. STAR Court Taxpayer Savings

- ⊞ STAR Court saves taxpayers about **\$450,000.00** in incarceration costs annually.<sup>2</sup>
- ⊞ STAR Court participants contribute about **\$585,000.00** in employment income annually to the Yellowstone County economy.
- ⊞ In 2023, STAR Court participants volunteered a total of **1195.5** hours helping community service programs or **\$17,932.50**.<sup>3</sup> As of August 15, 2024, participants have completed **578** community service hours, totaling **\$8,670** to our community.
- ⊞ In FY 2023-2024, participants paid **\$18,414.56** in program fees. So far in FY 2024-2025, participants paid **\$2,348.00**.
- ⊞ For 2019-2020 STAR Court graduates, the **3-year felony recidivism rate was 15.8%**.
- ⊞ Since 2019, STAR Court moms have had **13 healthy babies** saving taxpayers **\$9,750,000 to \$18,200,000.00**.<sup>4</sup>
  - ♣ 2014 report: Delivery cost of drug dependent baby - **\$62,000.00**.  
Delivery cost of healthy baby - **\$4,700.00**.<sup>5</sup>

## II. STAR Court Treatment Program

- ⊞ STAR Court Team Members:
  - Judge Donald Harris
  - Juanita Harman-Roach – Court Coordinator
  - Savannah Main – Law Clerk
  - April Hoell – County Attorney Office
  - Office Hope Reid – Billings Police Department
  - Jacob Stalcup – Probation and Parole
  - Melinda Driscoll – Defense Counsel
  - Adam Florez – Community Solutions Inc.
  - Jo Acton, LAC
  - Abbigail Mellum – Mental Health Center
  - Heather Perea – Mental Health Center

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<sup>1</sup> STAR stands for Sobriety Treatment Recovery Accountability.

<sup>2</sup> Currently there are over 600 inmates at Yellowstone County Detention Facility. It costs taxpayers approximately \$100 per day to house one inmate.

<sup>3</sup> Total hours of community service multiplied by \$15 per hour.

<sup>4</sup> The cost of a child born drug addicted is an additional cost of \$750,000 to \$1,400,000 between birth and age 18. Kalotra, Christopher J. 2002. *Estimated Costs Related to the Birth of a Drug and/or Alcohol Exposed Baby*. Report No. NCJ 214790. Washington, DC: US Department of Justice.

<sup>5</sup> DuBois, Shelly and Gonzales, Tony. 2014. *Drug-dependent babies challenge doctors, politicians*. USA Today Online. <https://www.usatoday.com/story/news/nation/2014/06/15/drug-dependent-babies-challenge-doctors-politicians/10526103/>

Makayla Weaselboy – Billings Urban Indian Wellness Center

- ⌘ Court Capacity: 30
- ⌘ Employment: Participants earn from \$13 to \$28.
- ⌘ Six Phases:
  - Phase 1: Change – 1-2 months
  - Phase 2: Surrender – 3-4 months
  - Phase 3: Engagement – 3-4 months
  - Phase 4: Accomplishment – 3-4 months
  - Phase 5: Recovery - 6 months (Graduation)
  - Phase 6: Recovery Management – 12 months program living/working in the community.

**A. STAR Court Admission Criteria**

1. High Risk/High need
2. Level 2.1 Substance Use Disorder
3. No sexual offenders
4. No recent violent offenses
5. Relapse into active addiction despite previous addiction treatment

**B. STAR Court Graduation Criteria**

1. Must have 95% sobriety rate
2. Must have stable employment
3. Must have safe, stable housing
4. Must have Hi-set or improved training



Star Court (the Court) supports people in treatment and recovery by removing barriers those in recovery face every day. To be eligible, participants must have a diagnosable substance use disorder (provided by a Licensed Addiction Counselor) and prior felony convictions, for which they are under the supervision of state and/or federal probation. They must be high-risk/high need<sup>1</sup> based on evidence-based assessment. We utilize the Level of Service Inventory assessment and Inventory of Offender Risk, Needs, and Strengths. Prior to induction into the Court, they must have a Change of Plea in place or have been sentenced to a suspended sentence. In other words, they must be free to attend treatment with community-based providers.

We prioritize basic needs<sup>2</sup>, which are often beyond the reach of our participants while in their active addiction. First, the issue of housing. Most of our participants come in the Court straight from the Yellowstone County Detention Facility. Prior to their release and induction into the Court, we assist them in securing housing in a local Sober Living facility. The Court pays the move-in fee and Probation and Parole assists with three months of rent to the Sober Living home, if possible. If the participant is already in the community, we require at least 90-days in a sober living home. After they are stable, the Court Team assists them in obtaining more permanent safe, stable, affordable housing.

Second, we have a peer support specialist who help participants obtain an ID so the participant can access crucial community resources, such as Family Services (food), the Office of Public Assistance (Medicaid), and medical care. The Court financially assists participants in obtaining birth certificates and state identification.

Third, the Court addresses the transportation barriers that many face due to the lack of a driver's license, vehicle, or insurance. The Court requires participants to attend treatment at the Mental Health Center (MHC) and provide random urinalysis (UA) and breathalyzers at Community Solutions Inc (an average of four times a week). Without reliable t, our participants will not be successful. The Court provides bus passes to new participants as well as bikes, which have been donated by the Billings Police Department – Evidence Division. The bikes are often stolen and in need of repair. The Court repairs the bikes that are salvageable and gives them to participants in need of additional transportation. Bike locks, lights, patch kits, and helmets are also available. The Court also provides gas cards for those that receive rides from others.

Fourth, the Court provides cell phones and service to participants. It is imperative for our participants to communicate with the team as well as call the UA line daily. Also, it gives them a way to communicate with our team members in times of need. Cell phones, gas cards, bus

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<sup>1</sup> “High risk and high need individuals typically suffer from a severe substance use or mental health disorder, or have other pressing social service needs such as chronic homelessness or lack of basic job skills. In addition, they have serious risk factors for poor outcomes in standard treatment or community supervision programs, such as extensive criminal histories, delinquent peer affiliations, or antisocial tendencies. Evidence-based programs for high risk and high need individuals typically combine intensive mental health or substance use disorder treatment with continuous monitoring by criminal justice professionals, consistent application of rewards for accomplishments and sanctions for infractions, and cognitive-behavioral counseling to address criminal thinking patterns and improve their interpersonal problem-solving skills.” Accessed 9/16/2024 from <https://ark.allrise.org/high-risk/high-need>

<sup>2</sup> Maslow's Hierarchy of Needs.



passes, food vouchers, and bikes are often not available for participants because of the Court's limited budget.

Our participants often come into the Court suffering from physical and dental ailments due to years of neglect and harsh treatment due to their continued illegal drug use. The Court requires each participant to have a complete physical and establish care with a primary doctor as well as a dental check-up. Once a participant is sober, the first thing they notice is their physical pain. The majority of those we serve require extensive dental care including dentures. Medicaid covers \$1125 of dental services each year. We suggest dental providers that offer sliding fee scale, such as Riverstone Dental. The Court, when possible due to financial restraints, assists in payments. Dental exams are usually one of the first treatments scheduled due to the pain caused by decaying teeth.

Once our participants show progress in treatment and the Court, usually about three months in the program, we start encouraging them to enhance their employment opportunities through obtaining a GED or further training in a field they would like to pursue. It is a requirement of the STAR Court to obtain a GED prior to graduation, if the participant did not complete high school and does not already have a high school equivalency diploma. If a participant does have a high school diploma or equivalent, we require further training in a skill dependent on their past employment and interest. With the assistance of community partners, such as Job Service, many of our participants discovered their talents and applied for jobs that fit their strengths. The Court recently paid for two participants to attend CNA classes at the Lincoln Center. Due to financial restraints, the Court was unable to assist others who expressed interest in other educational programs.

Occasionally, the Court has a participant who has a minor child not residing with them due to continued drug use or Child Protective Service involvement and they want to pursue reunification. One barrier that our participants continue to struggle with is childcare. Childcare is difficult for all parents. Our participants are limited to where and when they can work as treatment and sobriety must be their priority. Many childcare providers do not provide care in the evenings or on weekends. If they do provide care during that time, they do not accept Best Beginnings, which allows low-income parents to afford childcare. The Court has not been able to assist participants with childcare expenses due to the lack of funds, despite it becoming a growing need.

The Court provides access to the full continuum of treatment and recovery services with its contract with MHC. MHC not only provides OUD/SUD treatment services, peer support, case management, but also mental health treatment, counseling, and access to medically-assisted treatment (MAT). The population the Court serves not only suffers from OUD/SUD, but also undiagnosed trauma. We have seen a rise in undiagnosed traumatic brain injuries within this population. Participants in the Court are required to obtain Medicaid upon induction into the Court. Once their employment opportunities increase and they no longer qualify for Medicaid, they must obtain insurance from their employer or the Healthcare Marketplace. For most of the population we serve, staying on medication that works after graduation is a barrier due to the time it takes for insurance to become active or meeting high deductibles. This is the most common reason for a relapse on illegal substances. The Court does not have the financial ability to pay for medications to assist a participant or graduate. This often leads to a prolonged relapse until the medication is acquired.

Once a participant has stabilized, they often lack the basic life skills to function in our community. Through years of addiction, crime, incarceration, and living on the fringes of society, these skills were lost, if they even had them at all. They often struggle with financial responsibility, time management, priorities, cooking, grocery shopping, composing coherent emails, and leaving appropriate voicemails. Implementing a Life Skills class would provide necessary skills to function in the community with the ability to practice these new skills on a weekly basis with peers. There are Life Skill classes in Billings, but they are limited to treatment settings.