



CHEROKEE COUNTY
FAMILY TREATMENT COURT
PARTICIPANT HANDBOOK



FAMILY TREATMENT COURT TEAM

Judge: Richard Jones

Coordinator/Case Manager: Shannon Kirby

SAAG: Hope Pereira

Attorneys: Jill Wheatley, Molly Mindy, Jessica Long,
Travis Cain

DFCS Case Manager: Jenn Cantrell

Treatment Provider: The Wings of Dragonfly

Surveillance: Robert Jones

CASA: Christine Clark

Visitation and Parenting: The Children's Haven

Cherokee County Family Treatment Court

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WELCOME TO THE CHEROKEE COUNTY FAMILY TREATMENT COURT-

You have made an important choice to make a positive difference in your family's life. This handbook will answer many of your questions and help you successfully complete the requirements of the Family Treatment Court (FTC) program. The FTC Judge expects you to follow not only his instructions but also the instructions of the entire FTC Team. The FTC Judge further expects you to comply with your treatment plan and DFCS case plan. FTC is divided into five (5) phases that will take 18-24 months in total to successfully complete.

The Cherokee County Family Treatment Court (FTC) is a program designed to help your children remain in your home or allow you to work towards reunification. The program will help you to reach that goal by providing treatment and monitoring your progress. We hope by working together, we can help you break the cycle of addiction and build a better life for yourself and your children.

The program requirements are not limited to substance abuse treatment. Other required tasks will include outside meetings, pro-social activities, and additional education. Each program phase has specific requirements for advancement. The specifics of each phase are detailed in this handbook. The Court, FTC, DFCS, and CASA will closely monitor your progress and help you reach those requirements while working on your DFCS case plan at the same time. The FTC Team will celebrate and recognize your accomplishments each time you advance from a phase. The goal is program completion and stability for your family.

Your success in FTC is directly related to the choices that you make. Change will occur only if you are willing to take responsibility for your actions. The choice you have made to enter into FTC indicates that you are willing to be held accountable and want to be the best parent you can be for the well-being of your family.

THE VISION

The purpose of the Cherokee County Family Treatment Court is to ensure safe and permanent housing for children through the cooperative effort of treatment and the judicial system to address the dependency resulting from substance abuse of a parent or caregiver. It is our goal to reunite and/or stabilize families through the support of collaborative services which promote abstinence and rehabilitation.

THE MISSION

Cherokee County Family Treatment Court has made its mission to break the cycle of substance abuse, creating safe and secure homes for children with healthy parents.

STATEMENT OF NON-DISCRIMINATION

The FTC provides equal opportunity for all eligible cases and does not discriminate in admitting to the program or in treatment based on race, color, national origin, age, physical mental disability, marital status, religion, creed, gender identity, sexual orientation, socio-economic status, or political beliefs.

THE FAMILY TREATMENT COURT (FTC) TEAM

The Family Treatment Court Judge makes all decisions regarding your participation in the program with input from the FTC Team. In addition to the Judge, the FTC Team consists of the following members:

- FTC Coordinator
- Special Assistant Attorney General (SAAG)
- Child Advocate Attorney/Guardian ad Litem
- Parent Attorney
- Treatment Providers
- DFCS Case Manager/Supervisor
- Court Appointed Special Advocate (CASA)
- Law Enforcement/Surveillance
- Visitation/Parenting Providers

STEPS FOR PROGRAM ENTRY

The steps to enter the Family Treatment Court program ensure that you, as the participant, understand the requirements and benefits of the program. There are five (5) steps to entering the program:

Step 1. Meet with the FTC Coordinator to discuss the program, assessment, provide information, and answer questions

Step 2. Observe an FTC Court session. FTC Court is held every other Monday at 2:00 p.m. in Juvenile Court in Courtroom 3A. Further details on courtroom attire and expectations are listed in this handbook

Step 3. Meet with the FTC Parent Attorney or one you have retained to review and sign the Participant Contract.

Step 4. Once the Participant Contract is signed the Juvenile Clerk will set a hearing date for the parent's formal entry into the program.

Step 5. Meet with the FTC Treatment Provider to complete an evaluation. This evaluation is conducted to determine your treatment needs.

NOTE: The Court will continue to be made aware of your progress through the assessment process and will be informed should you decline the program. This may cause a response in your Dependency hearing.

Eligibility

Before being considered for FTC, a parent must satisfy the following Program and Clinical eligibility criteria.

The parent must

- Be a resident of Cherokee County;
- Be at least 21 years of age;
- Be the legal parent of the child(ren), complete legitimation;
- Have current dependency allegations filed by the Cherokee County Department of Family and Children Services with the Cherokee County Juvenile Court in which parental substance abuse or dependence is the primary cause alleged;
- Not actively participating in another Accountability Court
- TPO's and legal charges of domestic violence must be evaluated by the FTC Team;
- Have no cases alleging/involving serious physical child abuse or sexual abuse;
- The ability to participate actively in substance use treatment as directed by the treatment provider and the Court; and
- No significant mental health or developmental disorders which would make it difficult to engage in treatment, and
- No chronic or terminal medical conditions requiring extensive medical treatment; and
- No violent behaviors, charges, or convictions for previous felony child abuse or violent crimes; and
- Have a moderate to high score on the risk assessment tool

After your admittance into Family Treatment Court you will be provided with information on your orientation by the FTC Coordinator. Following your entrance into FTC at the court session you are now a participant of the program. As such, you will be subject to a behavior response for noncompliance with program rules. Orientation with the Coordinator and/or Case Manager is where you are provided with your treatment schedule and any other FTC requirements.

CONFIDENTIALITY

State and federal law require the protection of your identity and privacy. FTC personnel, case managers, and treatment providers adhere to policies and procedures designed to protect your privacy. They will require all participants to sign a Consent for Release of Information form. Disclosure of information is for the sole purpose of assisting your treatment, hearings, reports, or supervision concerning your FTC case. Consents for Release of Information are required for outside agencies as well. A Release of information must be signed if you utilize or are referred to outside resources, treatment providers, doctors, etc. You will be responsible for establishing the releases with outside providers.

TREATMENT

Substance Use

As an FTC participant you must follow all treatment recommendations. Upon entering FTC, you will be referred to the treatment provider to start treatment as soon as possible. Treatment includes (but is not limited to) individual therapy and group therapy. Your treatment plan will be individualized to meet the level of care identified in your assessment.

The following are curricula/evidence-based services currently implemented with FTC participants:

Parenting Education

The FTC has collaborated with The Children's Haven to provide parenting education as well as assist in facilitating visitation. The Children's Haven may also inform parents/caregivers of community resources based on their specific needs. This may include medical and education needs, budgeting, and child development. Parental education is required throughout the FTC phases. Two evidenced-based curriculums provided by the Children's Haven-

Nurturing Parenting Programs are a family-centered trauma-informed initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long-term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the inter-generational cycle of child abuse by teaching positive parenting behaviors.

Positive Parenting Program (Triple P) promotes positive behavior and effective discipline. There is a strong focus on building parental confidence and strengthening family relationships. This program can be tailored to meet the specific needs of the family and can be used with children of all ages.

Ancillary Services

In addition to substance use treatment and parent education, FTC provides ancillary services to support family sobriety, health, and well-being. Ancillary service referrals are made based on individual family needs and are funded through partner agencies, community resources, and participant insurance. The FTC team may assist parents with connections to services for all family members. These ancillary services frequently include, but are not limited to:

- Family counseling
- Domestic violence counseling
- Trauma-informed care & counseling
- Mental & behavioral health services
- Parenting services
- Visitation support
- Child development education
- Education & job training

- Transportation
- Community resource support
- Peer mentoring

DRUG TESTING

FTC Participants cannot use illegal drugs or alcohol. All medication, whether over the counter or prescribed, must be authorized by the Coordinator prior to it being taken (with the exception of allowed medication on the bottom of page 8). Any prescription medications must be required by a doctor and you should not have any prescription filled before receiving approval from the Coordinator. This prohibition includes dietary supplements and vitamins. Taking prohibited substances will make your recovery harder. The use of prohibited substances can also cause a positive drug test. Unless otherwise approved by the Coordinator, use or possession of the following substances are NOT allowed in the program:

- Narcotic painkillers such as Percocet (Oxycodone), Darvocet, Tylenol 3, Vicodin
- Barbiturates
- Benzodiazepines such as Ativan, Valium (diazepam), Xanax
- ADHD Medicine with Amphetamines such as Adderall, Dexedrine, Procentra
- Anything marketed as “mood enhancer”, “dietary supplement”
- Tranquilizers such as xylazine
- Muscle Relaxers
- Stimulants or Caffeine Pills such as Vivarin or NoDoze or Energy Drinks of any kind
- Diet or weight loss aids, and unapproved vitamins
- Sleep Aids or hypnotics such as Ambien, Soma, Lunesta, melatonin or “PM” pain relievers
- Sleepwalkers, TIANNA, or synthetic psychedelics
- K2, Spice, Salvia, Morning Glory, Dabs, Wax, Shatter, BHO and any type of natural or synthetic cannabinoid
- THC, CBD gummies, candies, edibles, body products
- MDPV, Mephedrone, bath salts, and all designer drugs even if legal in any state
- Herbal smoking mixtures
- Inhalants
- Poppy seeds or food containing poppy seeds
- Allergy, cough, or sinus medication containing alcohol, codeine, dextromethorphan (DM), pseudoephedrine, phenylpropanolamine, diphenhydramine, doxylamine
- Any product sold with the warning that it is not for human consumption
- Alcohol and any product with alcohol such as hand sanitizer, mouthwash, Dayquil, cooking extracts, aftershave
- Other people’s medications
- Vaping paraphernalia including e-cigarettes (THC, vaping oils, “carts”, etc.)

- Psychoactive Botanicals (psychoactive plants and herbs) including but not limited to Kratom, Kanna, Damiana, Amanita, and Fly Agaric
- Kombucha
- Phenibut- also known as “Pheni” or “Feni”, “smart chill”, or “but”
- THCA- also known as diamonds, crystals, or crystalline
- Mushrooms, “shrooms”
- Items sold containing tianeptine, “gas station heroin”, Neptune’s Fix, Happy Jacks, etc.

You will be provided with instructions on the drug testing line during your orientation with the FTC Coordinator. You will call the drug screen line every day during your participation in the program. You will be randomly screened throughout the entire program. All screens are observed. If you are told to screen that morning you are to report to the Cherokee County DUI/Drug Lab located at 100 North Street, Canton, GA, 30114 between the hours of 6:00 A.M. and 11:00 A.M. When completing the Chain of Custody form, you should write down any OTC or prescribed medications that you have used. You should also write down any use of mind/mood-altering substance(s). The FTC Team encourages you to admit to using prior to screening as sanctions are likely to be reduced. Honesty is expected in FTC. If you admit to using after the screen it will be treated as a denial for sanctioning purposes.

The following will count as a positive screen:

- If you miss a screen, it will be counted as a positive with denial.
- If you are unable to provide a sample within the testing window, 6:00 a.m. to 11:00 a.m.
- If the sample provided is not of a sufficient quantity to test.
- If the lab results indicate a mind/mood-altering substance was used.
- Tampering, altering, or the attempt to alter a sample.

NOTE: If you screen positive in any FTC phase, the Judge after reviewing recommendations from the Team will apply immediate behavior responses that may include the review of your dependency case. During the review of your dependency case, the Judge may determine that for the protection of your child(ren) they are to be removed from your custody.

Dilutions or Altering Screens

Any attempt to alter a drug screen including attempting to provide a substance that is not your urine or attempting to consume or use something to change the result of your screen will be treated as a positive. Altering screens is an offense that has a possible response of TERMINATION from the FTC program. Dilutions, altered screens, and high creatinine levels are all screening violations and will impact your phase-up and progression. If you have any questions ask the FTC Coordinator.

Medications/Doctor's Appointments

The following medications are the only OTC medications participants are allowed to take without prior approval.

- **Pain and Fever Relief:** Ibuprofen (Advil, Motrin), Naproxen (Aleve), Aspirin, Acetaminophen (Tylenol), Midol
- **Skin (topical):** Benadryl Itch Stopping Cream, Cortaid, Preparation H, Monistat
- **Stomach:** Alka Seltzer, Beano, Maalox Tablets, Pepto-Bismol, Tums, Rolaids, Pepcid AC, Prilosec, Mylanta, Ipecac
- Birth Control

No other medications, including cough medicine, diuretics, anti-diuretics, etc., are to be taken without prior approval from the FTC Coordinator. Any medication that you would have to ask a pharmacist for or that requires a prescription from a doctor, requires permission before you take it. If a participant receives a prescription from their doctor they are to contact the FTC Case Manager for approval *before* filling the medication.

NOTE: Some medications, even though prescribed by a doctor, may not be approved by Family Treatment Court, so you must get approval before filling the prescription. The team may request additional medical documentation prior to approval. Once the medication is approved, you are required to take that medication in the manner and dosage it was prescribed. Medications may be subject to pill count at court, coordinator's office, treatment, or during compliance visits.

How to get a medication approved:

- Medications purchased over the counter: submit a request to the FTC Coordinator, call the office or contact coordinator cell phone/after hours number.
- Prescribed medications: submit a request to the FTC Coordinator, call the office or contact coordinator cell phone/after- hours number.

SURVEILLANCE AND SEARCHES

All participants will sign a Fourth Amendment waiver before entry into the program. This waiver is included in the FTC Participant Agreement. All participants are subject to a search of their person, place, residence, vehicle, and belongings, whether they are present or not, for any reason. A search can be conducted at any time, day or night, with or without a search warrant, without prior notice, and without probable cause by any peace officer, an officer of this program, or their representative. Searches of person or place that result in the finding of drugs and/or contraband will result in the seizing of these findings. Your failure or the failure of anyone you live with or who lives with you to welcome entry for a search will result in a sanction for prohibiting detailed search of the home which could include jail time. It is imperative FTC has your current address and contact information. Any vehicle you drive, whether to work or otherwise must be reported to the FTC Office. FTC must have a record of your vehicle(s) including Make, Model, Year, and tag number.

While in the program, you may not have ammunition or guns of any type (BB, Paintball, etc.) in your home, car, or possession. Additionally, there may not be alcohol of any kind where you reside or in the vehicle you occupy, including if you are driving someone else's car. You may not attempt to text or alert another participant of actual or perceived investigative activity by FTC or their agents (including, but not limited to Law Enforcement). Failure to abide by these rules will result in a behavior response.

When a search is conducted you may be asked to provide a urine sample or administered a breath test. The same rules apply to these tests as those performed at the screening facility, (*see the section on Drug Testing*). If you intend to admit you must do so before the sample is collected, or the test administered. Admission after the specimen has been tested will be treated as a denial. If you have any questions about searches and surveillance, please contact the FTC Coordinator or FTC Parent Attorney.

***Note:** Vaping, including eCigs, is not permitted in any Accountability Court program. Vaping, vape pens, and accessories will be treated as contraband and subject to a behavior response.*

Other interactions with law enforcement, for any reason, is to be reported to the FTC Coordinator within 24 hours. Failure to report interaction with law enforcement will result in a behavior response.

COURT ATTENDANCE

FTC Hearings are every other Monday at 2:00 p.m. at the Juvenile Court in Courtroom 3A. You are expected to arrive no later than 1:30 p.m. Anything you want to be counted for court, (leave requests, employment hours, etc.), must be turned in by noon on the Friday prior to Court. All participants are expected to show up on time, properly dressed, and prepared to address the Judge in an appropriate manner. You are also expected to bring your participant folder with any information that you may need for court, i.e. handbook, copies of meeting logs, etc.

COURT APPEARANCE

Participants must wear appropriate clothing in the courtroom or when visiting the courthouse. You may be asked to change your clothes if an FTC Team member or court staff member notices that you are wearing inappropriate clothing. Appropriate clothing is clean and neat, and it does not have tears or holes. No athletic wear.

You may consult with your FTC Coordinator if you have questions concerning what clothing is appropriate to wear while participating in the program or if you need help finding proper clothing.

What not to wear:

- Clothes bearing, promoting, or advertising drug, alcohol, or gun-related themes
- Clothes containing profanity
- Gang colors or gang clothing
- Sunglasses

- Hats, caps, or bandanas
- Pants sagging below the waist
- Clothing that reveals undergarments
- Athletic wear
- Sweatpants or pajamas
- Shirts or blouses without sleeves
- Dresses or skirts that do not reach mid-thigh
- Shorts
- See-through clothing
- Low cut dresses, shirts, or blouses that show excessive cleavage
- Bathing suits, crop or tube tops, or other clothes not fully covering the stomach
- Flip-flops

The FTC Team has the discretion to ask a Participant to cover up or not wear an item to court again. Food, drinks, gum, and candy are prohibited in the courtroom. Put your electronics on silent or turn them off. Do not attempt to use your phone for any purposes during court without permission. If an electronic goes off in court, for any reason, it will be confiscated. When addressing the Judge, using “Sir” is appropriate and recommended. Family Treatment Court sessions may be recorded and because of this all responses must be verbal; a head nod or gesture is not enough.

BEHAVIOR RESPONSES

FTC uses incentives to recognize and reward participation and progress. Parental contact with the child(ren) shall be based upon the best interests of the child. Therefore, visits and/or contact with children will never be used as an incentive.

Incentives include but are not limited to:

- Judge’s public recognition of participants’ hard work.
- Achievement Card
- Gift Card
- Candy
- Picks from the Incentive Basket – includes a variety of goods.

Sanctions are used to reinforce the expectations and requirements of the program. These responses range from admonishment from the Judge to jail time. Therapeutic responses may also be included which would add to or alter your treatment schedule. Family Treatment Court will apply sanctions following violations as close in time to the offending behavior as possible.

JAIL SANCTIONS

If you anticipate a jail sanction, do not bring any bags with you to the hearing. You will not be able to bring these items with you to the jail. You may have your cell phone, ID, and a debit/credit card or cash. Following your release from jail, you are to immediately contact the FTC coordinator. You are still expected to attend any treatment sessions scheduled the day of your release.

EMPLOYMENT

Employment is a requirement after Phase 1 in the FTC program. After four (4) weeks without employment, behavior responses may be imposed. You are required to work a minimum of 28 hours per week. This does not have to come from one employer, meaning you may have multiple employers or attend school. Employment/Education hours will be averaged at the end of the month. Commute and study time cannot be counted towards hours. Proof of education attendance is required, including not just registration for the classes, but attendance records. Participants cannot work at an establishment serving mind/mood-altering substances, or where they would be administering medications unsupervised. Parents who wish to be stay-at-home parents are required to meet with their FTC Case Manager/Coordinator and complete a household budget. These proposals are evaluated on a case-by-case basis and are not guaranteed.

Proof of employment/education is due by 5:00 p.m. on Friday, every week. Participants will be required to submit proof of hours worked, i.e., a paycheck stub. If you get a new job while in the program you are to submit proof of the new employment. This can be done by a letter from the employer on official letterhead or an e-mail sent to the FTC Coordinator from the company e-mail address. In addition to check stubs, work schedules are also to be submitted to the coordinator by close by business on Fridays.

How to submit proof of employment hours:

- a) If you receive a check stub, submit the check stub(s) as a PDF to your FTC Case Manager via email or a photo via text message;
- b) If you do not receive a check stub, then completion of the Proof of Employment hours form is due

ATTENDANCE REQUIREMENTS

As a participant in the Cherokee County Family Treatment Court, you are required to attend all meetings, court sessions, treatment sessions, etc. as assigned. Failure to attend will result in progressive sanctions. Special requests to be excused from groups or meetings must be approved by the Family Treatment Court Coordinator. Only legitimate excuses will be considered. For example, birthdays, anniversaries, vacations, and concerts are not legitimate reasons to miss FTC requirements. When emergencies such as sudden illness and/or death in the immediate family conflict with FTC participation, contact the FTC Coordinator to learn if you may be excused. (Immediate family includes spouse, children, siblings, parents, and grandparents only.) Contact the Family Treatment Court Coordinator about the emergency before making any plans to leave town.

Maternity/Paternity Leave

Participants who are expecting a child or have recently delivered a child are to alert the Family Treatment Court Office as soon as possible. Maternity leave applies to female participants who have just delivered a child. You must provide documentation of the birth of the child, such as a photograph or hospital documentation sent to the FTC Coordinator. If you go into labor outside of regular business hours you are to alert the coordinator via after hours number. Following delivery, you will have two (2) weeks leave from program obligations, up to the discretion of the team. Your program progress pauses during the leave. Every two weeks, your return to the program and requirements will be evaluated by the team. Additional requirements will be added until you are back to full program participation.

Males in the program who are expecting a child can request paternity leave after the child has been delivered. This will constitute one (1) weeks leave from program obligations up to the team's discretion. Program progress pauses while you're on paternity leave.

Travel Requests

Participants can travel with advanced approval by the FTC Team. *If you have a travel request, you must complete a Travel Request Form and submit it to the coordinator no later than two (2) weeks before the court date you are making the request. Travel Requests are granted in court. You will not be granted a travel request in Phase I.* You are not allowed to miss court, group treatment, or counseling during your leave. You are still expected to complete all of the required outside recovery meetings during your leave and report to screening the day after your return.

How to request a leave:

1. Complete a leave request form (which can be provided by the coordinator) and submit this form along with relevant documentation to the coordinator no later than two weeks prior to the court date that you will make the request.
2. The request will be screened by the coordinator for eligibility.
3. If eligible, the request will be presented to the FTC team for approval.
4. Based upon your phase, even if you are not scheduled to be in court, you are expected to be there if you are requesting leave to answer any questions the Judge and Team may have.
5. The FTC Judge will inform you of the decision during court.

After returning from an approved leave you are required to submit to screening. You are to report to the lab between the hours of 6-11 AM to provide a sample. If no screening is occurring that day, contact the coordinator for further instructions.

COMMUNITY SUPPORT MEETINGS, PROSOCIAL ACTIVITIES, AND FAMILY ACTIVITIES

Community Support Meetings

After Phase 1 participants are required to attend Community Support Meetings as indicated in the Phase Requirements. Participants will take a Community Support Meeting Log with them to the meetings. The log must then be filled out with the date/time/location of the meeting as well as what you learned from the meeting. One-word responses will be deemed “incomplete”. FTC wants to encourage you to engage with the meetings as this will be a valuable resource to your recovery after your completion of the program. A list of local Community Support Meetings is available online as well as from the coordinator. You cannot receive credit for two (2) Community Support Meetings in one day. The Community Support Meeting Log shall be submitted weekly on Fridays by 5:00 p.m. (via email, text, etc.). ***Logs must be submitted with a signature of chairperson.*** Logs will not be accepted without signature. Virtual meetings must be approved in advance by the coordinator.

Prosocial Activities

In Phases 4 and 5 participants are permitted to engage in a prosocial activity in lieu of one (1) Community Support Meeting. This prosocial activity must be able to be documented and the documentation must be submitted with your weekly meeting log. This will count for one (1) Community Support Meeting for the week. You may only substitute a prosocial activity for ONE (1) Community Support Meeting. You cannot receive credit for a Prosocial Activity and a Community Support Meeting done on the same day. The proof of Prosocial Activity shall be submitted weekly on Fridays by 5:00 p.m. Please take a picture of your log and email or text it to the Coordinator.

Family Activity

In Phases 4 and 5 participants are to document one (1) weekly Family Activity. This can be a dinner that was prepared as a family, an activity done as a family, a sports activity, a family game night, etc. If you do not have your children in the home, this can be a description of how you prepared for and what activities were done during your visitation. This Family Activity will be documented on your Community Support Meeting Log and due weekly. This activity is in addition to your Community Support Meetings and/or Prosocial Activity. Please reach out to the coordinator if you have any questions. The proof of Family Activity shall be submitted weekly on Fridays by 5:00 p.m. Please take a picture of your log and email it to the coordinator.

CONTACT AND FRATERNIZATION

Participants are not to have contact with persons on probation and/or parole, convicted felons, known drug users, known drug dealers, people incarcerated in any institution, people being supervised by any court agency, on misdemeanor or felony release/bond, or people participating in accountability courts in other counties without advance permission of the FTC Team. Failure

to abide by this will result in sanctions. Just as you cannot work somewhere that serves mind/mood-altering substances, you also cannot be in an establishment after it is no longer serving food. If you have questions about this, contact your FTC Case Manager. Further, you cannot be around anyone drinking alcohol, for example, you cannot be on a boat on the lake with people who are drinking alcohol.

Communications between or among participants, including but not limited to, sexting, having contact of a sexual nature, distributing photographs that may be deemed inappropriate, or communications that are otherwise inappropriate for the Family Treatment Court setting is prohibited regardless of phase. Communication and association between or among two or more participants are limited to Family Treatment Court activities, Family Treatment Court requirements, and Family Treatment Court events in Phases 1 and 2.

Phases 3-5, participants may hang out together, so long as it is not in a participant's home or in an establishment that serves alcohol. No physical relationships are allowed regardless of the participant's phase in FTC.

RESIDENTIAL TREATMENT

Participants in residential treatment are expected to report to Family Treatment Court hearings on the same day as their Dependency hearings. If your Dependency hearing is on a non-FTC day, the participant is expected at the FTC hearing the same week as their Dependency hearing. You are also required to attend FTC hearings whenever requested outside of this regular schedule. Drug screening, check-ins with the FTC Case Manager, and other treatments may be imposed. After your completion of residential treatment, you will be reevaluated to determine what phase you will be in when you re-enter FTC.

FTC PHASES

FTC has five (5) phases with separate requirements for each phase. Promotion to the next phase is based on the completion of competencies. There is an "average" amount of time in each phase to complete these requirements. It is up to you to keep track of your phase-up dates, but if you have any questions please ask the FTC Coordinator. You'll see the requirements for each phase as well as the length and key concepts of each phase detailed below. You cannot phase up on the same day as a sanction. If you anticipate phasing up and you receive a sanction, speak with the FTC Coordinator to determine when you will be eligible to phase up.

Phase 1
(Average time in Phase - 30 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
FTC				
Complete FTC Orientation				
Review the DFCS case plan				
Submit an employment search log or weekly work schedule				
Submit reflection letter before phase up				
Meet weekly with DFCS Case Manager				
Compliant with CM goals				
Set initial parenting time and goals				
Sign releases as requested				
Call Phoenix Daily				
Reporting for drug screens as directed				
Attended all Court sessions as directed <i>(minimum 2 sessions before phase up)</i>				
Available for unannounced home visits by Surveillance Officers <i>(minimum of 1 visit before phase up)</i>				
Treatment				
Reported for and participated in Initial Assessment				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Phase 2

(Average time in Phase - 90 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
FTC				
Attend all Court sessions				
Complete reflection letter				
Compliant with CM goals				
Submit an employment search log or weekly work schedule				
Compliant with parenting plan				
Thirty (30) days of no behavior responses for noncompliance				
Attend community support meeting once per week (<i>log required w/ signature</i>)				
Obtain social security card and birth certificate				
Proof of active health insurance benefits for participant and child(ren)				
Call Phoenix Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Treatment				
Create a Relapse Prevention Plan				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Phase 3

(Average time in Phase - 120 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
FTC				
Attend all Court sessions				
Complete Reflection Letter				
Verification meeting work requirement				
Submit weekly work schedule				
Compliant with Parenting Time				
Complete a safety review of the residence with DFCS				
DFCS case manager has approved a list of household members/visitors allowed in the home and assisting with care of children				
Thirty (30) days of no behavior responses for noncompliance				
Attend community support meeting twice per week (<i>log required</i>)				
Working with a sponsor				
Attending Parenting classes as directed				
Proof of active health insurance benefits for participant and child(ren)				
Call Phoenix Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Treatment				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Phase 4

(Average time in Phase - 120 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
FTC				
Attend all Court sessions				
Submit letter of reflection				
Verify meeting work requirement				
Submit weekly work schedule				
Progress on parenting goals				
Proof of safe and stable housing				
Prepare a plan of approved support and problem-solving skills				
Thirty (30) days of no behavior responses for noncompliance				
Attend community support meeting twice per week (<i>log required w/ signature</i>)				
Working with a sponsor				
Proof of active health insurance benefits for participant and child(ren)				
Call Phoenix Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Weekly Family Activity				
Prosocial Activity				
Treatment				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Phase 5

(Average time in Phase - 180 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
FTC				
Attend all Court sessions				
Letter of Reflection				
Meeting work requirement				
Completion of Triple P/Nurturing Parenting Program				
Proof of safe and stable housing				
Updated Relapse Prevention Plan				
Forty-five (45) days of no behavior responses for noncompliance				
Attend community support meeting twice per week (<i>log required w/ signature</i>)				
Working with a sponsor				
Proof of active health insurance benefits for participant and child(ren)				
Call Phoenix Daily				
Report for drug screens as directed				
90 days no positive, dilute, or high creatinine screens				
Available for unannounced home visits by Surveillance Officers				
Weekly Family Activity				
Prosocial Activity				
Treatment				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				



CHEROKEE COUNTY DRUG LAB URINE COLLECTION PROTOCOL

The following guidelines must be followed when collecting a urine specimen for drugs of abuse testing:

Effective 4/25/2024

- All donors must present picture identification in order to be tested. Acceptable picture identification include: Valid State Identification Card, Valid State Driver's License, Employment Identification Card, Student Identification Card, Valid Passports or Inmate Identification Card/Release Document with Photo Identification. **NO EXPIRED IDENTIFICATION CARDS WILL BE ACCEPTED.**
- The Drug Lab requires all participants who appear for drug screens to be appropriately dressed (no tank tops, sleeveless shirts, sunglasses, short shorts, pajamas, or clothing advertising alcohol or drugs; all undergarments must be covered and hats must be removed while inside the building). Participants will conduct themselves appropriately.
- Once donor is verified and presented with their chain of custody document they are to sit in the designated waiting room until testing. Donors are not allowed to leave the designated waiting area without expressed permission from Lab personnel.
- Have donor remove all coats, sweaters, extra shirts, etc. prior to going into the collection area.
- Donor is escorted to the collection area by Cherokee County Drug Laboratory Technician or Staff Member of the same sex.
- Donor is to write their name on the specimen/urine container.
- Donor is to lower pants/underwear to knees and pull up shirt.
- Donor is to remove the seal from the specimen/urine container.
- Donor must hold the cup with one hand and the other hand must remain in the line of sight of the collector.
- Donor is to void into the specimen/urine container.
- There **MUST** be space between the cup and the genitalia. There must be a clear view of the urine stream for the Laboratory Technician or Staff Member to see.
- The donor must place the lid on the container and make sure the lid is securely tightened.
- Upon receipt of the specimen/urine container, the Laboratory Technician or Staff Member will check the temperature strip (acceptable between 90-100 degrees Fahrenheit) and annotate the temperature on the chain of custody document.
- The Laboratory Technician will then place the barcode stickers from the chain of custody form on the specimen/urine container. The donor **MUST** witness the barcode stickers being placed on the specimen/urine container.
- The donor will verify the name on the barcodes for accuracy.
- The Laboratory Technician or Staff Member will inform the donor when they are finished and can leave the testing area.
- The specimen will be placed in the laboratory for screening.

All persons being screened will be given 5 to 7 minutes to produce an initial specimen sample for testing. If the donor is unable to produce an initial sample within the 5 to 7 minute timeframe, they will be asked to wait in the lab for a minimum of 20 minutes. The donor will have three attempts, each twenty minutes apart. No attempts will be allowed after closing. Donor must provide a (20 ml) specimen for testing.

Cherokee County Drug Lab Website and Hotline for Testing



For testing through the Cherokee County Drug Lab, please follow the instructions below:

WEBSITE INSTRUCTIONS (PREFERRED METHOD)

1. Visit <https://verify.phoenixlis.com/> daily 12:01 AM - 10:59 AM. YOU MUST CHECK IN 7 DAYS PER WEEK, 365 DAYS PER YEAR, INCLUDING WEEKENDS AND HOLIDAYS.
 2. Enter the ACCOUNT# **LVWTOV8X**
 3. Enter your ID# (2-digit birth month, 2-digit birth date and last five numbers of social security number or assigned ID)
 4. Press "Submit"
 5. The screen will display one of the messages below with a confirmation code:
 - YOU ARE TESTING TODAY.
 - YOU ARE NOT TESTING TODAY.

If you receive any other response, please contact your Accountability Court.
- If you are required to test, you must report to the Cherokee County Drug Lab **between 6:00am and 11:00am** for a drug/alcohol urine screening.
 - The Lab is in the basement of the Historic Court House. The Lab address is 100 North Street, Suite G23, Canton, GA, 30114. Enter on the backside of the building.
 - You **MUST** bring a valid photo ID. Failure to report during the above period or failure to bring a photo ID will result in a missed test, which may be considered a sanction.

CALL-IN INSTRUCTIONS

1. Call 770-501-8914 daily 12:01 AM - 10:59 AM. YOU MUST CALL THE HOTLINE 7 DAYS PER WEEK, 365 DAYS PER YEAR, INCLUDING WEEKENDS AND HOLIDAYS.
2. Enter your participant ID: (2-digit birth month, 2-digit birth date and last five numbers of social security number) or your assigned participant ID: _____
3. Listen for one of the following messages, at the end of the call a confirmation code will play as well:
 - YOU ARE TESTING TODAY.
 - YOU ARE NOT TESTING TODAY.

If you receive any other response, please contact your Accountability Court.

I understand that I must begin checking the Website <https://verify.phoenixlis.com/> or calling **770-501-8914** today after 12:00AM. I understand I must bring a current photo I.D. to be allowed to test.

Donor _____ Date _____

Coordinator _____ Date _____

Cherokee County Drug Lab
Historic Courthouse
100 North Street, Suite G23
Canton, GA 30114
T. (678) 493-6578
<https://www.cherokeecountyga.gov/Drug-Lab/>

