



Northeastern Judicial Circuit Treatment Services

Hall County Drug and H.E.L.P. Court Programs

**Participant Handbook**

# Hall County Drug & H.E.L.P. Court

## Participant Handbook

2025 Edition

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



Northeastern Judicial Circuit Treatment Services

Hall County Drug and H.E.L.P. Court Programs

## **Participant Handbook**

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**Participant Handbook**

**Contact Information**

This handbook belongs to:

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My assigned program is:

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My treatment track is:

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My case manager is:

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My counselor is:

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My probation officer is:

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Northeastern Judicial Circuit Treatment Services

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## Participant Handbook

### Welcome and Introduction

If you are reading this handbook, you have probably been accepted or are being considered as a possible participant in the Hall County accountability court programs.

This handbook is designed to be an overview of what to expect as a participant in Hall County Drug and Mental Health Court. It provides a basic outline of the program and is a resource to turn to for the many questions you may have as you move through the program. You will be expected to follow all supervision and program rules and complete the treatment plan developed by you and your assigned counselor or case manager. The Judge and the entire accountability court team are here to guide and assist you, but the final responsibility will be yours.

We encourage you to share this handbook with your family, significant others, and supportive friends, all of whom are important parts of your recovery. They are also welcome to attend your scheduled court sessions with you.

If you have additional questions, please ask your attorney, counselor, case manager, or your program coordinator for more details.

### History and Mission Statement

Treatment Services is the umbrella agency under which we oversee multiple programs in the Northeastern Judicial Circuit. We impact the lives of thousands in Hall and Dawson Counties each year through the following programs:

- Dawson County Treatment Court
  - Drug Dependency Track
  - DUI Track
  - Mental Health Track
- Hall County Drug Court
  - Alpha Track (High-risk/High-need substance use disorder track)
  - Bravo Track (Moderate-risk/Moderate-need substance use disorder track)
  - Tango Track (High/Moderate-risk/High/Moderate-need Veterans specific track)
- Hall County H.E.L.P. Program (Mental Health Court)
  - Delta Track
  - Echo Track
- Hall County DUI Court
- Hall County Family Treatment Court
- Hall County Parental Accountability Court
- Hall County Substance Abuse Services (Assessment and Referral Program)
- Hall County Drug Testing Laboratory



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These problem-solving court programs provide substance use and mental health treatment to individuals caught in the revolving door of the justice system. In addition to providing a meaningful alternative to incarceration to the participants and a significant cost savings to taxpayers, our programs give participants a chance for rehabilitation and the tools to become healthy, productive members of our community. These programs are a result of multi-agency involvement including the Governor's Office, Georgia Department of Corrections, Department of Community Supervision, Dawson and Hall County Sheriff's Offices, Northeastern Judicial Circuit District Attorney and Public Defender's offices, Hall County Solicitor-General, Northeastern Judicial Circuit Superior, State, and Juvenile Courts, Department of Family and Children Services, Department of Child Support Services, local treatment providers, and many other stakeholders.

It is the mission of our accountability court programs to provide alternatives to incarceration for those individuals whose criminal involvement is directly related to substance use and/or mental health issues. Our programs strive to hold offenders accountable for their actions by bringing about a behavioral change that reduces recidivism and provides the tools and resources necessary to address substance use and mental health issues. We strive to protect the public, to treat victims of offenders in a fair, just way, and to educate the public as to the benefits of accountability court programs for the communities that they serve.

We value everyone's ability to live, learn, socialize, and work within the framework of his/her family and community as independently as possible. We value the strengths of everyone on which we can build, and his/her quality of life based on individual values and desires. We also value the creation of support in the community and within the family, which will reduce recidivism and create an environment in which everyone can effectively operate. We understand the work of close community partnerships with serve agencies, courts, law enforcement, and families. We place high importance on outreach within the community to identify and serve those who need our services. Our programs take an active role in educating the community on the purpose of our program, and we develop partnerships among other accountability court programs, public agencies, and community-based organizations to generate local support and enhance overall program effectiveness.

The goals of our accountability court program are to provide participants with timely assessment and case disposition, intensive case management services to stabilize and engage participants in long-term community-based treatment, as needed, and referrals to other wrap-around services such as employment, education, housing, and medical. Program goals include the development of strong, working relationships between prosecution and defense counsel, promoting public safety while protecting participants' due process rights, prompt identification and placement of eligible participants, and providing access to a continuum of substance use, mental health, and other related treatment and rehabilitative services.

Originally formed in 2005, Treatment Services is the agency umbrella encompassing all accountability court programs in the Northeastern Judicial Circuit. Operating under the purview of Court



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Administration, Treatment Services provides direct clinical and case management services to individuals enrolled in one of the accountability court programs while also overseeing a referral and assessment program and drug testing laboratory. Annually, Treatment Services facilitates over 3,900 treatment groups, provides over 5,900 cumulative hours of treatment, provides regular direct case management services, collects and analyzes over 50,000 drug screens, conducts 790 drug and alcohol assessment and referrals to treatment, and oversees of approximately 800 participants.

### Team Roles

Each accountability court has an inter-disciplinary team that collaborates to develop and implement all aspects of the program's operations. All team members agree upon program mission, goals, phase structure/requirements, performance measures, and operating guidelines. Each member of the team has a specific role to play in ensuring the overall success of the program. Team members actively participate in all status review meetings and court sessions and assist with the design and implementation of program policy and procedures. Each team member is an advocate for the programs and believes in the chance for your success. During your time in the program, you will have opportunities to interact with all team members and can rely on their support.

#### Judge's Role

The accountability Court Judge has knowledge of the impact of substance abuse and mental health issues on the court system, the lives of participants, and the entire community, and is, therefore, committed to the program mission and goals and works as a lead partner to ensure its success. One way the Judge leads is by assisting the team in developing protocols and procedures for the program. In the courtroom, the Judge develops a personal working relationship with participants while monitoring their progress. He/she has many responsibilities beyond the accountability court, and his/her time is very limited. He/she is not your case manager, personal attorney, or legal advisor. Should you need to relay information to the Judge, you and your family must go through your case manager or counselor.

The Judge attends non-court status-review meetings to discuss possible candidates for the program and to determine appropriate and effective sanctions for program violations, as well as incentives for continued compliance. Such determinations are made using knowledge of addiction, relapse, and other factors, such as criminal history, gender, age, culture, that may impact a participant's success.

An additional role of the Judge is to advocate for the Program by creating community interest and support in order to develop partnerships and identify community resources to assist participants in their treatment for long-term success.

#### District Attorney's Role

Without the District Attorney's cooperation, you could not be offered the opportunity to participate in a Treatment Court Program.



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While in the courtroom, the District Attorney ensures that each eligible offender is referred to the accountability court and presents each case to the Judge. The District Attorney works with the Defense Attorney to facilitate a participant's entry into the Program. Outside the courtroom, the District Attorney attends status review meetings and joins the other members of the Team to discuss possible candidates for the Program, as well as helps determine appropriate sanctions and incentives for current participants. Additionally, the District Attorney educates peers, colleagues, and the judiciary on the effectiveness of treatment courts. During your participation in the program, it is not appropriate to seek legal counsel from the staff of the District Attorney's office. Should you need to speak with the District Attorney, you must make an appointment to do so as Program court sessions are not appropriate for these types of discussions.

### Defense Attorney's Role

The Accountability Court Defense Attorney represents each participant in the program in status review meetings and court sessions. His/her role is to evaluate the offender's legal situation and ensure the offender's legal rights are protected. Additionally, the defense attorney effectively advises offenders on their legal rights, legal options, treatment options, program conditions, and sentencing outcomes while developing a relationship with the offender that promotes the offender's long-term best interest. It is not appropriate to seek legal counsel from the Defense Attorney regarding matters unrelated to the program.

The Defense Attorney also monitors participant progress and ensures the appropriate provision of treatment and other rehabilitative services. The defense attorney joins the team in determining appropriate sanctions and incentives for current participants based on their program compliance. Like the Prosecutor, the Defense Attorney also assists in educating peers, colleagues, and the judiciary on the benefits of the Program.

### Law Enforcement

Without the support of local law enforcement, you would not have this opportunity to participate in the Treatment Court Program. They have recommended that you receive treatment, **not jail**. Law enforcement provides accountability for your participation in this program through weekly staff meetings and court sessions and by conducting Fourth Amendment searches as needed. Your total honesty and cooperation with all law enforcement is essential to compliance with this program. For many, this will be the first positive interaction with law enforcement representatives, and one of the program's goals is to build a positive rapport between the Sheriff's office and participants. When you graduate from the program you will be given the opportunity to write a letter thanking your arresting officer and to invite them to your graduation ceremony.

### Coordinator's Role

The Coordinator provides program oversight for the day-to-day operations of Treatment Court. He/she serves as the primary administrator of all Treatment Court program operations and processes



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determining case flow, treatment planning, referrals, placements, and participant progress, while also providing professional guidance and support to the treatment staff. The Coordinator maintains program integrity and is responsible for ensuring long-term sustainability by presenting the benefits of the Program to partnering organizations and community stakeholders.

### **Counselor's Role**

Counselors are responsible for clinical counseling and monitoring participants in the Hall County Drug Court Program. He/she maintains a caseload, performs intake orientations with participants, gives treatment recommendations to the Drug Court Team, provides individual and group, oversees the curriculum, and leads the other staff Counselors in providing meaningful treatment.

### **Case Manager's Role**

As the Case Manager is responsible for the tracking of participant progress, data collection, data dissemination, and maintenance of all spreadsheets, he/she is your initial go-to person in regards to addressing changes, employment updates, fee payments, and community service hours worked, leave requests, and all other non-counseling related matters.

### **Community Support Individual's Role**

The community support individual conducts pill counts, data collection, tracking of participant progress, and assists participants as requested/needed with available community resources.

### **Treatment Liaison's Role**

The treatment liaison works directly with the programs and helps facilitate enrollment in mental health services such as Avita or local treatment providers. He/she attends staffing and provides update on compliance with outside agency policies and provides direct connection to needed resources and treatment.

### **Certified Peer Specialist's Role**

The certified peer specialist plays a unique role as they are a person with lived experience with either substance use or mental health issues and provide direct support to participants. The certified peer specialist may relay information to the team that can help provide some insight into general behaviors but may not regularly attend all staffing sessions. He/she can assist with peer coaching sessions, transportation to needed appointments, connection to community support meetings/networks, and other community-based resources.

### **Intake Coordinator's Role**

The intake coordinator receives all referrals for the various Superior court programs. He/she is responsible for tracking the progress of all referrals to ensure prompt review and resolution of cases whether that be acceptance and enrollment in a program or alternative suggestions. The intake coordinator works with participants who have been accepted to the program to ensure stable housing



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and comprehensive discharge plans are in place prior to release from incarceration and works directly with local residential treatment providers to secure acceptance and intake to programming as required.

### **Residential Case Manager**

The Residential Case Manager oversees individuals in treatment with residential programs. He/she works with individuals seeking entrance into residential treatment programs for drug and mental health court programs. He/she assists individuals in gaining acceptance and entrance while coordinating with jail, Treatment Services, and various court staff. He/she works directly with program staff to act as a liaison between Treatment Services and the residential programs for regular follow up for compliance and successful completion.

### **Veterans Justice Outreach (VJO) Specialist**

The purpose of the Veterans Justice Outreach (VJO) specialist is to prevent homelessness among justice-involved veterans and is unique to veterans' specific tracks. The VJO attends status review meetings and court sessions and works directly with Veterans Treatment programs to ensure that eligible veterans have timely access to appropriate mental health and substance abuse services, other VA services, and benefits available through Veterans Health Administration (VHA).

### **Veterans Mentor Coordinator**

The veterans mentor coordinator assists in identifying and recruiting veterans from the community to volunteer and serve as mentors for veteran participants. The mentor coordinator attends all status review meetings and court hearings to act as the liaison between volunteer mentors and the court team. He/she works with the coordinator to develop and implement a mentor program which harnesses the camaraderie that exists between members of the Armed Forces by linking program participants to trained volunteer veterans.

### **Department of Community Supervision (DCS) and Hall County Probation Services**

A representative from the Department of Community Supervision attends all status review meetings and court sessions. The individual facilitates referrals from their respective agency and provides background information on the referrals. The officer is assigned to all program participants in order to ensure consistent supervision. He/she conducts field visits and reports this information to the team. Additionally, the officer monitors sentence requirements and compliance, as well as sentence duration to ensure the participant is not in the program longer than the sentence allows. If a participant has misdemeanor charges, a representative from Hall County Probation Services is present at all status review meetings and court sessions. He/she serves the same role as DCS officers.



## Drug Screening

### Policy and Procedure

As a participant in an accountability court in Hall County, you are required to report for random drug testing on a regular basis. Depending on the program that you are assigned to, most of your screens will be collected at the Judicial Accountability Services (JAS) building located at 2318 Browns Bridge Road SW Gainesville, GA 30504. Drug screening will be done on a random basis, and you may be tested at the Treatment Services office, the courthouse, on home visits, or other locations. If you are to have the best opportunity to be successful, then it is very important for you to not drink alcohol or take any drugs other than those prescribed by your doctor. It is a requirement that you submit a drug screen upon request of any staff/team member, or it will be considered a positive test for sanctioning purposes. It is always your responsibility to provide a valid sample.

For many participants, it is essential that their medication be effective to allow them to be successful in the program and in life. When you mix prescribed medications with alcohol or other drugs, the effectiveness of the prescribed medications can be altered. This means that the medications that your doctor is giving to help you be okay will not work as well. That, in turn, means you will be more likely to get into trouble since your medicines aren't as effective. It is very important that you do not drink alcohol or take non-prescribed medications or unapproved over-the-counter medication. All use of illegal drugs and alcohol and/or unapproved medications, prescriptions and/or over the counter, shall result in sanction(s). This is not intended as a punishment, but to encourage sobriety and allow effective administration of the program. The goal of drug testing is to provide accountability and confirmation of your progress towards recovery.

### Connexis Text Instructions

During your program orientation, you will be provided with multiple Connexis phone numbers to be added to your cell phone to help facilitate communication about program requirements. To receive notifications specifically about drug testing requirements, you must save the following phone number as a contact in your cell phone:

### **Drug Testing Notifications: (229) 212-8206**

At 6:01 a.m. every day, you will receive a text/email notification from Drug Testing (229) 212-8206 stating whether you have been randomly selected to drug test that day. You will receive messages every day regardless of whether you are required to screen. If you do not have consistent access to a cell phone, you may provide a valid email address to your case manager and can receive the daily instructional messages via email. It is your responsibility to update your contact information with your case manager immediately. Using the excuse that you missed a drug screen because you changed your phone number or email and didn't get the message is not acceptable and will result in a sanction.



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If, for any reason, you do not receive a Connexis text notification or email, it is your responsibility to report to the JAS Building during scheduled drug testing hours to provide a drug test. If you experience any issues with the Connexis notifications, you must notify your case manager immediately for assistance. Failure to comply with these drug testing instructions could result in sanctions.

**Drug Screening Hours**

<b>Monday</b>	7:00-7:45 am	8:00 am – 6:15 pm
<b>Tuesday</b>	7:00-7:45 am	8:00 am – 6:15 pm
<b>Wednesday</b>	7:00-7:45 am	8:00 am – 6:15 pm
<b>Thursday</b>	7:00-7:45 am	8:00 am – 6:15 pm
<b>Friday</b>	7:00-7:45 am	8:00 am – 6:15 pm
<b>Saturday</b>	<b>7:00-11:30 am ONLY</b>	
<b>Sunday</b>	<b>7:00-11:30 am ONLY</b>	
<b>Holiday Hours</b>	<b>7:00-11:30 am ONLY</b>	

**Drug Screen Cancellations**

Drug screens will only be cancelled if Hall County Government is closed due to inclement weather or emergency. You may access this information by visiting [www.hallcounty.org](http://www.hallcounty.org) or [www.nejc.org](http://www.nejc.org), watching the local news station, or listening to the local radio station for closing notifications.

**What you should know about Drug Screening**

Testing is done at 2318 Browns Bridge Road, though your treatment provider may test you at any time or location outside of the regular screening window. Screening is random and can be required up to seven days a week in all phases of the Program. It is a requirement that you submit a drug screen upon the request of any team member, or it will be considered a missed screen for sanctioning purposes.

Prior to providing a urine drug screen or breathalyzer at the Treatment Services Lab, all accountability court participants must show their Treatment Services Lab Identification badge, which is provided for free at program intake. If a participant loses his/her Treatment Services ID badge, he/she must replace it during Monday – Friday business hours between 8:00 a.m. – 5:00 p.m. Replacement ID badges cost



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\$15.00 each. Participants must provide the physical copy of their Treatment Services ID or present a photo upload of the Treatment Services ID on their cell phone to be scanned by screeners. If a participant fails to produce the approved Treatment Services ID badge, he/she must provide a **government-issued ID** to be permitted to screen. The participant will also be required to fill out a "No Treatment Services ID Form" acknowledging failure to produce the approved Treatment Services ID badge at the time of screening. Participants who fill out a "No Treatment Services ID Form" shall receive a sanction for failure to produce their required Treatment Services ID badge.

You will be required to sign-in for your drug screen on the sign-in sheet provided to you by the drug screeners. You will have an opportunity to "admit to use" or "deny use" prior to providing your sample. If you "admit to use", you must fill out an Admit Form. **To promote honesty within the program, participants who admit using prior to providing a positive sample will receive a lesser sanction.**

### Positive Drug Test

Lab personnel will notify staff of all positive drug screens, allowing staff to reach out to discuss the results with you as soon as possible. You have the right to contest the results of your screen if you did not use unauthorized or unapproved substances. You can ask that your sample be sent off for a confirmation test by a third-party lab. However, be aware of the following sanction guidelines to be considered by the team:

Any admission accompanied by a signed Could Not Provide form, available by request when you sign-in for your drug screen, and completed PRIOR TO PROVIDING A SAMPLE, may result in a 50% reduction of the matrix recommendation.

An admission at time of staff contact will incur the recommended sanction as outlined in the matrix.

A denial of a positive screen and the request for a confirmation that is, in fact confirmed, may double the matrix recommendation and shall result in a fee of \$25 added to your program fees.

If you miss a drug screen or cannot provide a specimen that day, you must report for a screen at the next screening opportunity during the morning screening time, 7:00 a.m. – 7:45 a.m. For example, a missed screen on Thursday means you must report Friday morning between 7:00 a.m. – 7:45 a.m. for a screen. If there are no screens scheduled for Friday, you must report Saturday morning between 7:00 a.m. – 7:45 a.m. Failure to report during the next morning testing time will result in another missed screen for sanctioning purposes.

If you have difficulty providing random urine specimens, you may consult with your Counselor about being placed on a daily screening schedule. If you are placed on the daily screening schedule, it is your



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responsibility to report for drug screens during the specified screening times each day to provide a sample.

If you anticipate receiving a jail sanction during court and you are required to screen that day, you must provide your drug screen during the a.m. hours prior to reporting to court. Failure to provide a required screen if you are aware of a pending jail sanction will result in additional sanctions.

### Invalid/Substitution/Adulteration

It is a requirement that participants provide a valid, non-dilute specimen. It is participants' responsibility to provide a valid sample. The best way to do this is to drink a minimal amount of fluid prior to providing a specimen (a maximum of eight fluid ounces every 30 minutes for at least two hours prior to the screen). The most common way for participants to attempt to beat a drug screen is by flushing with fluids. Almost all substances that claim to help you beat screens require you to drink a large amount of water and that is why we require that you be responsible for providing a valid specimen.

Treatment Services considers a normal creatinine range to be approximately 100-150mg/dl. If you have a screen -which indicates you have a creatinine level of below 30 mg/dL or above 300 mg/dL, your Counselor/Case Manager may place you on daily screens and the Team will review your drug screen levels after 14 days. While you are on daily screens, you must report to the Treatment Center during the specified screening opportunity to provide a specimen. Any specimen with a creatinine level of below 20 mg/dl or above 500 mg/dL is considered invalid and will be addressed in court. In the case of dilution concerns, participants are only allowed to provide one screen per day. Tampering with or diluting a specimen may result in a progressive sanction matrix jail sanction determined by the team, can incur additional fees and may be grounds for termination.

A substituted screen is defined as a urine specimen that does not exhibit the clinical signs or characteristics associated with normal human urine. The creatinine concentration is usually < or + to 5 mg/dl.

An adulterated screen is defined as a participant being observed by a staff member attempting to substitute or alter his/her screen or the participant is found to be in possession of paraphernalia or materials to adulterate his/her urine drug screen.

If it is determined that you have tampered with a drug screen of any kind or you are providing a replacement sample for yourself or to other participants, you may spend a significant time in jail, face termination and/or sentencing.



**HONESTY IS ALWAYS THE BEST POLICY AND MAY NOT ONLY KEEP YOU IN THE PROGRAM;  
IT MAY HELP KEEP YOU SOBER AND ALIVE!**

### **Missed Screens/Could Not Provide Screens**

If you miss a screen or cannot provide, it is mandatory that you report the next day and submit a drug screen. If you do not provide a sample for the missed screen, it will count as an additional miss. You must report during the next available screening window following the day of missed screen (ex. If you are scheduled to screen on Wednesday and miss the screen, you must report on Thursday morning between 7-7:45 am to submit the makeup screen.) Failure to submit a screen during the next available screening window may result in additional sanctions.

30 ml of urine is required for a valid screen. If you are unable to provide a screen when you report, you may return to the lab one more time during the same day at the time of your choosing to provide a sample. You will be required to fill out a Could Not Provide following each failed attempt. If you return on the same day to provide a sample, you must sign your name at the bottom of the sign-in sheet.

### **Drug Screening Procedure:**

1. Participants must be punctual and prepared to submit a specimen during the specified hours. You must check-in at least 15 minutes prior to closing time. Late arrivals will not be allowed to test, and the failure to submit a specimen will be considered a missed screen.
2. Only one participant is allowed in the testing area at a time. A same sex staff member must accompany you at all times during drug testing.
3. You must make sure that your name, date, and program are on your specimen bottle.
4. You must indicate an admission or denial of alcohol or drug use and grant permission for confirmation of results if appropriate. If you admit to a use, **it is your responsibility** to fill out the admission form prior to drug testing. Honesty is a crucial component for recovery and participation in the program. Self-disclosure of use will be considered by the Court when sanctions are imposed.
5. You will not be allowed to leave the testing area or to drink excessive fluids until a specimen is rendered.
6. A staff member of the same sex must always witness the sample being given.
7. You may not carry purses, coats, bags, etc. into the testing area.
8. Shirt sleeves should be rolled up to the elbow and you may be requested to remove additional clothing to ensure the validity of a specimen.
9. The test cup must contain a minimum of 1/3 level to be adequate for testing.
10. Cellphones are to be placed on silent while in the building.
11. Avoid eating, drinking, or smoking 10 minutes prior to reporting to screen.
12. Avoid eating large portions of protein or engaging in rigorous exercise prior to testing.
13. Any evidence of tampering, altering, or substitutions of your drug screen may result in termination



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from the program.

If you are required to be in an environment (school, work, training, etc.) that exposes you to or requires that you use or handle hygiene or other products with a high alcohol content, it is your responsibility to let us know immediately.

### Drug Screening Policy and Procedure for Sweat Patches:

Sweat patch testing can be utilized for the following reasons: approved leave, medical leave/issues, or other reasons approved by the Coordinator or Judge. If required to wear a sweat patch, participants must report to the Treatment Services office no later than 4:30 p.m. on scheduled day to have it applied. Once applied, participants are responsible for submitting daily photos of the patch to Connexis by 8:00 p.m. to be reviewed by the Lab Coordinator the following day. Participants are also responsible for self-monitoring the patch daily and notifying the Lab Coordinator of any concerns immediately. The Lab Coordinator will review each photo and contact the program Coordinator of any concerns or suspicions of tampering.

Any participant required to wear a sweat patch must submit a daily photo of the sweat patch to Connexis. Failure to submit a photo will result in a sanction for every day missed. Tampering with or adulterating a sweat patch will result in a sanction determined by the Accountability Court team and a \$130 sweat patch fee.

Relapse is a possibility no matter how long you have been clean and sober. Relapse is the process of returning to the use of alcohol and/or drugs after quitting. Once in recovery, most alcoholics and addicts begin to notice stressors, patterns, triggers, or warning signs that lead to relapse. Relapse warning signs involve your behavior, thinking patterns, attitude, feelings, or a combination of all four. Addicts tend to see relapses as "letting their guard down" or "an impulsive act". However, this is not true. Stress, coping skills, or the lack thereof, addictive thinking, and criminal thinking all play a pivotal role in relapse behavior. Relapse is the final result of a chain of events that starts days, weeks, or months in advance of an actual relapse. Thus, it is imperative for you to develop a relapse prevention plan to address relapse triggers and relapse behavior.

### Cross Addiction

As you will learn in the program, cross addiction is real. Many of you were already addicted to more than one substance when you started the program but only had one "favorite" substance. You will find it quite easy to change from one mood-altering substance to another and to continue to be addicted. As long as you continue to manipulate your mood with a substance rather than *new* thoughts and *new* activities, you will remain cross-addicted and actively ill.



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The first thing that comes to mind is *insomnia (sleeplessness)*, and you may be tempted to return to using sleeping medications within a short period of time because of poorly developed abilities to get yourself to sleep (these skills can be developed: warm milk, reading, meditation, relaxation techniques, etc.). *Pain* is the second most common reason and if you choose to use mood-altering analgesics (painkillers), especially any of the narcotic drugs (Lortab, Percocet) because this will short-circuit your ability to control impulsive action. You must be very cautious when you become physically ill, even with respiratory diseases (colds, flu, or pneumonia) because many of the drugs used to treat these conditions cause mood changes and decreased ability to control impulses. There are many compounds that will cause you to crave a drink/drug...watch out for cough syrups as many are alcohol-based and/or have narcotics in them.

You must take responsibility for all your future drug use because not every physician, pharmacist, or dentist knows about the nature of your condition and what you have learned. If you have a particular problem, be sure to discuss it with your Counselor. It is difficult to remember which drugs to avoid so **unless it is a life-threatening or emergency, no drug of any kind should be taken without prior notice to and approval of your Counselor. All prescriptions must be cleared with Staff before you get them filled at the pharmacy.** The prescription must be brought to the Treatment Center during business hours, (8:00 am—5:00 pm) Monday through Friday. If you need a prescription to be filled outside of normal business hours, call the emergency phone line for prior approval and your call will be returned as soon as possible. Use of any unauthorized medication will result in a positive screen and sanctioned accordingly in court.

### Zero Tolerance Alcohol Policy

No alcohol use is acceptable while participating in Treatment Court. If you test positive for alcohol, we are not going to try to figure out why or what caused the positive screen, as it is alcohol...period. None should be in your system at any time. Avoid the use of alcohol-based hand sanitizer. Please note that even the purchasing of or the possession of any type of alcohol while in this Program will result in a sanction. Please read all labels for contents before using or ingesting them and avoid the following alcohol-based products:

After-Shave Lotion	Extracts (i.e. vanilla extract)
Hair Tonics	Medical Alcohol
Mouthwash/Toothpaste	Perfumes
Sterno	Wood Alcohol

Any use of supplements or food that has the potential to produce a positive or invalid drug screen will be treated as a positive screen and sanctioned accordingly. This would include but not limited to **poppy seeds, workout supplements, vitamins, shakes, powders, energy drinks, etc.**



### **Electronic Cigarettes/Vape Devices**

**The possession of or the use of electronic cigarettes or vaporizers is strictly prohibited while enrolled in the Hall County Accountability Court programs.** If an electronic cigarette or vaporizer is found in your possession, in your home, car, etc., it is considered a prohibited item and may incur a sanction.

### **Supplements**

No use of dietary supplements, homeopathic substances, herbal products, sports nutrition powders, creatine products without permission from the Drug or HELP Court team. Each program discourages the use of energy drinks or highly caffeinated beverages. Participants are ultimately responsible for the substances introduced into their bodies and will be responsible for any drug testing issues.

### **SYNTHETIC/DESIGNER DRUG USE**

Synthetic/designer drugs are created using fabricated chemicals rather than natural ingredients. The drugs have properties and effects similar to a known hallucinogen or narcotic, but; due to their slightly altered chemical structure, are created in order to evade restrictions against illegal substances. Some of these drugs are sold over the internet or in certain stores. Many are sold as crystals, powders, and liquids, with a variety of names. These products may be sold in drug paraphernalia shops, smoke shops, convenience stores, or gas stations. Due to the constantly growing number of chemicals that are developed, synthetic/designer drug users have no way of knowing what the drugs they take might contain. Further, a small modification made to a known drug may result in a new drug with greatly different effects. The most common adverse effects that have been reported include increased heart rate and blood pressure, paranoid behavior, agitation, irritability, nausea and vomiting, confusion, drowsiness, headache, electrolyte abnormalities resulting in fluctuating creatinine levels, and seizures. Severe side effects may include acute renal failure and significant negative effects to the cardiovascular and central nervous system.

For these reasons, ANY USE OF SYNTHETIC OR DESIGNER DRUGS IS STRICTLY PROHIBITED, regardless of whether purchased legally or illegally. As with all issues of this nature, when in doubt, ask a member of the treatment team for clarification. Common examples of prohibited substances include, but is not limited to, Kratom, Nightwalkers, Stackers, Bath Salts, CBD oil, and all forms of synthetic narcotics. Use of these substances shall result in sanctions up to and including jail, and continued use may result in termination from the program.

### **Additional Prohibited Substances**

Anesthetics	Nitrous Oxide	Panthrane
Paint Thinners	Gasoline	Amyl/butyl Nitrate
Banana Oil	Glue	Surital



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Pentothane	Freon	Fluothane
Trilene		

Butotenine (Dimethylserotomin)	DET (Diethyltryptamine)	“68”
DMT	Grass (Roach, Joint, Mary Jane)	Hashies
Hashish	LSD (Lysergic acid, Diethylamide, Acid)	Marijuana (Pot, THC)
Mescaline	Psilocybin	Peyote
Psilocin	“STP” or “DOM” (4-methyl-2, 5,	Demethoxyamphetamine)
Ibogaine	Red Dawn	Blue Dawn
Salvia	Tenuate	K2
Spice	All Synthetic THC Herbal	Kratom
CBD Oil/supplements	Incense	Sleep Walker

Benzadrine (Bennies, whites)	Cylert	Desbutal (greens)
Desoxyn	Dexadrine (Dexies, hearts)	Dexamyl
Dexaspan	Didrex	Eskatrol
Fastin	Ionamin	Methamphetamine (Speed, Meth, Desoxyn, Methadrine)
Preludin, Prelu-2	Thorazine	Midrin
Reglan	Bontril	Nardil
Phentermine	Bath Salts	Synthetic Stimulants

Adipex-P	Appedrine	Control
<b>Dexatrim</b>	Efed 11	Mazanor
Melfat	No-Doz	Plegine
Prolamine	Prela-2	Ritalin

**\*Poppy seed consumption is also prohibited in the program. \***



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You are responsible for all substances you ingest and products you use and will want to make sure they are recovery-friendly and safe to consume. Just because something is sold in the gas station or vitamin store doesn't mean it is approved and safe for you to use. When in doubt, ask your Counselor before taking any medication, supplement, etc.

### Medication

It is very important that you take your medications EXACTLY AS PRESCRIBED. If you have questions or concerns about your medicine, speak to your doctor about the situation and NEVER make changes on your own.

Remember to let your physicians, dentists, pharmacists, and all other people that will be involved in your receiving medications know that you are in the program.

All medication changes MUST be brought to the attention of your case manager as soon as possible. If you are injured and in need of narcotic pain medication, our first recommendation is that you address your health issue with your physician. It is vital to have a relationship with a doctor that knows your medical history instead of using the ER for primary health care. We understand that using the ER is necessary in emergency situations or for financial reasons, but we will help you find alternative solutions for non-emergency care. If you find that you must go the ER or if you receive a new prescription from any doctor, you must provide detailed documentation from the doctor to your case manager immediately. A release to obtain records from the prescribing doctor will be needed. If a pattern of prescription drug abuse becomes apparent to the team, sanctions will be put in place. For situations in which there is truly no other alternative, a note from the treating physician will be required and you may be referred to a pain management clinic or asked to take a medical leave of absence from the program.

To have any success in treating both mental health and substance abuse, abstinence from addictive prescription drugs, illicit drugs, and alcohol is a must!

Alcohol, illicit drugs, benzodiazepine (anti-anxiety medication), stimulants, narcotics/opiates, and prescription drugs that were not prescribed to you, are not to be used while in the program.

### Medication Approvals

Your case manager will provide you with an approved medication guide at the time of orientation. You may also request this guide at any time during the program. This guide outlines common medications (both prescribed and over the counter) that are approved by the program and safe for you to use as directed. You must notify your case manager if you are taking these but do not need to see permission first prior to taking.

If you have questions about any of your prescribed medications, please make sure to discuss them with your prescriber. Check any over the counter (OTC) medications for alcohol. When in doubt, always talk



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to your case manager before taking any medication or supplement. Just because something is “natural” and/or legal, doesn’t mean it’s acceptable for program participants.

If medication is required due to illness, either prescribed by a physician or purchased over the counter, approval must be obtained **PRIOR TO TAKING THE MEDICATION**. Any unauthorized medication use shall be sanctioned as a positive drug screen.

The following procedure outlines the steps required **PRIOR TO** taking any medication, either prescribed or over the counter.

1. Participant shall notify treating Physician, Nurse Practitioner, Physician Assistant, Dentist, or other medical professional of enrollment in a mandated treatment program for mental health and/or substance abuse.
2. Provide the Doctor’s Letter to all prescribers for signature to show that they were informed that the patient is a participant in an accountability court program prior to receiving any treatment unless there are medical issues that prevent communication.
3. After treatment is provided, a list of all medication provided in emergency care or Doctor’s office must be documented on discharge paperwork.
4. Discuss treatment options prior to being released and medication preferences that would not interfere with treatment (non-narcotic or habit forming).
5. If a prescription that is not allowed in the program is obtained for aftercare treatment, the Doctor must fill out the bottom portion of the Doctor’s Letter.
6. After discharge has been completed, contact staff to get approval for ALL medication **PRIOR TO PURCHASING** any of the medication, prescribed or over the counter.
  - a. During regular business hours
    - i. Contact staff at (770) 531-9173 or (770) 536-3837.
    - ii. E-mail notification is NOT acceptable, and, as per policy, staff are not allowed to reply to participants E-mail notification.
  - b. During non-business hours (weeknights, weekends, and holidays)
    - i. Call the On-Call Emergency phone.
    - ii. Leave a detailed message including your name, circumstances, and a number where you may be reached.
7. Staff will discuss the medication and provide approval if all procedures have been followed.
  - a. If medication is not approved and has already been taken, a sanction shall be given for a positive drug screen. (Prescribed or over the counter)
8. In the event medication has been approved but is not allowed in the program, a leave of absence must be completed with your case manager.
  - a. If a patient declines to take the prescribed medication, the prescription should be brought to staff to be destroyed.
  - b. Medical leave will be reviewed every 7 days.
  - c. All medication must be taken **EXACTLY AS PRESCRIBED** – overuse of any medication is sanctioned as a positive drug screen. Any narcotic medication left over shall be disposed of properly by staff.



Failure to comply with the requirements of medication approval shall result in sanction(s) deemed appropriate by the treatment team, up to and including termination.

## **Medication Assisted Treatment (MAT)**

Treatment Services partners with various agencies in the community to provide medication assisted treatment (MAT) services to those participants who meet medical and clinical criteria and could benefit from these additional services. Participants diagnosed with an Alcohol or Opioid Use Disorder who cannot maintain sobriety on their own may qualify for those services. Participants enrolled in this program may undergo monthly medical screenings, education, and evaluation through Medlink or other approved provider and be administered FDA approved medications such as Vivitrol, Suboxone, or Methadone. Participants will meet with medical and clinical staff to monitor their compliance and progress to determine appropriate duration of care. Funding assistance is offered as available.

It is imperative that compliance with your MAT protocol be followed. MAT can be a powerful tool in your recovery toolbox, but it should be followed as directed by medical staff for your overall health and safety. Your treatment team will communicate regularly with medical staff to ensure compliance and progress. Any missed MAT appointments at MedLink or other approved provider or failure to provide UDS at MAT appointments may result in a 24-hour jail sanction to be served immediately in court.

## **Rules & Expectations**

### **Treatment Center Rules**

All Treatment Services locations are extensions of Court. This includes the Treatment Center, parking lot, all contracted treatment locations, community service sites, special events, and any other functions associated with accountability court activity. Please do not report to these locations more than 30 minutes prior to the scheduled time. If you need to vary from the scheduled office hours you must call ahead to arrange an appointment with your Counselor/Case Manager.

You are expected to abide by the following Treatment Center rules:

1. No alcohol, drugs, weapons, or pocketknives, food or drinks are allowed.
2. Your attire should not include shorts which are excessively short (must meet fingertips when hands are by your side), tank tops, halter-tops, hats, sunglasses, or excessively baggy clothing. You should not wear clothes displaying offensive language or advertising alcohol or other drugs, gambling, sex, any inappropriate behaviors or gang affiliation.
3. Cellphones are to be placed on silent while in the building and put away during group. Cellphones will be confiscated by staff if observed in use during groups.
4. No children or visitors in the building unless directed by staff. You will be notified of scheduled exceptions to this rule. Visitors will be asked to leave the premises and any violations of this rule may result in sanctions for the participant.



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5. Smoking is only permitted in designated areas.
6. Destroying or defacing property will lead to sanctions.
7. Littering is not allowed in the parking lot or in the building.
8. Loud and boisterous behavior is unacceptable.
9. Threats or violence of any kind will not be tolerated.

### Group Rules

Active and engaged group participation is crucial to recovery. Try to have a positive influence on other members of the group to help with their, and your, recovery process. Stay focused, on task, and involved. Be a part of the solution for yourself and others. Being consistently disrespectful and distracting during the group session will lead to sanctions. If a participant appears to be under the influence of drugs or alcohol, staff will require the participant to drug screen if able and will contact alternative transportation to safeguard the participant and the public.

1. Maintain the confidentiality of everyone in the group. This cannot be emphasized enough. You can tell anyone what you say or do in group but not what others say or do.
2. Groups will start on time! You must be punctual, as tardiness will result in sanctions. You must attend and participate in the full session to receive credit.
3. Pay attention and utilize active listening skills.
4. Do not leave group without being excused by staff.
5. Do not get up during group. Use the restroom prior to group. It is disruptive to the group process and disrespectful to get up with someone else is sharing.
6. Be respectful and attentive to peers.
7. Do not speak when someone else is speaking. Listen when your peers are sharing. Side conversations are prohibited.
8. Threats, intimidation, or bullying, veiled or otherwise, will not be tolerated.
9. Maintain eye contact with the person who is speaking.
10. No cellphones are allowed in the building. A broom award will be issued, and phones may be confiscated by staff if they are used and interrupt group.
11. Always maintain appropriate attire and hygiene.
12. Use "I" language when talking. When you refer to yourself, say "I". When talking to someone else, use "you" or say their name.
13. Keep nothing in your hands or lap during group (unless instructed by Staff). Get your own chair out and put it back where it belongs. No leaning back on two legs of the chair.
14. No food, gum, or drinks are allowed in the group room.
15. Be prepared for group. Bring all group materials and a pen or pencil.

### Courtroom Behavior and Etiquette



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Your attendance in court is a critical requirement of your participation in the program. Your behavior from the time you leave your dorm (CI specific) or automobile until you arrive in the courtroom should reflect positively on yourself and the program. Your attire should follow the same standards as expected at Treatment Services or the Correctional Institute.

Additionally, loud and boisterous behavior is unacceptable. Court sessions are open to the public and could be a great opportunity for you to share your experience with your loved ones. We encourage you to bring some of your support network to court sessions so they can gain a better understanding of your recovery journey. Please understand that you are responsible for the behavior of your guests.

When addressing the Judge, you should stand and respond respectfully. For example, “yes” and “no” or “yes, ma’am” and “no, sir” are appropriate responses. Speak clearly and directly to the Judge and remain in front of the bench until the Judge dismisses you. If you receive a sanction for a program violation, you must stay until the end of court and remain seated until dismissed by the Judge or otherwise directed by staff. Failure to report for your scheduled court review session may result in a warrant being issued for your arrest.

### General Courtroom Rules:

1. Turn cell phones and other electronic devices off, or they will be confiscated.
2. No food or drink is allowed in the courtroom.
3. Be on time!
4. Do not have side conversations with others while court is in session.
5. Do not make fun of other participants.
6. Listen to what is happening and be prepared to applaud other participants for their achievements.
7. Do not sleep in court, slouch at the podium, curse, or chew gum.

### Confidentiality

Treatment Services has developed policies and procedures to guard your privacy. To participate in this treatment program, you will be required to sign Release of Information forms, which will include Consent for Disclosure of Confidential Substance Abuse Information for your treatment providers and the Judiciary. This disclosure of information is for the sole purpose of hearings and reports concerning your treatment progress, and for collaboration with other providers regarding your treatment. You will have the opportunity to sign additional releases for family members, employers, or other individuals whom you wish to share information about your progress with the team. These collateral releases are optional, and you may revoke them at any time in writing by consulting with your counselor or case manager. Treatment staff will never disclose information about your progress in the program with anyone who is not covered by a signed release of information.

**Confidentiality in Staffing:** As described earlier in this Handbook, the program team will meet prior to Court to discuss your progress, at a meeting called staffing. This does not mean that the Court



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personnel will learn about your private discussions during treatment sessions. Rather, the team will learn more general information, such as whether you are participating, and/or progressing. All team members understand the importance of safeguarding your privacy and protect the details discussions from staffing.

**Confidentiality in Court:** Please remember that the Courtroom is a public place. Therefore, you will never be asked in open court to disclose any mental health diagnosis, mental health medications, or personal information discussed in treatment groups. The Judge may ask you general questions such as topics you are learning in groups, details about milestones in your life, or other general topics.

**Confidentiality in Treatment:** Confidentiality also means that what is said in group stays in group. Obviously, people are not going to talk easily about themselves unless they feel safe and secure. One way to feel safe and secure is to make sure that everything shared in group is not mentioned outside the group. Therefore, to avoid hurting fellow group members, do not talk about what happened in group, whether in the lobby, in other therapy sessions, or anywhere else. Also, by “gossiping” outside of group, a group member is deprived of comments and perspectives which could help him or her grow. So don’t gossip. Also, no comments on social media about group members, topics discussed, information shared, etc. are allowed. Treat other members as you would want to be treated.

If you have more questions about how confidentiality applies in the program, please talk with your case manager, counselor or attorney. If you attend treatment at a residential placement or contracted provider, you can review their confidentiality policies and discuss how they communicate with program staff.

## General Program Guidelines

### Materials

During your participation in the program, you may be required to purchase treatment related materials and/or literature. It will be your responsibility to bring these materials to treatment as required. All materials will be billed to your account and the fee will be explained to you by your case manager. If you lose any of the workbooks that you are provided, you may be charged a replacement fee which will also be explained to you prior to adding to your account.

### Finances

Throughout your attendance in the program, you are required to contribute financially through program fees. Payment must be made via an approved method. Currently, that payment method is money order only and should be made out to the program you are enrolled in. Be sure to write your name legibly on the money order so it can be accurately credited to your account. All payments must be received by the close of business (8:00 pm) on the day indicated below to avoid possible sanctions. If your assigned day is a holiday, payments are due by the close of business on the next regular business day. Please contact your Case Manager if you need to discuss payment plans or other issues related to your finances and payments.



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- Monday by 8 pm
- Tuesday by 8 pm
- Wednesday by 8 pm
- Thursday by 8 pm
- Friday by 8 pm

A secure deposit box for payments is placed in the hallway outside of the lobby area. A receipt for your payment will be placed in your folder in the participant filing cabinet in a designed area or provided to you directly by your case manager. You can request copies of your account balance at any time, but it is your responsibility to keep copies of all payments you have made to your account.

Additionally, as noted under Drug Screening Policy, a fee will be charged to your account if you deny use and your urine sample is confirmed positive by the lab. There may also be a fee charged for curfew and residence violations due to the personnel and mileage costs incurred by law enforcement officers. Any additional cost charged to your account will be discussed with you prior to charge by your Case Manager.

If you are having difficulty meeting your financial obligations to the program or if you are required to make payments for other obligations, such as probation fines, court costs, and child support payments, please see your Case Manager to be placed on a temporary payment plan. Certain child support obligations may qualify you for the Parental Accountability Court and offer some level of relief.

### Leave Requests

Participants are eligible to take leave once they reach higher phases of the program. Leave requests should be submitted in writing a minimum of two weeks in advance to your Case Manager and must be approved by the Judge. Each participant is eligible for a limited number of leave requests while in the program and are normally limited for length of up to 5 days. Approved leave cannot be combined, and requests should be at least 90 days apart. If your leave is approved, you will be required to discuss drug testing requirements before and after leave with your Case Manager.

Drug Court	Phase 4
H.E.L.P. Program	Phase 3

Emergency leave may be granted in the event of sudden illness, emergency, or the death of an immediate family member. Immediate family members include spouses, children, parents, siblings, grandparents, and in-laws only. Missed screens or groups due to a medical emergency require proper documentation, which must include your name, phone number, reason for doctor or emergency room visit, admission and discharge times and dates, diagnosis, treatment, and doctor's name and phone number. Initial documentation from a doctor's office representative or emergency room staff must be provided within 48 hours of the event. Follow-up documentation must be submitted within a time frame communicated by staff, as requested. Failure to provide proper documentation may result in sanctions.



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### Medical Leave

A participant may be placed on medical leave if he/she provides medical documentation showing proof that he/she will be temporarily unable to fully participate in the program due to medical reasons. During medical leave/maternity leave, participant progress in the program is paused. A participant must submit appropriate medical documentation and sign releases of information with Treatment Court Staff and his/her doctor's office before medical leave is granted.

The participant will need to provide a negative drug screen and provide documentation that he/she has been released from a doctor's care before he/she will be eligible to return to treatment.

It is presumed that medical leave will not last more than 60 days. Treatment Court Staff reviews medical leave status every week. If the condition is not improving, the Treatment Court Team may grant an extension if longer than 60 days on medical leave is needed. Exceptions to this policy may be granted for specific conditions such as communicable diseases, physical disabilities, etc.

#### While on approved medical leave:

- All medical leave participants must follow screening protocols as usual (unless other arrangements have been approved through the Case Manager).
- All medical leave participants must be at their residence for 8 pm curfew unless otherwise directed.
- All medical leave participants will comply with prescription pill counts by treatment staff or community policing officers during home visits.
- All medical leave participants will make arrangements to have someone else drive them to required appointments if prescription prohibits driving.
- All medical leave participants will attend all court sessions as directed by staff.
- All medical leave participants must bring in all refill prescriptions before getting them filled.
- Participants may be required to attend treatment sessions virtually while on medical leave if possible. Credit for time in the program will be discussed if this option is taken.

### Maternity Leave

A participant may be granted two weeks of maternity leave following childbirth. The participant is not required to attend group sessions, drug screens, or court reviews during that two-week period. Additional time may be granted by the treatment team but must be discussed with your Case Manager.

### After-Hours Emergency Phone

Should you need to contact Treatment Court Staff outside of the Monday – Friday business hours of 8:00 a.m.—5:00 p.m., you can call the after-hours emergency phone line under the following situations:

- To get approval for prescription medications
- To report personal medical emergencies (after business hours only!)



Northeastern Judicial Circuit Treatment Services

Hall County Drug and H.E.L.P. Court Programs

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- To report family emergencies that require permission to travel (A family emergency in this case is defined as hospitalization, critical care, or death of a spouse, child, parent, sibling, grandparent, or in-law only.)
- To report issues with court orders to be released from jail on the weekends when no court order is showing on file at the Sheriff's Office
- To report termination from a residential treatment facility
  - To report emergencies that require curfew extensions or approval to temporarily stay at an alternate residence.

If someone calls the after-hours line on your behalf, it will be treated as though you called the line. An appropriate sanction may be given at the Team's discretion for misusing this phone number if it is utilized for a reason other than those listed above. Leave your name and call-back number on the voicemail and your call will be returned as soon as possible, if appropriate.

### **Emergency On-Call Phone Numbers**

**Drug Court: (678) 316-4153**

**H.E.L.P. Program: (678) 617-4626**

### **Automated Messaging System**

Treatment Services offers an automated messaging system to notify you of upcoming events, time changes, court/group cancellations, drug screen cancellations, and other important updates. You may choose to utilize this system, but you acknowledge that you are ultimately responsible for staying informed of program announcements. Using the excuse "I didn't get the text" or "I didn't check my email" will not be considered valid. By signing below, you agree to the following terms and conditions associated with this system:

#### **Consent to receive email and/or text messages for program announcements**

I agree to receive and/or obtain automated messages from Treatment Services via an automated messaging system for the purposes of being updated on program announcements, cancellations, group/court schedule changes, etc. I understand that this service is not intended to remind me of my individual appointments, groups, court appearance, or drug screening schedules. I agree to receive these messages and/or emails on my personal account knowing that they could be viewed by other people. I understand that these messages will not contain any personal identifying information and that Treatment Services is not responsible if someone other than myself gains access to them.

#### **Hardware, Software, and Operating Systems**

I agree that I am responsible for the installation, maintenance, and operation of my phone, phone service, computer, browser, and software. I agree that Treatment Services is not responsible for errors



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or failures from any malfunction of my phone, phone service, computer, browser, or software. I agree to all terms and will be responsible for any messaging or data rates which may accrue as a result of utilizing this service.

### Revocation of Consent

I understand that I have the right to revoke my consent to this service at any time. I understand that I must provide written notice of revocation to Treatment Services staff for it to be effective.

### Voicemail

I understand that I am required to set up voicemail on any cell phone number I provide to staff.

### Attendance

As a participant in the program, you are required to attend all meetings as assigned. You must notify your case manager/counselor at least 24 hours in advance to be excused from scheduled meetings. In the case of an emergency, notify your case manager/counselor as soon as possible and provide documentation, if required. Failure to attend will result in sanctions.

### Employment Requirements

A component of recovery is meaningful engagement of your time. This could be through gainful employment, school, or volunteer work. If able, you will be expected to maintain full-time employment (32+ hours per week) while in the program. Participants may also attend school part-time and work part-time. You may also be considered as a full-time student (12 credit hours per semester) and that will fulfill your employment requirements. If unable to work or attend school due to disability of limitations related to benefits, you will be expected to utilize a Use of Time form which will outline positive and productive use of 32 hours per week. This could include part-time employment, volunteer projects, or a combination of these activities. Your case manager will review your requirements in detail with you and provide you with any required paperwork which should be completed and turned in as instructed.

### Employment/School Verification Due Dates

**Drug Court: 1<sup>st</sup> Monday of each month.**

**H.E.L.P. Court: 1<sup>st</sup> Friday of each month.**

Proof of hours worked will be verified by your check stub or payroll check with your working hours listed. No handwritten hours will be accepted without team approval. Employment at establishments that serve alcohol or with family members or other program participants must be discussed with your Case Manager and will be considered on a case-by-case basis. If you are self-employed, you must provide either a business license, business checking account, or copies of checks received for services as directed by your case manager.



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Use of Time forms are due every Friday for Drug Court and the first Friday of each month by 5:00 p.m. for HELP Court. These should be turned into your Case Manager or uploaded through Connexis as directed by staff.

### Job Search

If you are not employed at least 32+ hours per week, you are required to report to Job Search on Mondays, Tuesdays, Wednesdays, and Fridays at 8:15 a.m. You will have 2 weeks to provide proof of employment to your case manager. If you have not verified employment within 2 weeks, then you will be required to report to job search for an additional 2 weeks. Continued failure to secure employment may result in increased sanctions such as community service or placement in Work Release until employment is secured. You must remain on Job Search until you provide proof of suitable employment on employing company letterhead. It is your responsibility to report immediately to your Case Manager if you lose your job and need to be placed on Job Search. Failure to do so will result in a sanction.

### Residence Requirements

Upon entering the Program, you are expected to have a Hall or Dawson County residence. If you do not live in the circuit, you have 60 days to move into the County before receiving a sanction. You are also not allowed to live with any convicted felons or any other participants in the program unless approved by the Team. You may not possess any alcohol, drugs, drug paraphernalia (rolling papers, scales, etc.), weapons/firearms, or vape/vape materials in the home. You may not possess any security cameras or have any aggressive animals on your property unless discussed and approved by the Team. It is your responsibility to notify your Case Manager if there are any prescription medications belonging to someone else in the home. Failure to notify your Case Manager will result in a sanction.

If you change your residence, you must notify your Case Manager within 24 hours, or you may receive a sanction.

You must be home by your current phase curfew, unless you have submitted an approved curfew extension or secured permission by your Case Manager. Please be advised that your person, residence, or vehicle is subject to search at any time by Community Policing officers. You must contact your Case Manager immediately if you have any curfew or residence violations. Honesty regarding violation of curfew will be considered for sanctioning purposes. Weekly Curfew Extensions must be submitted a week in advance to be approved. Curfew Extensions will only be considered for work schedules or outside community support meetings.

It is your responsibility to keep staff updated on any changes made to your residence, individuals living with you or employment. You must also always provide staff with a working phone number. Failure to inform staff of any changes will result in a sanction. If CPT cannot establish your residence or you have multiple missed home visits, you can be placed on a temporary curfew until the residence is verified.



## Home Visits

You are subject to home visits throughout the Program by Hall County Sheriff's Office employees. Home visits are an opportunity for you to have positive interactions with law enforcement. These visits can provide insight into things such as assessing safe living conditions and assessing other needs which could be supportive of your recovery. If your residence is gated, you must provide your Case Manager and Community Policing officers with a key or gate code for entry.

Should you be found to possess any illegal substance or drug paraphernalia, you may be sanctioned to jail time, unless law enforcement chooses to charge you with a new drug offense. Home visit violations may result in a fee to cover the cost of community policing time. This fee will be discussed with you prior to being added to your account. All common areas and your personal room/belongings are subject to searches. Please be aware that contraband, alcohol, or drugs found in common areas of the home can place you in danger of arrest or sanctions. It is imperative that you ensure your home is free of any substances or items that could put your recovery and freedom in jeopardy.

## Incentives

Program compliance and good behavior will be recognized by the Judge as an incentive to continue your recovery. We want to focus on the progress you are making in your recovery. The staff will attempt to be consistent and creative in recognizing your good behavior. Incentives can range from verbal praise, special recognition such as Star Awards and other special awards, front-of-the-line screening passes, gift cards, court dollars which can be redeemed for items, grab bag (i.e. candy bars, etc.), and more. We strive to find numerous ways to recognize your progress and accomplishments. Your input into additional ways that we can motivate you is welcome and should be shared with your Counselor or Case Manager. It is our hope that you will recognize the benefits of an alcohol- and drug-free lifestyle and that this will become your true incentive to stay in recovery.

## Sanctions

Sanctions are consequences that are imposed by the Court for failure to follow the rules of the program, violations of the contract, violations of the law, or violations of contracted treatment providers or residential placements. Some examples of situations which could result in sanctions are dishonesty, alcohol or drug use, unexcused absences from court or treatment sessions, missed drug screens, misuse or failure to take mental health medications as prescribed, missed doctor's appointments or failure to follow treatment requirements. The programs use a graduated system of sanctions in which the sanctions may increase in severity if the unwanted behavior continues. Sanctions are individualized to your situation and should not be compared against sanctions given to someone else. Sanctions may include, but are not limited to, a reprimand from the Judge, an assigned essay on a topic appropriate to the violation, community service work, broom awards, imposition of an earlier curfew, jail time, or possibly even program termination.

In the event that jail time is required for your program violations, you must make sure that childcare is not an issue. Furthermore, please bring all current medications with you when you come to court.

Vehicles are not to be left unattended while you are incarcerated. If you receive a sanction in court, you



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are required to stay until dismissed by the Judge. If you are scheduled to drug test on a court day, and you are aware that you will be receiving a jail sanction, you are required to screen before court. Failure to do so will result in a missed screen and you will be sanctioned accordingly.

Participants are required to notify staff of ANY contact with law enforcement. Even if you receive a traffic citation, you must notify your counselor immediately and may receive a sanction during your court review. Failure to notify staff within 24 hours of contact will result in additional sanctions.

**Admonishments** can be imposed for program infractions that occur the first time. Admonishments are used as a warning in the hopes that you will not continue to violate the same rules. These may be used to avoid jail time for your first drug screening violation (does not apply to positive screens with denial), first curfew/residence violation, or first missed treatment session. Admonishments are forfeited if a participant goes AWOL.

**“Broom Awards”** can be given by any Treatment Court staff member for minor program violations. It is your responsibility to arrange a time with your Case Manager to render this service prior to your next court session. Failure to complete a “Broom Award” may result in a 2-hour community service sanction.

**Community Service Work (CSW)** will be performed only at court-approved non-profit organizations. Your punctuality, attitude, appearance, and performance at your designated work site will be considered as a direct reflection of the Program and the Court. The highest standards of behavior are expected. All documented hours of completed community service are due the following Friday by 4:00 p.m. for Drug Court. Failure to report for community service will result in additional sanctions such as doubling the originally ordered hours and/or a jail sanction. If you are ordered to complete the CSW bus, you must complete all hours required for the day. Failure to report on time for your scheduled day for the bus may result in a jail sanction and the bus will be reordered. If you accumulate more than 24 hours of CSW within a court period, you may be ordered to serve a jail sanction.

Any attempt to deceive the court by forging documentation and submitting it to the Court is completely unacceptable and may result in a felony forgery charge, 30-day jail sanction, and/or termination from the Program.

The goal, of course, is to not have any sanctions and the best way to go about achieving that goal is to pay attention to the program rules and expectations from the start. You will find that those participants who attempt to “play games” with the Program will eventually lose and losing has severe consequences in Treatment Court, so it is far better to learn how to be successful rather than how much you can get away with. We hope that you will choose to embrace a new route of achievement and success.

## Fraternization

It is commonly recommended in the recovery community to avoid romantic relationships for the first year of recovery. It is during this time that the primary focus should be learning about yourself, your



## Participant Handbook

emotions, and your own personal recovery journey. However, we understand that relationships and deeper connections have the potential to form between participants in treatment.

One mission of Treatment Services is to support healthy relationships among participants, including romantic ones, should the proper permissions be given by staff. Failure to receive permission to engage in a romantic relationship with another participant will result in increased sanctions, such as a transfer to an alternate program, residential treatment, or termination from the program.

If you wish to enter into a romantic relationship with another participant of any Northeastern Judicial Circuit Accountability Court, you must agree to the following conditions:

You must notify counselor or coordinator **prior** to entering a relationship.

- Both participants agree to attend separate self-help groups in the community.
- Both participants agree the general Release of Information covers communication between the various programs and that counselors will interact with one another to discuss any issues related to the relationship. (*Ex. Drug Court counselor will notify Family Treatment Court counselor if the Drug Court participant in the relationship is in violation of the program, engaging in dangerous behaviors, etc.*)
- You may be required to attend additional counseling depending on relationship history or individual treatment circumstances. The additional counseling may be referred to an outside agency and will be a requirement of treatment plan.
- Participants will not be allowed to complete community service or other sanctions together.
- Participants must attend a family planning appointment to receive education in sexual and reproductive health (i.e. Health Department or another approved agency).

Please be advised that, if at any time, program staff has reason to believe the romantic relationship is having a negative impact on the recovery of the two individuals or the program, the participants' relationship will no longer be approved. **In other words, "NO DRAMA!"** It is our hope that this new Fraternization Policy will encourage honesty and promote healthy behaviors in relationships.

### Residential Treatment

If you have been ordered to go to a residential treatment facility, it is expected that you will successfully complete that program. If you are terminated from a residential treatment facility, you are to contact your Case Manager as soon as possible and report to the Treatment Center for a drug screen during the next available screening opportunity. If termination occurs after business hours, call the after-hours emergency phone line and speak with the Staff person who is on-call. Failure to immediately contact Staff upon termination from the residential facility may result in a warrant issued for your arrest. If you are terminated from residential treatment, it is expected that you will pay off that outstanding balance before you will be eligible to enter another residential treatment program.

### Termination from the Program



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The accountability courts are committed to giving participants the opportunity to learn to become drug free and manage mental health issues resulting in a productive and fulfilling life. However, your continued participation in the program is contingent on compliance with ALL program guidelines and regulations.

Non-compliance includes but is not limited to:

- Your inability to comply with your plan to remain clean and sober
- Failure to attend and participate in groups
- Threats or violence against peers or staff
- Altering or tampering with drug screens
- Committing a new offense
- An accumulation of program violations
- Chronic failure to pay program fees
- Continued non-compliance to program requirements
- Violating the fraternization policy
- Bringing a weapon to the Treatment Center or court
- 2<sup>nd</sup> discharge from a residential treatment program

We want every participant to succeed, and we consider termination the last resort. Our goal is to help you obtain and maintain a healthy lifestyle. However, we also understand that not everyone who enters the program is willing and/or committed to achieving sobriety. Our resources are limited, and the Court may determine that termination from the Program is necessary.

All program activities and locations may be viewed as an extension of the Hall County Superior Court. Your behavior should reflect that understanding at all times. Additionally, all staff and Team members are considered officers of the Court, and you are expected to follow their instructions. Violations of program requirements result in sanctions and/or new criminal charges.

### Life Skills

Recovery from substance addiction and proper maintenance of mental health issues means developing self-sufficiency and becoming a productive and responsible member of the community. As you progress through the program, you may identify gaps in your job skills, as well as any educational, financial and/or transportation issues you may have. You will work towards solutions to these issues, and ultimately develop an individualized case management plan, based upon your particular circumstances. Upon entry and throughout the program, staff will utilize assessment tools to help identify needs and develop plans of action. Examples are job training, going back to school for your GED, college or technical school degree, developing a budget, learning the bus schedule, getting a driver's license or buying a car, and securing stable housing. Drug Court participants All be required to



## Participant Handbook

provide proof of a GED, High School Diploma, or Higher Education before moving to Phase 4. For participants who are concerned they will be unable to obtain GED prior to graduation: Prior to moving to Phase 4, you must have taken the GED Pre-Test. Upon entry into Phase 4, you must provide proof of attending GED classes for 2 hours per week for a total of 12 months. If you have not obtained your GED following 12 months of effort, the Team will consider your graduation eligibility.

### Attendance

As a participant in the programs, you are required to attend all meetings as assigned. Failure to attend group and individual counseling, court sessions, assigned community service hours, etc. will result in sanctions. Special requests to be excused from meetings must be approved by your Case Manager/Counselor and/or the team in advance of those requested dates.

Certain groups require homework. You will be expected to complete your assigned homework and submit it at the beginning of the next session. Failure to complete assigned homework disrupts the progress of the group and will result in sanctions. If you miss a required treatment session, it is your responsibility to meet with your counselor within one week to make-up the session. If you fail/forget to get your completed group session signed, you will not receive credit for it.

All Phase 5 participants are required to attend Drug Court graduations. For HELP Court, phases 1-3 are required to attend graduation.

### Community Support Meetings

You are required to attend community support meetings in addition to your scheduled treatment groups. Examples of these meetings are NA, AA, Celebrate Recovery, or SMART Recovery. Your case manager or counselor can provide you with a list of all approved community support meetings to best fit your individual needs. You are required to obtain signatures from the group discussion leader for each meeting, and you must document these signatures on a meeting sheet. You will not receive credit for multiple meetings attended on the same day.

Your meeting sheets are due each Friday evening by 6:00 p.m. for Drug Court and Friday evening by 5:00 p.m. for HELP Court. Failure to submit your required meetings will result in sanctions, such as the meetings being doubled or being required to log a meeting per day for certain period designated by the Team. The frequency of your requirement meetings will be dependent on the phase of the program and your personal need. This will be explained to you by your case manager/counselor and provided to you in writing. Proof of attendance may be submitted via Connexis with instructions provided to you by your case manager.

It is our hope that you find a support network within the community that promotes your overall well-being. While we strive to provide you with all the resources that you need during your time in the



## Participant Handbook

program, we want to connect you with peers and others who will continually support you even after your time in the program comes to an end.

### Phase Moves

At the beginning of each phase, you will meet with your Counselor and Case Manager to develop treatment and case management goals for that phase. Two weeks before your scheduled phase progression date, you will review your progress and ensure you have met all requirements of the current phase. A checklist will be provided to you at the beginning of every phase which outlines all requirements and outlines an anticipated phase move date for your records.

### Pro-Social Activities

Pro-social activities are personal activities that are meaningful to the participant. These activities promote learning and/or growth in a social setting through their active participation. Examples include attending and participating in church activities (choir practice, teaching Sunday school, etc.), special HELP court program activities (i.e. Walk and Talk, arts and crafts, bowling, holiday parties, etc.). Participating in activities like these means that if you weren't there, people would notice.

Participants are encouraged and expected to attend one pro-social activity per month and turn in proof of attendance in-person or texted through Connexis. **A picture of you participating in a pro-social activity along with a completed self-help meeting sheet are due the first Friday of each month by 5PM.**

### Grievance Policy

Northeastern Judicial Circuit Treatment Services is committed to providing the highest level of ethical and professional standards. While we strive to provide a service which satisfies both the orders of the Court and meets the needs of each individual, participants may disagree or be upset with decisions and/or actions taken by the agency. For example, a participant may be unhappy with the hours of operation or wait times he/she experiences when reporting or feels as if he/she was treated unfairly or was disrespected by his/her case manager. Each participant is encouraged to schedule a time to meet with their assigned case manager/counselor to discuss any issues. If the participant has made attempts to contact his/her case manager/counselor and does not receive a response within 2-3 business days or feels as if the issue has not resolved in a satisfactory manner, he/she is encouraged to contact the program director. Formal grievances can also be submitted to the Treatment Services Director or Judicial Accountability Division Director with the Northeastern Judicial Circuit Court Administration Office if the matter fails to be resolved at the agency level. Please know that any report or complaint related to abuse of power, sexual harassment, discrimination, or incorrect incarceration or impose sanction should be reported to the Agency Directory immediately.

Hall County Drug Court



Northeastern Judicial Circuit Treatment Services

Hall County Drug and H.E.L.P. Court Programs

## Participant Handbook

Richard Bosten, Coordinator  
770-536-3837

Hall County H.E.L.P. Program  
Ariel Donaldson, Coordinator  
770-536-3837

Treatment Services  
Suzanne Stanley, Asst. Director  
770-536-3837

Treatment Services  
Heather Herrington, Director  
770-536-3837

Northeastern Judicial Circuit Court Administration  
Brad Williams, Judicial Accountability Division Director  
770-536-1895

## Recovery University

In July 2024, Treatment Services rolled out a newly designed treatment structure for the Superior Court programs in Hall County referred to as Recovery University. Like any educational institution, participants are presented with a “course list” of required treatment groups tailored to his/her clinical need. Groups are offered at various days/times affording participants options and reducing barriers while fostering enhanced participation. Additionally, treatment requirements are based solely on clinical need and no longer tied to specific programs. This will allow opportunities for increased individualized treatment planning to holistically address issues surrounding substance use, mental health, trauma, and daily living skills such as DBT and parenting.

The track you are assigned to is dependent on your clinical need and diagnosis. This is determined by the initial clinical assessment completed prior to program acceptance as well as assessment tools which provide insight into current needs you are experiencing. As an example, if your assessment indicates a significant history of substance use and high-risk factors such as criminal involvement and you meet clinical criteria for a substance use disorder, you may be assigned to the Alpha track. At the onset of the program, you will meet with your Counselor/Case Manager to review the required groups you must complete prior to graduation, select a schedule that best accommodates your personal need (as available) and additional groups assigned to you through your treatment to address additional needs such as budgeting, parenting skills, anger management, etc. Your counselor will provide you with an initial group schedule and review how often you may be required to see your case manager or counselor.



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Throughout the earlier phases of the program, you will be required to meet with your Case Manager regularly, most like weekly, to work on case management plans. These plans will assist in linking you to wrap-around services and providing support for stabilizing factors such as stable housing, employment, medication, etc. As you progress in the program, you will have opportunities to meet with a counselor for individual therapy sessions. The frequency of these sessions will be determined by phase of program and personal need. Treatment will never be used as a sanction but increased individual sessions or enrollment in specific ancillary groups may be suggested as treatment responses to provide you with the skills and resources most needed for sustained success and recovery.

All curriculum utilized by Treatment Services is evidence-based which means it has been designed and proven to be most efficient to meet the clinical needs of accountability court participants. All our counselors undergo training and receive ongoing supervision to ensure you receive the highest level of care. We require all staff to facilitate any level of treatment to maintain the proper credentials and licensure so you can trust you are receiving professional services. Some of the curriculum that we utilize includes Moral Reconciliation Therapy (MRT), Cognitive Behavioral Interventions (CBI), Thinking for a Change, Seeking Safety, Celebrating Families and more.

### Hall County Drug Court Overview

As the first accountability court program in Hall County, Drug Court began in 2001. Drug Court is a minimum two-year program. Drug Court participants may enter the program in a variety of ways. Eligible cases vary between post-plea, pre-sentence to post-plea, post-adjudication cases.

Drug Court encompasses vocational, educational, and spiritual components in conjunction with providing substance abuse treatment. To meet the individualized needs of the participants in the program, Drug Court is divided into multiple tracks: Alpha Track, Bravo Track, and Tango Track.

The Hall County Drug Court mission is to make offenders accountable for their actions, bringing about a behavioral change that reduces criminal recidivism and provides the tools and resources needed to stop the abuse of alcohol and other drugs; to protect the public, to treat the victims of offenders in a fair, just way; and to educate the public as to the benefits of Accountability Courts for the communities that they serve.

Drug Court is a minimum of 24-months to complete and is a voluntary program for offenders whose felony legal charges have a direct nexus to substance use related issues. The following offenses bar entry to the program: sex offenders and those required to register, conviction of any felony with a mandatory minimum sentence, those who have issues that make it impossible to comply with court rules regarding employment or medication (unable to work due to citizenship status or disability or prescribed medication that violates policy which they are unwilling or unable to discontinue), and those current facing charges of the seven deadly offenses, trafficking, sex offense or gang offenses. The following criteria would be considered presumed ineligible but could be considered on a case-by-case basis: those with a prior history of trafficking, those with a history of the seven deadly offenses, history of distribution, and history of gang affiliation.



## **Alpha Track Overview (High-risk/High Need Substance Use Disorder with previous felony convictions) – Judge Deal**

Your court schedule, treatment schedule, and specific phase requirements will be reviewed with you at the onset of each phase. Each phase will outline a different set of requirements such as curfew, employment, court review frequency, case management or counselor meeting frequency, etc. You will be provided with copies of all schedules and requirements for your reference and records. It is your responsibility to ask any questions and keep track of your progress which can be reviewed with your counselor or case manager as requested.

### Phase Overview

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5

## **Alpha Track Fees**

You will be charged \$150 a month and an additional \$125.00 will cover your curriculum books and materials. The \$125.00 is charged upon orientation along with any pro-rated fees accrued for your first month of treatment. Fees are pro-rated at \$37.50 per week. The \$150 is charged to your account on the **first Monday of each month**.

Failure to keep your account under \$276 will result in community service until your account is caught up (\$276 or less). Community service hours will continue to accrue until your balance is below \$276.

It is expected that your account will be paid in full monthly. If your fees are in arrearage, it is your responsibility to be in court that week.

### **Minimum Payments Required per Phase Move**

- Phase 2—Phase 3 = \$900 minimum
- Phase 3—Phase 4 = 1,800 minimum
- Phase 4—Phase 5 = \$2,700 minimum
- Graduation = \$3,600 + \$125 book fees (zero balance)

Not moving phases on time for non-compliance with the program can result in additional monthly billing. The chronic inability to meet your financial obligations will hinder your ability to move successfully through the Program in a timely fashion. This behavior can result in progressive sanctions and eventual



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termination. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with your Counselor and develop a solution.

### **Bravo Track Overview (Moderate-risk/Moderate-need substance use disorder 1<sup>st</sup>/2<sup>nd</sup> time felony offenders) – Judge Burton**

Your court schedule, treatment schedule, and specific phase requirements will be reviewed with you at the onset of each phase. Each phase will outline a different set of requirements such as curfew, employment, court review frequency, case management or counselor meeting frequency, etc. You will be provided with copies of all schedules and requirements for your reference and records. It is your responsibility to ask any questions and keep track of your progress which can be reviewed with your counselor or case manager as requested.

#### Phase Overview

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5

### **Bravo Track Fees**

You will be charged \$150 a month and an additional \$125.00 will cover your curriculum books and materials. The \$125.00 is charged upon orientation along with any pro-rated fees accrued for your first month of treatment. Fees are pro-rated at \$37.50 per week. The \$150 is charged to your account on the **first Monday of each month**.

Failure to keep your account under \$276 will result in community service until your account is caught up (\$276 or less). Community service hours will continue to accrue until your balance is below \$276. It is expected that your account will be paid in full monthly. If your fees are in arrearage, it is your responsibility to be in court that week.

#### **Minimum Payments Required per Phase Move**

- Phase 2—Phase 3 = \$900 minimum
- Phase 3—Phase 4 = 1,800 minimum
- Phase 4—Phase 5 = \$2,700 minimum
- Graduation = \$3,600 + \$125 book fees (zero balance)

Not moving phases on time for non-compliance with the program can result in additional monthly billing. The chronic inability to meet your financial obligations will hinder your ability to move successfully through the Program in a timely fashion. This behavior can result in progressive sanctions and eventual



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termination. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with your Counselor and develop a solution.

### Tango Track (Veteran Specific Track) – Judge Deal

Your court schedule, treatment schedule, and specific phase requirements will be reviewed with you at the onset of each phase. Each phase will outline a different set of requirements such as curfew, employment, court review frequency, case management or counselor meeting frequency, etc. You will be provided with copies of all schedules and requirements for your reference and records. It is your responsibility to ask any questions and keep track of your progress which can be reviewed with your counselor or case manager as requested.

#### Phase Overview

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5

### Tango Track Fees

You will be charged \$150 a month and an additional \$125.00 will cover your curriculum books and materials. The \$125.00 is charged upon orientation along with any pro-rated fees accrued for your first month of treatment. Fees are pro-rated at \$37.50 per week. The \$150 is charged to your account on the **first Monday of each month**.

Failure to keep your account under \$276 will result in community service until your account is caught up (\$276 or less). Community service hours will continue to accrue until your balance is below \$276. It is expected that your account will be paid in full monthly. If your fees are in arrearage, it is your responsibility to be in court that week.

#### Minimum Payments Required per Phase Move

- Phase 2—Phase 3 = \$900 minimum
- Phase 3—Phase 4 = 1,800 minimum
- Phase 4—Phase 5 = \$2,700 minimum
- Graduation = \$3,600 + \$125 book fees (zero balance)

Not moving phases on time for non-compliance with the program can result in additional monthly billing. The chronic inability to meet your financial obligations will hinder your ability to move successfully through the Program in a timely fashion. This behavior can result in progressive sanctions and eventual



termination. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with your Counselor and develop a solution.

## **H.E.L.P. Program Overview**

Implemented in 2004, the H.E.L.P. (Health, Empowerment, Linkage, Possibilities) Program is Hall County's mental health court. This program originally began as one of the State's pilot programs and continues to be a leader in innovative operations. It is the mission of the H.E.L.P. Program to provide alternatives to incarceration for individuals who have been identified with co-occurring and/or mental health issues by linking those individuals to local community-based treatment resources with the goal of reducing recidivism and helping to prevent further involvement in the criminal justice system.

The H.E.L.P. Program accepts both misdemeanor and felony offenses if they have a direct nexus to mental health and/or co-occurring related issues. The program is minimum of 18-24 months in duration. The following offenses bar entry to the program: sex offenders and those required to register, conviction of any felony with a mandatory minimum sentence, those who have issues that make it impossible to comply with court rules regarding employment or mediation (unable to work due to citizenship status or disability or prescribed medication that violates policy which they are unwilling or unable to discontinue), and those current facing charges of the seven deadly offenses, trafficking, sex offense or gang offenses. The following criteria would be considered presumed ineligible but could be considered on a case-by-case basis: those with a prior history of trafficking, those with a history of the seven deadly offenses, history of distribution, and history of gang affiliation.

## **Echo Track Overview (Moderate-High-risk/Moderate-High Need Co-occurring Disorders) – Judge Bearden**

Your court schedule, treatment schedule, and specific phase requirements will be reviewed with you at the onset of each phase. Each phase will outline a different set of requirements such as curfew, employment, court review frequency, case management or counselor meeting frequency, etc. You will be provided with copies of all schedules and requirements for your reference and records. It is your responsibility to ask any questions and keep track of your progress which can be reviewed with your counselor or case manager as requested.

### **Phase Overview**

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5



## Echo Track Fees

You will be charged \$150.00 a month and an additional \$125.00 will cover your curriculum books and materials. The \$125.00 is charged upon orientation along with any pro-rated fees accrued for your first month of treatment. Fees are pro-rated at \$37.50 per week. The \$150 is charged to your account on the **first Monday of each month**.

Failure to keep your account under \$276 will result in a sanction until your account is caught up (\$276 or less). Community service hours will continue to accrue until your balance is below \$276.

It is expected that your account will be paid in full monthly. If your fees are in arrearage, it is your responsibility to be in court that week.

### Minimum Payments Required per Phase Move

- Phase 2—Phase 3 = \$900 minimum
- Phase 3—Phase 4 = 1,800 minimum
- Phase 4—Phase 5 = \$2,700 minimum
- Graduation = \$3,600 + \$125 book fees (zero balance)

Not moving phases on time for non-compliance with the program can result in additional monthly billing. The chronic inability to meet your financial obligations will hinder your ability to move successfully through the Program in a timely fashion. This behavior can result in progressive sanctions and eventual termination. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with your Counselor and develop a solution.

## Delta Track Overview (Moderate-High-risk/Moderate-High Need Severe and Persistent Mental Health Diagnosis) – Judge Robertson

Your court schedule, treatment schedule, and specific phase requirements will be reviewed with you at the onset of each phase. Each phase will outline a different set of requirements such as curfew, employment, court review frequency, case management or counselor meeting frequency, etc. You will be provided with copies of all schedules and requirements for your reference and records. It is your responsibility to ask any questions and keep track of your progress which can be reviewed with your counselor or case manager as requested.

### Phase Overview

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5



## **Delta Track Fees**

You will be charged \$40 a month and an additional \$125.00 will cover your curriculum books and materials. The \$125.00 is charged upon orientation along with any pro-rated fees accrued for your first month of treatment. Fees are pro-rated at \$10 per week. The \$40 is charged to your account on the **first Monday of each month.**

Failure to keep your account under \$80 will result in community service until your account is caught up (\$80 or less). Community service hours will continue to accrue until your balance is below \$80. It is expected that your account will be paid in full monthly. If your fees are in arrearage, it is your responsibility to be in court that week.

### **Minimum Payments Required per Phase Move**

- Phase 2—Phase 3 = \$225 minimum
- Phase 3—Phase 4 = \$450 minimum
- Phase 4—Phase 5 = \$675 minimum
- Graduation = \$960 + \$125 book fees (zero balance)

Not moving phases on time for non-compliance with the program can result in additional monthly billing. The chronic inability to meet your financial obligations will hinder your ability to move successfully through the Program in a timely fashion. This behavior can result in progressive sanctions and eventual termination. If you cannot meet your financial obligations, it is your responsibility to discuss your situation with your Counselor and develop a solution.

## **Graduation-All Tracks**

Upon completion of the final program phase, you will be eligible for Commencement. This process will be facilitated by the District Attorney's office and will be granted by the program Judge. We are all looking forward to this event and watching you accomplish this incredible milestone. Depending on your assigned program and qualifying legal criteria, you may be eligible for a reduction of your charge/sentence, dismissal of charges, or credit towards imposed sentence. This will be reviewed with you from your defense attorney prior to graduation.

To graduate from the program, participants must have no positive screens for at least 90 days prior to their graduation date and no jail sanctions for at least 3 months prior to their graduation date. You may also need to provide proof of a completed resume and proof of a GED before you will be eligible to graduate. Additional requirements for graduation will be outlined and discussed with you upon entry into the final phase of the program. It is your responsibility to keep up with your requirements and ask questions to your counselor/case manager along the way.

Our hope is that you will have established a healthy and productive lifestyle. Remember, your recovery is an ongoing process. At this point in your treatment, you will have made a very strong beginning to this lifelong endeavor and are invited to continue as a mentor for those starting out in the Program. This is a way for you to maintain contact with us and remember what it was like for you when you first entered the



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program. You are also invited to participate in the various alumni groups which provide you with continued connection to the program and your peers and offer a place for prosocial connections and activities. You may be very surprised by the progress you have made during your time here. We are very proud of you!

**Community Resources**

**Treatment Community**

Gainesville/ Hall County is very fortunate to have a strong recovery community. The following is a list of area self-help meetings and treatment providers.

**AA**

Saint Luke Church	770-531-0350
H.A.L.T. Club	770-354-3777
Laurelwood	770-219-3800
J's Place	678-316-0403

**NA**

H.A.L.T. Club	770-354-3777
Laurelwood	770-219-3800

**Treatment Providers**

Absolute Treatment Solutions	678-450-8098
AVITA Community Partners	770-535-5403
Brenau Counseling Center	770-297-5959
Center Point Counseling	770-535-1050
Community Service Center	770-503-3330
Creation Counseling	678-343-1451
Family Recovery	770-535-1073
Laurelwood	770-219-3800
LifeWorks Counseling	770-503-6683
Midtown Counseling	770-536-6683
New Hope Counseling	770-539-9669
Turning Point	770-533-9021

**Hospitals**

*Northeast Georgia Medical Center  
743 Spring Street, NE  
Gainesville, GA  
770-535-3553*

*Laurelwood  
Mental Health-Alcohol & Drug Abuse  
200 Wisteria Drive  
Gainesville, Ga  
770-219-3800*



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**Substance Abuse Hotlines**

Alcoholics Anonymous Georgia	404-525-3178
Georgia Crisis & Access Line (GCAL)	800-715-4225
Laurelwood	770-531-3800

**Crisis Lines**

Child/Adult Protective Services (Hall)	770-532-5298
Gateway House (Domestic Violence)	770-536-5860
Georgia Council on Child Abuse	800-532-3208
Avita	770-535-5403 (Emergency Line – 1-800-347-5827)
National Runaway Hotline	800-621-4000
Rape Response	770-503-7273
USA National Suicide Hotline (Georgia)	800-784-2433, 800-Suicide or 800-273-TALK
Suicide and Crisis Lifeline	988

**Basic Needs & Resources: Hall County**

Adult Learning Center	770-531-6410
Baptist Rescue Mission (Men)	770-287-9700
Child Care Resource/Referral	770-717-3883
Child Support Enforcement	770-535-5735
Community Food Pantry	770-532-8084
Consumer Credit Counseling	404-527-7630
Disability Resource Center	770-534-6656
Food Stamps (DFCS)	770-532-5298
Gainesville Care Center	770-535-1413
Gainesville City Job Line	770-535-6887
Georgia Dept. of Labor	770-535-5484
Good News at Noon	770-503-1366
Hall County Health Dept.	770-531-5600
Hall County Job Line	770-531-3947
Housing Authority	770-536-1294
Mentor Program (Center Point)	770-534-3068
My Sister's Place (Women)	770-532-5111
Potter's House	770-534-1435
Salvation Army	770-534-7589
Section 8 Rental Assistance	706--369-5636
Teen Pregnancy Prevention	770-535-7066
United Way	770-536-1121

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Veterans Community Outreach 770-531-0046

#### **Basic Needs & Resources: Dawson County**

Adult Learning & Literacy Center 706-265-1690  
Child Development Center 706-265-3218  
Food Stamps 706-265-6598  
Dawson County Health Department 706-265-2611  
Dawson County Mental Health 706-265-4357  
Emergency: after hours toll free 800-347-5827  
Dept. of Family & Children Services 706-265-6598  
Family Connection 706-265-1981  
Senior Citizen Center 706-344-3700  
Rick Rac 706-265-1371  
Good Shepherd Clinic 706-429-9914  
Ninth District Opportunity 706-265-3744  
GA Mountains Workforce Development 770-538-2727

#### **Basic Needs & Resources: Forsyth County**

Dept. of Children & Family Services 770-781-6700  
Lanier Tech (Literacy, GED) 770-781-6987  
Forsyth County Community Connection 770-205-1701  
Forsyth County Health Dept. 770-781-6900  
Forsyth County Mental Health 678-341-3840  
Senior Citizens Center 770-781-2178

#### **Basic Needs & Resources: Lumpkin County**

Adult Learning & Literacy Center 706-867-2862  
Child Support Enforcement 706-867-2908  
Dahlonega Care Center 706-867-7452  
Dahlonega Care Thrift Store 706-867-6901  
Dept. of Children & Family Services 706-864-1980  
Family Connection 706-864-7082  
Avita-(Lumpkin Co. Health Department) 706-867-2727  
Lumpkin County Mental Health 706-864-6822  
United Way 706-864-0148

#### **State Help Line**

For all State services 1-800-436-7442

#### **Transportation Services**

Hall County Drug and H.E.L.P. Court Programs

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Hall Area Transit	770-538-2602
Oasis Taxi	678-455-0036
Country Cab & Transportation	678-947-3331
Lanier Cab	678-200-0224

## Conclusion

We hope this handbook has been helpful to you and answered most of your questions. If you have any additional questions or concerns about the program, please feel free to contact your attorney, case manager, counselor or any member of the team.

The goal of the program is to help you find ways to avoid further problems with the law and lead a more fulfilling life. The Judge and the Court Team are here to guide you through the process and to assist you. **However, it is ultimately your choice whether to participate and your responsibility for success.** To succeed, you must be motivated to commit to treatment as a way to improve your life.

### Important Phone Numbers

<b>Hall County Drug Court</b>	
Office	Phone: 770-531-4950 Fax: 770-531-4951
Emergency On-call Phone	678-316-4153
Connexis Court Communications	706-709-0972
Connexis Appointment Reminders	229-935-3617
Connexis Drug Testing Notifications	229-212-8206
Connexis Mobile Check-in	478-285-5602

<b>Hall County H.E.L.P. Program</b>	
Office	Phone: 770-531-9173 Fax: 770-536-1023
Emergency On-call Phone	678-617-4626
Connexis Court Communications	706-709-0972
Connexis Appointment Reminders	229-935-3617
Connexis Drug Testing Notifications	229-212-8206
Connexis Mobile Check-in	478-285-5602
Avita Community Partners	678-207-2900
Avita Nurses Line	678-207-2909 (leave name, DOB, phone number and issue)



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**NOTES:**