

CHEROKEE COUNTY  
FAMILY TREATMENT COURT  
POLICY AND PROCEDURE MANUAL

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## INTRODUCTION

The Cherokee County Family Treatment Court was established to improve the lives of children and families impacted by the substance abuse of the parent or caregiver through the coordinated services of the Juvenile Court and appropriate treatment programming.

The FTC succeeds through the collaboration of a multi-disciplinary team using a comprehensive approach to recovery and reunification.

## THE VISION

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

## THE MISSION

Break the cycle of substance abuse to create safe and secure homes for children with healthy parents.

## GOALS

- Ensure the protection, best interests, and permanency of children.
- Promote safe and stable families through abstinence from alcohol and illicit drugs.
- Expedite entry into treatment for eligible candidates.
- Facilitate timely reunification of the family to reduce out-of-the-home or foster placement.
- Promote law-abiding behaviors in the interest of public safety while addressing the comprehensive needs of parents and children.
- Target permanency for children who have been exposed to parental substance abuse.
- Monitor abstinence through frequent, random alcohol and drug screening and field supervision.
- Provide services that meet the individual and co-occurring needs of parents, children, and other family members.
- Implement coordinated case plans that are comprehensive, concrete, time-specific, and developed with family participation.
- Maintain a coordinated system of sanctions and incentives to facilitate participant compliance.

## TEAM ROLES AND RESPONSIBILITIES

### ***Family Treatment Court Judge:***

The judge is the public face of the Family Treatment Court (hereinafter referred to as “FTC”). As a leader, the judge’s role and long- term commitment is paramount to the success of the FTC program. The FTC Judge must demonstrate recognizable leadership skills as well as the capability to motivate team members and elicit buy-in from various stakeholders. The FTC judge shall:

- Ensure the safety, permanency, and well-being of the children
- Ensure the child(ren)’s needs and progress are addressed at each court interview
- Ensure children and participants receive appropriate services
- Establish a rehabilitative relationship with participants
- Hold a three-minute discussion with each participant, at a minimum, during each FTC hearing
- Encourage participant progress by rewarding success and sanctioning non-compliance
- Make appropriate court orders
- Facilitate team discussions
- Lead the team in the development of all protocols and procedures
- Encourage continuous education for all staff
- Preside at all FTC hearings; in the event, the judge cannot be present, the FTC hearing will be rescheduled

### ***Family Treatment Court Coordinator:***

The FTC Coordinator serves as the chief administrator and oversees the day-to-day operations of the FTC program, as well as provides direct supervision for all FTC staff. The FTC Coordinator acts as the court liaison between parents, attorneys, DFCS, treatment providers, and others as it relates to FTC. The FTC Coordinator shall:

- Work with other team members to identify and refer parent respondents that may meet admissions criteria
- Coordinate the referral process
- Facilitate scheduling and communication for FTC meetings and hearings
- Facilitate staffing, including preparation of a consolidated progress update on each client
- Support the DFCS case plan with services and supports as appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)’s needs and progress are addressed at each staffing
- Share information on FTC participants with the FTC team for the purpose of improved services and outcomes
- Collaborate with DFCS Case Managers on safety/case plans and participant progress updates to the FTC team
- Coordinate the provision of services, including adherence to best and Evidenced-Based Practices
- Provide leadership in moving the FTC toward adherence to FTC Best Practices Standards

- Coordinate drug testing and appropriate communication of results
- Facilitate behavior modification response for participants (complementary service modifications, incentives, sanctions, and treatment adjustments)
- Monitor treatment dosage and responsiveness, and model fidelity
- Maintain appropriate and current case files on clients
- Ensure accurate data collection, grant and program reporting, and case management system documentation
- Ensure forms, manual, and participant handbook are up to date and reflect current practice
- Ensure proper filing of court orders and monitoring of expiration dates
- Attend FTC staffing and hearings; in the event, the Coordinator cannot be present, the FTC Judge must approve an alternate or the FTC hearing will be rescheduled

***Family Treatment Case Manager***

The FTC Case Manager is responsible for the case management of all participants. The FTC Case Manager creates individualized plans for each participant based on the results of the LS/CMI assessment. The FTC Case Manager shall:

- Manage a case plan designed to systematically address factors that promote recovery, promote successful parenting, and reduce recidivism
- Modify the individualized case plan in accordance with the participant’s progress and individual needs
- Meet individually with the participants during the first two phases of the program on a weekly basis and otherwise when necessary
- Maintain minimum weekly contact with participants for the first 12 months of participation
- Maintain files on all participants and uses an online case management system to enter documentation within 24 hours.
- Assist as a liaison between treatment providers, attorneys, parents, and others between court sessions
- Assists Coordinator in preparing staffing reports
- Attend FTC staffings and hearings, or designate an associate to attend in his/her place

***Special Assistant Attorney General (SAAG):***

The SAAG represents DFCS at FTC staffing and hearings and participates as an active, engaged member of the FTC team. The SAAG shall:

- Monitor DFCS’s compliance with state and federal law to maintain jurisdiction over the case and Title IV-E funding in removal cases
- Identify and refer parent respondents that may meet admissions criteria
- Cooperate with other attorneys in promoting the collaborative nature of FTC
- Support the DFCS case plan with services and supports as appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)’s needs and progress are addressed at each staffing
- Attend FTC staffings and hearings, or designate an associate to attend in his/her place

***Parent Attorney:***

The Parent Attorney represents the parents served by FTC at staffing and hearings, and practices as an active, engaged member of the FTC team. The Parent Attorney shall:

- Support the parent in attaining and maintaining sobriety and meeting other requirements of the case plan
- Identify and refer parent respondents that may meet admissions criteria
- Cooperate with other attorneys in promoting the collaborative nature of FTC
- Support the DFCS case plan with services and supports as appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)'s needs and progress are addressed at each staffing
- Within legal parameters, share information on FTC participants for the purpose of improved services and outcomes
- Attend FTC staffings and hearings, or designate an associate to attend in his/her place

***Child Attorney/Guardian ad Litem (GAL):***

The Child Attorney/GAL represents children served by FTC at staffing and hearings and participates as an active, engaged member of the FTC team. The Child Attorney/GAL shall:

- Provide relevant information regarding the status of the child(ren) in the dependency case
- Monitor visitation issues for the child(ren) removed from the home
- Identify and refer parent respondents that may meet admissions criteria
- Cooperate with other attorneys in promoting the collaborative nature of FTC
- Ensure services and supports included in the DFCS case plan are appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)'s needs and progress are addressed at each staffing
- Within legal parameters, share information on FTC participants for the purpose of improved services and outcomes
- Attend FTC staffings and hearings, or designate an associate to attend in his/her place

***Conflict Attorney:***

In the event of a conflict, the Conflict Attorney represents the parents served by FTC, the parent that is not an active participant, or the child(ren) served by FTC at staffing and hearings, and practices as an active, engaged member of the FTC team. The Conflict Attorney shall:

- Support the parent in attaining and maintaining sobriety and meeting other requirements of the case plan
- Identify and refer parent respondents that may meet admissions criteria
- Cooperate with other attorneys in promoting the collaborative nature of FTC
- Support the DFCS case plan with services and supports as appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)'s needs and progress are addressed at each staffing

- Within legal parameters, share information on FTC participants for the purpose of improved services and outcomes
- Attend FTC staffings and hearings, or designate an associate to attend in his/her place

***Substance Abuse Treatment Provider:***

The Treatment Provider provides FTC participants with the appropriate level of treatment to address their substance abuse and criminogenic needs, as determined by evaluation and assessment, The Treatment Provider participates as an active, engaged member of the FTC team. The Treatment Provider shall:

- Inform FTC team of parents’ physical, substance use, and mental health treatment needs
- Provide services to address parents’ needs, or make appropriate referrals to address those needs
- Maintain up-to-date notes on treatment progress for each participant in designated case management software
- Provide bi-weekly updates to FTC Coordinator for staffing; if a participant is in crisis or non-compliant, contact FTC Coordinator immediately
- Ensure adequate supervision, coaching, and oversight practices to ensure model fidelity for EBP’s, and provide regular feedback to the FTC Coordinator regarding program integrity elements
- Within ethical parameters, share information on FTC participants for the purpose of improved services and outcomes
- Provide at least one representative, who is prepared to address questions the FTC team may have about FTC parents’ engagement in treatment and to serve as a resource to the team on matters of substance use and mental health disorders, to attend FTC staffing and hearings

***Department of Family Services (DFCS):***

DFCS protects FTC children’s health and safety, ensures their well-being, and ensures FTC families receive necessary services in addition to substance abuse treatment. DFCS participates as an active, engaged member of the FTC team. DFCS shall:

- Support Supervisors and Case Managers in attending training, serving on the Steering Committee, participating in joint case planning, and attending staffing and court hearings
- Identify and refer respondents that may meet admissions criteria
- Within legal parameters, share information on FTC participants for the purpose of improved services and outcomes
- DFCS staff shall participate in FTC as follows:
  - DFCS Case Managers with FTC families on their caseload shall attend staffing and hearings as frequently as their schedule allows. If unable to attend, they shall provide critical updates to the DFCS case manager and/or Supervisor attending the FTC staffing.
  - DFCS Case Managers and FTC staff shall collaborate on safety/case plans and provide participant progress updates to the FTC Team.

- DFCS Supervisors shall encourage Case Manager participation in FTC and shall themselves attend staffing and hearings as frequently as their schedule allows
- DFCS shall ensure at least one Case Manager and one Supervisor attend FTC staffing and hearings

***Court Appointed Special Advocate (CASA):***

CASA advocates for the best interest of the children in DFCS custody served by FTC, and assists with investigation, facilitation, and problem-solving in these cases. The assigned CASA volunteer assists the DFCS Case Manager in following up on leads or concerns involving the placement of the children and the visitation between the family and children. CASA participates as an active, engaged member of the FTC team. CASA shall:

- Inform the FTC team of the child’s wishes and needs
- Identify and refer parent respondents that may meet admissions criteria
- Ensure services and supports included in the DFCS case plan are appropriate to the needs of the child(ren), parents, and family
- Ensure the child(ren)’s needs and progress are addressed at each staffing
- Provide at least one representative to attend FTC staffing and hearings

**FAMILY TREATMENT COURT (FTC) TEAM**

The FTC Team meets to staff the progress of individual participants and their children. The FTC Team is responsible for providing direct support to participants, their children, and family, which demands collaboration from each team member and integration with the dependency case. Various individual team members are responsible for mapping the progress of the participants and their children and reporting back to the team as a whole.

FTC Team staffing sessions are led by the Coordinator, however, input from all team members is encouraged and required for program success. Any member of the team may raise issues or concerns regarding any participant. The Judge will make final determinations on participant matters. The Judge shall preside at all FTC hearings; in the event, the judge cannot be present, the FTC hearing will be rescheduled

Regular attendance and participation are expected from team members for twice-monthly staffing sessions and court hearings. If the primary team member is unable to attend a scheduled staffing or court hearing, they will arrange for a representative to attend on their behalf.

*Meeting Frequency: Every other Monday at 1:00 p.m. (Dependency week), Courtroom 3A*

Agency	Position	Name	Email
Juvenile Court	Judge	Richard Jones	rajones@cherokeecountyga.gov
Juvenile Court	Coordinator/Case Manager	Shannon Kirby	slkirby@cherokeecountyga.gov
DFCS	SAAG	Hope Pereira	hopepereira.attorney@gmail.com
Attorney	Parent Attorney	Chris Harden	chris@hardenlawfirm.com
Attorney	GAL	Anais Brown	abrown@starlawpcga.com
Attorney	Conflict Attorney	Jessica Long	jessica@jessicalonglaw.com
DFCS	DFCS	Ambri Wilson	ambri.wilson@dhs.ga.gov
Pathlight Behavioral Health	Treatment Provider	Britt Parramore	britt@pathlightga.com
CASA	Coordinator	Christine Clark	christine@casacherookee.org
Sheriff's Office	Surveillance	Robert Jones	rsjones@cherokeega.com

## ORIENTATION AND TRAINING FOR FTC TEAM MEMBERS

*New FTC Team Members* will receive a copy of the FTC Policies and Procedures Manual and the Participant Handbook, as well as the link to the [Family Treatment Court Best Practice Standards](#), a minimum of two weeks prior to observing their first staffing and court hearing. The Coordinator will schedule an appointment to complete the new team member orientation and answer questions prior to the first session.

*Core Team Members* will complete annual training, drug testing education, Children and Family Futures role-specific training and continuing education as required by the Council of Accountability Court Judges of Georgia (CACJ). This includes attending the CACJ's Annual Conference. Attendance may rotate each year, depending on the funding available. All Core Team Members shall attend tune-up and refresher training every three to five years. Core Team Members will also participate in ongoing professional training specific to their disciplines and maintain necessary licenses and certifications.

## FTC TEAM COMMUNICATION

Communication between team members shall be facilitated by the FTC Coordinator. Significant issues or important events that occur between staffings will be communicated by the FTC Coordinator via email. All updates are entered in the case management system, Caseworkx, within 24 hours. The status report which will be prepared for court draws its information from this data.

If there is a violation of program rules, this information should be reported immediately to the FTC Coordinator. Most often these reports will be made by the Treatment Provider, Case Manager, or Surveillance Officer. The FTC Coordinator will share this information with the entire team via email. When possible, a consent Sanction Order may be prepared. The Parent

Attorney will contact the Participant to discuss the sanction and answer questions. If the Participant consents it will go into effect immediately. Should a court hearing be required to address violation, the Coordinator will request the next available date in front of the Judge.

## POLICY UPDATES

All team members are required to attend and participate in an annual policy meeting. Each team member will have the opportunity to send their suggested updates to the Coordinator a week prior to the meeting. No parent participation will be discussed during the policy meeting.

## STEERING COMMITTEE

The Steering Committee offers valuable guidance to address the operational, coordination, resource, information management, and evaluation needs of the court. The committee also offers advice as the program works to establish and maintain policy reflecting best practices. It is comprised of supervisory-level staff from FTC Team partners committed to further developing and enhancing the goals and objectives of the program and ensuring program sustainability.

The Judge and the FTC Coordinator develop the meeting's agenda. Steering Committee members wishing to add to the agenda may submit items to the Coordinator up to a week before the meeting. The Coordinator is also responsible for providing members with the necessary materials related to any agenda items. The agenda may include training and policy discussion with the entire FTC Team.

The Judge and the Coordinator preside over Steering Committee meetings, encouraging open discussion on program policy matters. This type of forum is essential to program success, as these meetings not only provide guidance and support for the program. But also provide a broad community perspective regarding available services and financial resources, while identifying potential gaps in service.

*Meeting Frequency: TBD*

*Meeting Agenda:*

1. Outreach efforts
2. Systems Barriers and Policy
3. Interagency Training and Knowledge Development
4. Data/Evaluation
5. Address issues reported by FTC Team

## OPERATING PROCEDURES

### ***FTC Team and Court Observation Policy***

Information of a highly sensitive nature will be shared in both staffing and court hearings. FTC Team Members are required to maintain strict confidentiality as outlined in the MOU and individual agency policy. Any FTC Team Member violating the confidentiality of the FTC shall be removed from the team and may be subject to disciplinary action per their employing agency as well as to the contempt powers of the Cherokee County Juvenile Court.

The FTC encourages community partners to observe court so that they will have a better understanding of the services provided and the program objectives, allowing them to better advocate for enhancements and changes as needed. Candidates for the FTC program are required to observe a court session prior to entering the program. Others may observe FTC staffing and/or court upon approval of the Judge and will be required to sign an Oath of Confidentiality.

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

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.

### ***Eligibility, Referrals, and Entry into FTC***

Eligible clients are identified early and promptly placed in FTC. There is a critical window of opportunity for intervention immediately following the identification of the substance-abusing parent. It is imperative that the referral to FTC be followed by the first available Court appearance for the intervention to become effective. Early identification and screening include:

- Utilizing program eligibility screening information documented in this manual
- Eligible candidates for FTC are promptly advised by the FTC Parent Attorney about the program and the relative merits and consequences of participation in FTC
- A substance abuse treatment professional will screen the candidate for substance abuse problems and clinical appropriateness for treatment only after meeting with the FTC Parent Attorney and seeking admission to FTC
- The initial FTC appearance occurs as soon as possible after screening to ensure program participation. Individuals who meet the program and clinical eligibility and pass screening must be enrolled in substance abuse treatment services within 30 days of the initial referral.
- New adjudication

### ***Eligibility***

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

#### **Program Eligibility**

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;
- Cases transferred from Superior Court may be considered eligible if substance abuse treatment is required and the individual has a Cherokee County dependency case;
- 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 serious physical child abuse or sexual abuse;
- Must be within the time constraints imposed by the Adoptions and Safe Families Act (ASFA).

#### **Clinical Eligibility**

The Parent must have

- The ability to participate actively in substance use treatment as directed by the substance use 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
- Be of moderate to high risk on LS/CMI

### ***Referrals***

The DFCS case manager shall complete the **DFCS FTC Screening Form** for all child protective services cases substantiated by DFCS for child abuse and/or neglect related to substance use, and for which DFCS legal action has been approved by the SAAG. The Release of Information shall be completed and signed by the parent allowing the FTC Team to exchange information for the purpose of screening, assessment, and participation in FTC. The DFCS case manager will submit all forms to the FTC Coordinator. The referral date will be the date upon which the above-mentioned documents are received.

### ***Screening***

The FTC Coordinator will contact the parent to schedule a Level of Service/Case Management Inventory (LS/CMI). The LS/CMI measures the risk and need factors, including the likelihood to recidivate, and yields data on individual needs to inform the development of a case plan. Parents must score between Moderate and High Risk on the LS/CMI (11-29) to meet Cherokee County FTC eligibility criteria.

It may be difficult to contact the parent referred to the FTC for a variety of reasons. The FTC Coordinator will confirm the contact information with the referring party and attorney, as needed, and will make up to three (3) attempts to reach the parent to conduct the LS/CMI. If the parent does not respond to the FTC Coordinator's attempts to schedule or does not report for the assessment as scheduled, the FTC Coordinator will notify the FTC Team and the parent will be removed from the referral list. The FTC Coordinator, DFCS case manager, and Parent Attorney will continue to reach out in an effort to engage the parent. DFCS may make another referral to the FTC program when the parent is open to participating.

Following the LS/CMI assessment, the FTC Coordinator will consider the candidate's risk level as well as the above-listed criteria to determine admissibility. The FTC Coordinator will notify the candidate and referring party, DFCS case manager/supervisor, SAAG, and Parent Attorney if the candidate is eligible for FTC. If the candidate is not eligible, the FTC Coordinator will communicate the reasons for ineligibility. The FTC Coordinator will update the FTC Team on the status of referrals at each staffing.

### ***Entry***

If the parent is found to be a suitable candidate for the program, they must observe at least one FTC Court session and meet with their assigned attorney to make an informed decision on participation in the program. The Parent Attorney will thoroughly review the relative merits and consequences of participation in FTC and review in detail the Family Treatment Court Contract. Within ten (10) business days. If the parent agrees to participate, he/she and the Parent Attorney will send the signed contract to the FTC Coordinator and the Juvenile Clerk of Court.

Once the signed contract has been received, the Juvenile Clerk will schedule a hearing date for the parent's formal entrance into FTC. The hearing will be scheduled for the next available dependency calendar, within five (5) business days of receiving the signed contract. The hearing will be attended by the parent, Parent Attorney, SAAG, FTC Coordinator, and/or FTC Case Manager. The Judge will review the Family Treatment Court Contract with the parent during the hearing and his/her acceptance into the program will be entered on the record. Once the order is signed by the Judge and time stamped by the Juvenile Clerk the parent will be formally considered a participant in FTC.

### ***Participant Orientation***

A referral for the new participant to the treatment provider will be made during the first FTC court appearance. The treatment provider will complete the Outpatient Assessment, Intake, and American Society of Dependency Medicine (ASAM) Level of care recommendations. The level of treatment provided will be consistent with the ASAM level indicated in the assessment.

The FTC Coordinator will conduct an orientation with the new participant within 72 hours of entry into the program. During the orientation, the FTC Coordinator will review the Participant Handbook, their treatment group schedule, case management expectations, instructions for drug screens, and call-in procedures. The participant will begin evidence-based treatment groups as soon as the curriculum allows, not to exceed fourteen (14) days from entry into the program.

The FTC Team recognizes that participants will require different levels of treatment. There will be times when a participant's needs exceed the resources of the FTC. When this occurs, the FTC Team will examine available resources for inpatient treatment to determine the best placement for the participant.

If a participant fails to report for orientation with the FTC Coordinator or treatment provider as scheduled, the SAAG shall schedule a show cause hearing to be held within five (5) days' notice to the parent and Parent Attorney.

### ***File Management***

FTC files will be maintained separately from the underlying dependency case. The FTC Coordinator is responsible for maintaining participant files for the program. Original documents will be secured in a locked file cabinet or uploaded to the case management system and will be accessible only to FTC Team members. These documents may include, but are not limited to: referrals, the release of information, the participant contract, the order to enter FTC, screening, assessment and evaluation results, intake forms, treatment progress notes, court reports/affidavits of custody, the family group reports, behavior responses, and records of drug screens. The files will be kept for five (5) years from the date of graduation or termination. After five (5) years, the paper files will be destroyed, but electronic files will be retained indefinitely. Files kept by an individual FTC Team member will follow individual agency of professional protocols.

## PROGRAM COMPONENTS

### ***Substance Use Treatment***

Participants will be referred to an outpatient treatment provider for a comprehensive assessment to determine the level of care for substance abuse treatment and determine if there are any mental health needs. Medication Assisted Treatment (MAT), medication management, and individual mental health treatment will be facilitated as clinically appropriate. Substance use level of care is determined by the American Society of Addiction Medicine (ASAM) level.

ASAM Level	Level of Care	Treatment hours per week
1.0	Outpatient Treatment	3-6 hours
2.1	Intensive Outpatient Treatment	6-9 hours

Participants assessed for a higher level of care will be referred for inpatient treatment based on their individual needs, insurance provider, and availability. Upon release from an inpatient facility, the participant will begin participating in evidence-based treatment groups in an outpatient setting. Participants will attend individual counseling as directed by the treatment provider. Participants are required to attend treatment groups throughout their enrollment in FTC. The level of care will be reassessed throughout the program to ensure they are receiving the appropriate amount of treatment. The program is designed so that treatment hours will decrease as the participant progresses through the program.

Treatment groups are assigned based on the individual need and phase level of the participant. The following curricula/evidence-based groups are currently implemented with FTC participants:

**Cognitive Behavior Intervention-Substance Abuse (CBI-SA)** relies on a cognitive behavioral approach to teach participants strategies for avoiding substance abuse. The program places heavy emphasis on skill building activities to assist with cognitive, social, emotional, and coping skill development. The components of the curriculum include pretreatment (optional), Motivational Enhancement, Cognitive Restructuring, Emotional Regulation, Social Skills, Problem Solving, and Relapse Prevention.

**Moral Reconciliation Therapy (MRT)** is a cognitive-behavioral therapy for substance abuse and offender populations. MRT leads to beneficial changes in personality characteristics and lower recidivism rates through enhanced moral reasoning, better decision making and more appropriate behavior. MRT relies on structured group exercises and homework assignments to teach 16 defined steps

**Seeking Safety** is a manual-guided cognitive-behavioral therapy that treats co-occurring posttraumatic stress disorder and substance abuse. Seeking Safety teaches 25 coping skills including Setting Boundaries in Relationships, Honesty, Healing from Anger and Recovery Thinking.

**Living in Balance** is a research based, flexible, practical, and user-friendly substance abuse treatment curriculum that helps participants address issues that may have been neglected during addiction. The core curriculum includes twelve sessions that address basic issues commonly faced by individuals in early recovery. Topics range from relapse prevention, self-help, and daily living skills to spirituality and emotional well-being.

**Reconnecting Families/Repairing Relationships** focuses on effective ways to communicate in group settings by being immersed in a supportive environment. By focusing on healthy communication skills to be used with family, participants will better understand the experiences of their loved ones before and during their recovery.

### ***Parenting Education***

The FTC has collaborated with The Children’s Haven to provide a Family Support Specialist assigned to each participant. The Family Support Specialist provides individualized support to families based on their specific needs. This may include educating families on community resources and supports, medical and education needs, budgeting, and child development. The Family Support Specialist also may deliver Nurturing Parents Program. The Children’s Haven is also a provider for visitation between parents in the FTC Program as well as their children who may be in foster care or in other instances where supervised visitation is a condition outlined in a court order.

**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.

### ***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 Coordinator, Treatment Team, as well as DFCS Case Managers may assist parents with links to services for all family members. These ancillary services frequently include, but are not limited to:

- Family counseling
- Gender-specific counseling
- Domestic violence counseling
- Trauma-informed care & counseling
- Mental & behavioral health services
- Parenting services

- Visitation support
- Child development education
- Medical & dental health screening
- Education & job training
- Transportation
- Community resource support
- Peer mentoring

### ***Drug Testing***

Drug testing will be conducted at the Cherokee County DUI/Drug Lab and/or by surveillance officers. The Cherokee County DUI/Drug Lab uses a program called Testday to randomize the testing schedule for each individual. While in FTC it is the Participant's responsibility to call in or complete an online check-in daily between 5:00 a.m. and 9:00 a.m. through Testday, including holidays and weekends. Participants will be given written instructions which will be reviewed during the orientation with the FTC Coordinator. Participants will *randomly* screen throughout their involvement in the program. Participants should expect to screen twice per week on average during participation in the program. In addition, an oral or urine screen may be requested by FTC Staff or Surveillance officers at any time.

Participants must report to the lab between 6:00 a.m. and 10:00 a.m. Participants must be punctual and arrive at the lab before the end of the testing window. Late arrivals will not be allowed to test and a missed test is considered a positive. Failure to provide a specimen is also considered a missed test and therefore a positive. Missed tests cannot be made up or conducted at an alternate lab without prior approval from the FTC Team. Work is not an excuse for a missed drug screen.

Samples will be tested for adulterants/flushing agents. A dilute screen (creatinine < 20 mg/dL) or abnormally high creatinine (>400 mg/dL) will be considered positive and addressed per the Behavior Response Matrix. If the drug screen result is negative, but the Participant admitted using, the Participant will receive a Behavioral Response, however, the Participant's honesty may be factored into the response.

All drug screens will be observed by a lab staff member of the same gender as the Participant. Participants are to follow all instructions at the lab and conduct themselves as if they were interacting with any FTC Team member. When testing at the Cherokee County DUI Drug Lab, all participants will abide by the Cherokee County Lab Urine Collection Protocol.

Participants must provide a urine sample of  $\geq 20$  mL. This is the minimum amount needed to complete a screen at the lab and have a sufficient amount of the urine sample sent for confirmation if needed. Failure to provide an adequate sample will be a forfeit of the option to confirm a positive screen.

Participants will be notified of a positive result within 24 business hours of the report. If a participant wishes to contest their drug screen results from the lab, he/she must notify the FTC Coordinator within 24 hours of learning the results to request confirmation. If the screen is confirmed positive the Participant is responsible for all costs related to the confirmation. Payment for the confirmation is due to the Juvenile Clerk's Office within seven (7) days. A screen positive for more than one substance is considered one positive.

If the participant wishes to contest a drug screen conducted by a surveillance officer, the participant must notify the surveillance officer immediately. The surveillance officer will follow the chain of custody procedures and deliver the sample to the Cherokee County DUI Drug Lab to be sent for confirmation.

### ***Chain of Custody for Contesting Positive Screens***

A participant will be notified of a positive screen within 24 business hours. The participant will have 24 hours from the notification to contest the screen. If the participant requests a confirmation, the specimen will be packaged for shipment to Redwood Laboratories in California. Once results are received, they will be shared with the participant. Participants are made aware of the consequences of a positive screen during orientation, which is provided in the Participant Handbook, and this information will be reviewed prior to sending off the sample for confirmation. Behavior responses will be determined by the results of the confirmation. Participants are subject to graduated responses for positive drug screens before being considered for termination from the program. A minimum 90 days of negative drug screens are required to be eligible for graduation.

### ***Case Management***

Most case management is provided through the substance abuse disorder treatment team and child protection specialists. The FTC Case Manager conducts the administrative case management from screening to graduation. A comprehensive definition of the FTC Case Manager role is available under "Team Roles and Responsibilities". Case Management is provided through multiple agencies and the collaborative input of the Team will provide essential insight to better serve the participant and their family.

### ***Surveillance***

The FTC Surveillance Officer ensures the participant is in compliance with the requirements of the program by conducting random, unannounced home visits and curfew checks at least twice per month throughout the first twelve (12) months of the program. More frequent home visits may be requested by any member of the FTC Team through the FTC Coordinator. The Surveillance Officer observes the environment and notes any contraband, safety concerns, living conditions, and all persons present or residing in the home. Surveillance Officers may collect drug screens, search the participant's vehicle, and visit their place of employment upon request from the FTC

Coordinator. The Surveillance Officer will enter information regarding all field visits and attempts to the information management system within 24 hours.

### ***Behavior Response***

While actively enrolled in FTC all participants are accountable to standards set forth in the participation contract and individual case plan. Compliance is monitored by the FTC Team and the team is responsible for recommending appropriate behavioral responses. The Judge will make the final decision on behavioral responses and notify the participant of those decisions.

The Behavior Response Matrix is a tool used by the FTC Team to determine the appropriate response to both compliant and noncompliant behavior.

- A. Identify the behavior
  - a. Proximal (Easier)
  - b. Moderate
  - c. Distal (Difficult)
- B. Response Level
  - a. Phase progress
  - b. Difficulty of behavior
- C. Response
  - a. Incentive (praise, Rocket Docket, tangible reward)
  - b. Therapeutic response (treatment assignment, change in the level of care)
  - c. Supervision response (change in frequency of staff contact, behavior contract)

Participants are subject to graduated responses (sanctions) for positive drug screens, including all appropriate responses on the Behavior Response Matrix to discourage noncompliance.

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 and as such, incentives will not include increased visitation.

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 the participant's treatment schedule. FTC will apply sanctions following violations as close in time to the offending behavior as possible. If a participant has violated program rules they are expected to report for court, regardless of their phase.

Some violations may be handled by consent. The Parent Attorney will review the proposed Consent Sanction Order with the Participant. If the Participant agrees the order will go into effect and the sanction will not be addressed in court. If the sanction cannot

be handled by consent and the scheduled FTC is more than three (3) days away, the Coordinator will request that the Participant be added to the next available court date.

Jail sanctions are considered a last resort for the most significant of violations. Should a violation rise to the level of incarceration, the FTC Team may consider termination from the program.

***Status Reports***

The FTC Coordinator will generate a report for each staffing to provide progress updates for each participant and will be used as the outline for staffing discussions. All team members directly working with the participants will enter notes weekly into the FTC case management system to ensure that critical information is included in the staffing report. Team members that will be expected to enter case notes include FTC Coordinator, FTC Case Manager, Treatment Provider, FTC Surveillance Officer(s), the drug testing lab, and the DFCS Case Manager. Other team members will be granted access to the case management system as determined by the Judge. Case notes should be entered within 24 hours of meeting with the participant.

Staffing Reports will be shared with the team by 3:00 p.m. on Friday, in preparation for Court on Monday. Changes/updates that occur between the distribution of the Staffing Report and the meeting time will be provided in staffing unless the information is significant enough to require that it be communicated earlier.

**Staffing reports are for team members only and may not be shared or distributed with participants or agencies outside of the Core Team.** Staffing reports are to be used as an outline for the staffing discussions regarding compliance and determining behavior responses.

***Phase Progression***

The FTC has specific expectations and requirements for each phase which will guide the participant through the program. Tasks in each phase reflect the proximal goals for the participant, beginning with the stabilization of the individual and gradually expanding to include more complex skills. Each phase includes a variety of tasks related to treatment, life skills and basic needs, parenting, and physical and mental health, along with compliance with specific FTC requirements.

The expected length of the Cherokee County FTC program is 18-24 months. Phases have a minimum time requirement:

<b>FTC Phase</b>	<b>Average Length</b>	<b>Court Sessions</b>
Phase 1	30 days	2 per month
Phase 2	90 days	2 per month

Phase 3	120 days	2 per month
Phase 4	120 days	2 per month
Phase 5	180 days	1 per month

Phase promotions must be reviewed by the FTC team and will occur in court following the date of eligibility. The participant may receive credit back to the eligibility date if approved by the FTC Team.

### ***Graduation***

Participants are eligible for graduation upon successful completion of all Phase 5 requirements. Participants must be free of negative behavior responses for a minimum of 45 days and have no positive/dilute/high creatinine drug screens 90 days prior to graduation. Participants will complete a graduation application which will be reviewed by the FTC Team. The final decision on graduation eligibility will be made by the Judge.

### **Graduation Ceremony**

The FTC Team recognizes the magnitude of the participant’s achievement and will celebrate that accomplishment with a graduation ceremony. The format of the ceremony will be determined by the number of participants eligible for graduation. Participants are encouraged to invite the family and friends that supported them best during the program. Participants will be asked to share their recovery story during the ceremony and will receive a certificate of completion signed by the Judge.

### ***Administrative Discharge/Termination***

There is no one action/event that will lead to discharge or termination from the program, however, removal from the program may occur under the following circumstances:

- Termination of Parental Rights
  - Participation in the FTC program ends upon termination of parental rights regardless of the progress in treatment
- Lack of Progress or Noncompliance
  - Persistent failure to progress in treatment and/or compliance with Phase requirements may be grounds for removal
- Severe rule infractions
  - New criminal charges
  - Disrespectful actions or communications with FTC Team members
  - Presenting false documents to the Court
  - Threats of violence to FTC team member or participant
  - Sale or distribution of substances

Removal from the FTC program occurs only after all appropriate interventions and behavioral responses have been implemented and have failed to create a lasting change in the participant’s

progress and behavior. Participants receive progressive behavior responses to substance use, but generally will not be removed from the program for positive screens alone. Participants are counseled that continued noncompliance with phase requirements and Court orders may lead to termination at the discretion of the Court.

Should the FTC Team determine that a parent is not ready to pursue their recovery the case will be specially set for a Court review. The parent's attorney will present evidence and/or call witnesses on behalf of the parent. The Judge will determine if the participant is removed from the FTC program. Should the parent be terminated, the dependency case will continue without FTC involvement.

The Cherokee County FTC is a voluntary program and the parent is asked to commit to a minimum of eighteen (18) months, however, parents may resign from the program at any time.

Should a parent be removed from the program prior to successful completion, an order will be issued discharging the participant from the FTC. If a participant is unsuccessfully discharged from the FTC they are not eligible to re-apply for the program unless the former participant has additional children who become involved with DFCS through a new case. The FTC Team will review these applicants on a case-by-case basis to determine eligibility.

### ***Family Treatment Court Re-entry***

To re-enter the FTC program, the parent must:

1. Meet the original eligibility criteria for participation
2. Demonstrate a willingness to commit to treatment by:
  - a. Relapse Autopsy with treatment provider;
  - b. Submit an updated Relapse Prevention Plan;
  - c. A verifiable sponsor;
  - d. Compliant with drug test call-in and screening;
  - e. Sign a behavioral contract with FTC with the understanding that violation of said contract will result in termination from the program.

## **MANAGEMENT INFORMATION SYSTEM**

### ***Data Collection***

The Casework program is a web-based case management system utilized by the FTC Coordinator, FTC Case Manager, DFCS Case manager, Surveillance Officer, and treatment provider(s). Interactions with and information about participants are entered into the Casework program within 24 hours to ensure timely communication. This information includes but is not limited to:

- Screening information
  - Referral date
  - Assessments

- Level of care
- Demographic information for applicants/participants
  - Age
  - Gender
  - Ethnicity
  - Marital status
  - Employment
  - Education level
  - Criminal history
  - Mental health diagnosis
  - Previous/current treatment
  - Substance use history
- Children’s data
  - Age
  - Gender
  - Ethnicity
  - Current placement
  - Length time in placement
- Current services and providers working with participants
  - FTC Case Manager
  - Treatment Provider(s)
  - DFCS Case Manager
  - Groups
  - Parenting Classes
- Status of current services
  - Attendance
  - Compliance with treatment
  - Counseling
  - School
  - Programmatic tasks
- Phase Movement
  - Advancement
  - Graduation
  - Terminations
  - Post-program services
  - Re-entry

***Participant Survey***

FTC participants will be asked to complete surveys at program entry, after six months program participation and upon program completion. Participants will receive incentives for survey completion and responses will be anonymous. The entry survey will collect demographic information, establish educational, vocational, and housing goals, and provide baseline information for comparison at the six-month mark and at program completion.

The follow-up survey, administered after six months and again at program completion, collects participant satisfaction data about how they were treated, services received, and skills and knowledge gained.

Data collected through participant surveys will be part of the FTC Team and Steering Committee. This information will be used to make on-going program improvements.

***Public Relations and Community Outreach***

The sustainability of the Cherokee County FTC program is dependent upon community awareness and communication of positive program outcomes. The FTC Coordinator will be the point of contact for public relations and requests for information. Members of the Steering

Committee may present data and information on behalf of the FTC when requested. Standard presentation materials will be provided through the FTC Coordinator and when possible an FTC graduate or participant should be included as a co-presenter when appropriate and/or available.

### ***Team Staffing Guidelines***

The FTC Team meets every two weeks prior to court sessions. Currently, court dates are set on the Monday of Dependency week. Staffing will begin at 1:00 p.m. in Courtroom 3A.

Each case set for court is discussed under the following guidelines:

1. Update on family and any behaviors or achievements that need to be addressed
2. Drug screens since the last court date
3. Observations from surveillance
4. Treatment progress
5. Parenting status and goals
6. Behavior responses

In determining behavior responses, the team will consult the matrix and consider:

1. WHO is the participant in terms of risk and need?
2. WHERE is the participant in the program?
3. WHY did this happen?
4. WHICH behaviors are we responding to and are they proximal or distal?
5. WHAT is the response choice and magnitude?
6. HOW do we deliver and explain the response?

*Each participant will be allotted five (5) minutes for discussion. The Coordinator will track the time during staffing. Should a decision not be reached during the allotted five (5) minutes, the discussion will be tabled and revisited at the end of the census review.*

## *Status Reviews*

Participants will report according to their phase requirements and/or if directed to do so by an FTC Team member to address any pending violation(s).

FTC hearings will be held on Mondays during the Judge's Dependency week in Courtroom 3A. Participants will report to the Juvenile Court Lobby at 1:30 p.m. Court will begin at 2:00 p.m.

Cases may be addressed in the following order:

- General Reporting
- Pending Sanctions

*Note that during the last phase of the program (phase 5), status hearings will be held no less than once per month.*

The Judge will receive in staffing a specific question for each Participant relating to their individual treatment progress. The Judge will spend a minimum of three (3) minutes and a maximum of five (5) minutes with each participant.

Once the Judge has spoken with all Participants and vacated the bench, treatment and case management may meet with participants as needed.

# CHEROKEE COUNTY FAMILY TREATMENT COURT

IN THE JUVENILE COURT OF CHEROKEE COUNTY  
STATE OF GEORGIA

## OATH OF CONFIDENTIALITY

I, the undersigned, as a result of my observance of the Cherokee County Family Treatment Court, and further, as a result of the records, documents, reports, discussions, court proceedings, and other information available and disclosed to me in the course of my observance with the Juvenile Court of Cherokee County, do hereby and hereon solemnly swear or affirm that I shall not reveal, divulge, or otherwise communicate any information of any kind or character, incidental to the processing of a case through the Cherokee Juvenile Court or, the medical or psychological status and/or progress of a person under the jurisdiction of the Cherokee Juvenile Court, coming to me or otherwise revealed in the course of my observance with the Cherokee Juvenile Court, to any person, agency, firm, organization or other entity, absent the approval of the Judge or the Clerk of Cherokee Juvenile Court. However, I understand the progress of a Cherokee County Family Treatment Court participant may be reported to the Cherokee Juvenile Court and/or submitted as evidence in the underlying dependency case.

I understand that a breach of this Oath of Confidentiality may subject me to the appropriate Contempt powers of the Juvenile Court of Cherokee County.

---

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Honorable Richard Jones, Judge  
Cherokee County Juvenile Court

# Cherokee County Family Treatment Court

90 North Street, Suite 350, Canton, Georgia 30114

## Referral Form

**Please send the completed form to Shannon Kirby**

Email: slkirby@cherokeecountyga.gov

Phone: (470) 302-0723

**Referral Source (check one):**

DFCS: Case Manager Name and Contact: \_\_\_\_\_

Juvenile Court Name and Contact: \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**County:** \_\_\_\_\_ **Date of referral:** \_\_\_\_\_

**Client's name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_ (required) **DOB:** \_\_\_\_\_

**Gender:**  Male  Female **Race:** \_\_\_\_\_

**Medicaid/Peachcare:**  Yes  No **M/P number:** \_\_\_\_\_

(If the family does not have Medicaid number, please indicate source of payment for services)

**Child(ren) names:**

\_\_\_\_\_ **DOB:** \_\_\_\_\_

\_\_\_\_\_ **DOB:** \_\_\_\_\_

\_\_\_\_\_ **DOB:** \_\_\_\_\_

\_\_\_\_\_ **DOB:** \_\_\_\_\_

**Date(s) children were removed:** \_\_\_\_\_

**Petition/Complaint Date:** \_\_\_\_\_ **Shines ID:** \_\_\_\_\_

**Date Last in Court:** \_\_\_\_\_ **Next Court Date:** \_\_\_\_\_

**Children placed with (if applicable):**  Mother  Father  Both Parents  
 Maternal Grandparents  Paternal Grandparents  Foster Care  
 Legal Guardian: \_\_\_\_\_  Other: \_\_\_\_\_

**Is the client on medications?**

No  Yes If yes, please list \_\_\_\_\_  
\_\_\_\_\_

**Is the client currently receiving any mental health or substance abuse services?**

No  Yes If yes please list: \_\_\_\_\_  
\_\_\_\_\_

**Criminal History/Pending Charges and County:** \_\_\_\_\_  
\_\_\_\_\_

**Is there a history of violence/domestic violence?**  No  Yes

Explain: \_\_\_\_\_  
\_\_\_\_\_

**Results of Alcohol/Drug Screens:** \_\_\_\_\_  
\_\_\_\_\_

**Drug of Choice:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: _____
Appointment Date and Time: _____
Disposition: _____

# Cherokee County Family Treatment Court

## Authorization for Release of Information

Court: FTC

Participant Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

I hereby authorize the disclosure of my individuality-identifiable health/education information to the following:

(Initial the boxes that you authorize)

- Juvenile Court
- Treatment Providers: \_\_\_\_\_
- Department of Family and Children Services: Cherokee County
- Adult Education Program
- FTC (Family Treatment Court)
- Parental Accountability Court (Child Support) or
- Department of Community Supervision
- Probation: \_\_\_ State Probation
- Other \_\_\_\_\_

To release/share in writing and/or verbally, any education, social history, psychiatric, psychological, medical information, assessments, substance abuse testing results, diagnosis, and any or all data to other appropriate personnel in the above-listed agencies. All information I hereby authorize to be released/shared between agencies will be held strictly confidential within the sharing agencies.

I understand this authorization will remain in effect for the duration of my time, or unless I specify an earlier expiration date. Further, I understand that this consent can be revoked at any time by my providing written notice to *90 North Street, Suite 350, Canton, Georgia 30114*.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# Family Treatment Court (FTC) Screening Form

Division of Family and Children Services (DFCS)

This screening form is to help identify adults with an active DFCS case plan who may be appropriate for services with a Georgia Family Treatment Court (FTC).

DATE: \_\_\_\_\_

Name and Contact Information of DFCS Staff Member completing this form:

\_\_\_\_\_

Name or Identifier of Adult being considered for Family Treatment Court:

\_\_\_\_\_

## SECTION 1:

- Is the case being substantiated for abuse or neglect or is there an indication of a substance use/alcohol problem affecting the safety and welfare of the child[ren]?
  - YES: Proceed to Section 2.
  - NO: Do Not Refer to FTC Program. Place in File.

## SECTION 2:

- The following risk factors may indicate the need for additional treatment programming and supervision intensity afforded by the FTC.

**If #1 AND one or more factors in Section 2 are present a DEPENDENCY PETITION is REQUIRED, and the case is PRIORITIZED for the FTC. Please indicate all that apply.**

*NOTE: FTC referral may be made on ANY case associated with substance abuse regardless of the presenting factors. Those cases may involve alcohol or drugs of abuse not listed below. However, a DEPENDENCY PETITION is required prior to FTC consideration. Please complete all sections.*

1.  Substance use includes cocaine/crack cocaine, methamphetamine, heroin/opiates.  
Please specify primary drug of abuse: \_\_\_\_\_  
 Previous drug treatment failure  
Please specify: \_\_\_\_\_
2.  Previous CPS History  
Please specify: \_\_\_\_\_
3.  Child(ren) at significant risk for placement or currently in foster care  
Please specify: \_\_\_\_\_
4.  Criminal Justice involvement
  - i.  Currently under criminal justice supervision (i.e. probation, parole, or pre-trial diversion)  
Please specify: \_\_\_\_\_
  - ii. Parent has pending criminal charges?  Yes  No  
Charge: \_\_\_\_\_ County: \_\_\_\_\_

- iii. Prior criminal conviction(s)  
Please specify: \_\_\_\_\_
- iv. Violent offenses  
Please specify: \_\_\_\_\_

**SECTION 3:**

- Other considerations (causing serious impairment of parental or general functioning and possibly necessitating additional treatment and supervision services) leading to FTC referral
  - Indication of significant substance use severity  
Please specify: \_\_\_\_\_
  - Indication of co-occurring mental health issues  
Please specify: \_\_\_\_\_
  - Previous parental or child trauma history  
Please specify: \_\_\_\_\_
  - Other  
Please specify: \_\_\_\_\_

**SECTION 4:**

- Special considerations
  - Interpretation services required  
Please specify: \_\_\_\_\_
  - Disabilities  
Please specify: \_\_\_\_\_
  - Other  
Please specify: \_\_\_\_\_

**SECTION 5:**

- All candidates should be staffed with an appointed supervisor and or/administrator/designee. Indicate the decision below.
  - YES: Appropriate for FTC. Proceed to Petition
  - NO: Not appropriate for FTC Program. Place in File (SHINES)

*Brief justification/notes:*

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

**Staffing Signatures:**

Case Manager: \_\_\_\_\_

Supervisor/Administrator/Designee: \_\_\_\_\_

SAAG: \_\_\_\_\_

**IN THE JUVENILE COURT OF CHEROKEE COUNTY  
STATE OF GEORGIA**

**In the Interest of:**

_____	SEX: _____	DOB: _____	Case No.
_____	SEX: _____	DOB: _____	Case No.
_____	SEX: _____	DOB: _____	Case No.
_____	SEX: _____	DOB: _____	Case No.
_____	SEX: _____	DOB: _____	Case No.

**FAMILY TREATMENT COURT CONTRACT**

**I, \_\_\_\_\_ the parent of the above-named child(ren) will abide by the following conditions of Family Treatment Court (FTC). I understand that if I sign this paperwork without my attorney of record present, it serves as a waiver of counsel for the terms of this contract. If I choose to have my attorney of record review the paperwork with me, I understand that I have five business days to return the paperwork. I also understand that the FTC Parent Attorney is available to answer any questions I may have in regard to the provisions of the contract. The signature of this contract is undertaken knowingly and voluntarily. No party has forcibly required my participation in the Family Treatment Court, and I am undertaking participation in this program on a voluntary basis.**

\_\_\_\_\_  
Parent Signature

*Initial each provision*

- \_\_\_\_\_ 1. I understand that the validity of this contract is conditioned upon my eligibility for the FTC program. If at any time after the execution of this agreement and in any phase of FTC, it is discovered that I am, in fact, ineligible to participate in the program, I may immediately be terminated from the program and my deprivation and/or criminal proceedings will be reinstated.
  
- \_\_\_\_\_ 2. I understand that if I enter this program and fail to complete it, I may be barred from future participation.
  
- \_\_\_\_\_ 3. Participation in FTC involves a MINIMUM time commitment of eighteen (18) months. The commitment may include a period of residential treatment followed by a period of supervision. There are five phases to the program: Phase I (30 days), Phase II (minimum 3 months), Phase III (4 months minimum), Phase IV (4 months minimum), and Phase V (6 months minimum).
  
- \_\_\_\_\_ 4. During the FTC program, I will be required to:
  - a) Attend Court sessions
  - b) Attend Treatment (residential/outpatient as determined by treatment staff)
  - c) Submit to random drug testing
  - d) Abstain from use of substances
  - e) Remain law-abiding
  - f) Abide by the rules and regulations of FTC.
  
- \_\_\_\_\_ 5. I must attend all scheduled sessions and appointments required by FTC, and I will be

responsible for ensuring that I am on time. If it is necessary to miss any sessions, I will get approval from the FTC Coordinator in advance. If I fail to get approval in advance, the absence will be unexcused, and sanctions may be imposed.

\_\_\_\_\_ 6. **Sanctions for violating FTC rules and regulations may include:**

- a) Increased treatment sessions
- b) Community Service
- c) Bench Duty
- d) Increased random drug testing
- e) Incarceration for contempt
- f) Other sanctions as deemed appropriate by FTC

\_\_\_\_\_ 7. I agree to complete an assessment/evaluation for substance abuse treatment and follow all recommendations, realizing that my treatment plan and recommendations may be modified by the treatment provider or FTC as circumstances arise, and I agree to comply with those modifications.

\_\_\_\_\_ 8. My individual course of treatment may include residential treatment, education, and/or self-improvement courses such as anger management, parenting, or relationship counseling.

\_\_\_\_\_ 9. I will not leave any treatment program without the prior approval of my treatment provider and FTC Coordinator. While participation is voluntary, I understand that withdrawal from the program requires a hearing regarding my termination. Until the time of that hearing, I understand that I am required to maintain compliance with the provisions of the contract and the **Family Treatment Court Protective Order**.

\_\_\_\_\_ 10. Participation in FTC always requires me to be drug and alcohol-free. I will not possess drugs (including marijuana, hemp, CBD, Delta-8, Delta-9, Delta-10, Kratom), alcohol, or drug/alcohol paraphernalia. I will not associate with people who use or possess drugs, nor will I be present while drugs or alcohol are being used by others.

\_\_\_\_\_ 11. I am not to purchase any alcoholic beverages or drugs. Nor am I to enter any establishment where fifty (50%) percent or more of their business included alcohol.

\_\_\_\_\_ 12. I will be tested for the presence of drugs and alcohol in my system on a random basis according to the procedures established by FTC, surveillance, and/or the treatment provider. I understand that I may be given a location and a time to report for a drug test. If I am unable to produce a urine sample within thirty (30) minutes of it being requested, the test will be considered a missed screen/stall and positive. Sanctions may be given for missed, dilute, high creatinine, and positive screens.

\_\_\_\_\_ 13. Substituting, altering, or trying in any way to change my body fluids for the purposes of testing will be grounds for sanctions and/or immediate termination from FTC.

\_\_\_\_\_ 14. I understand that if my urine screen comes back positive following lab confirmation, I will receive a sanction from FTC, including possible incarceration for contempt of Court.

\_\_\_\_\_ 15. If at any time my creatinine is below 20 mg/dL on my drug screen, it will be considered dilute, a positive result, and I will receive a sanction approved by treatment and FTC. If at any time my creatinine is above 400 mg/dL on my drug screen, it will be considered high creatinine, a positive result, and I will receive a sanction approved by treatment and FTC.

- \_\_\_\_\_ 16. I will inform all treating physicians that I am a recovering addict, and may not take narcotic or addictive medications or drugs of abuse. If a treating physician wishes to treat me with a narcotic or addictive medication or drug of abuse, I must disclose this to my treatment provider and get specific permission from FTC to take such medication.
- \_\_\_\_\_ 17. I will attend the required number of Community Support Groups per week.
- \_\_\_\_\_ 18. I will always notify FTC of my current address and phone number, within twenty-four (24) hours of any change. My place of residence is subject to FTC approval, and I will not leave Cherokee County without prior approval from FTC.
- \_\_\_\_\_ 19. I understand that fraternization with other FTC participants other than approved sessions or treatment is prohibited. Pairing up with a participant of the opposite sex or same sexual orientation outside of the treatment group, community support meetings, Court, or other court-approved programs is prohibited unless approved in advance by the Family Treatment Court Team.
- \_\_\_\_\_ 20. I will be responsible for seeking prior approval from FTC for all relationships that I have outside treatment sessions and FTC functions. This includes, but is not limited to, romantic relationships and individuals to whom my children may be exposed. Those individuals will be required to present themselves to the Court, sign a Consent Form for FTC to receive Criminal History Record Information, and submit to random urine drug screens by FTC and surveillance/probation officers. Failure to seek prior approval for relationships outside FTC will be considered a violation for which a sanction may be imposed.
- \_\_\_\_\_ 21. For the purposes of FTC sessions in Court, I agree to waive my right to have my attorney of record present. I understand that my case may be discussed without my attorney present.
- \_\_\_\_\_ 22. As a condition of participation in this program, I agree to a search of my person, property, place of residence, vehicle, or personal effects at any time, with or without a warrant, and with or without reasonable cause, when required by treatment staff, FTC, and or surveillance/probation officers associated with FTC.
- \_\_\_\_\_ 23. I voluntarily agree to waive my right to be free from unreasonable searches and seizures, I agree to submit to a search of my person, and to be drug screened at any time of the day or night whenever requested to do so by FTC Surveillance Officers, FTC Coordinator, FTC Case Manager, and/or Probation. Any adult person/persons living in my home, i.e. spouse, partner, family member, etc. will be subject to the same conditions if they reside in the home and will submit to a substance and/or mental health assessment if requested.
- \_\_\_\_\_ 24. I agree to execute the Consent for Disclosure of Confidential Substance Abuse Information. Any information obtained from this release will be kept apart from the Court file.
- \_\_\_\_\_ 25. I may not participate in FTC if I am currently an affiliated, active gang member.
- \_\_\_\_\_ 26. I may not possess any weapons while I am a participant in FTC. I will dispose of any and all weapons in my possession and disclose the presence of any weapons possessed by anyone else in my household. Failure to dispose and/or disclose may result in termination from FTC and possible prosecution for any illegal possession of any weapons.

- \_\_\_\_\_ 27. If I exhibit behavior of harm to self or others, confidentiality will be breached and the proper authorities and next of kin will be notified.
- \_\_\_\_\_ 28. I will notify FTC of any encounters with law enforcement, even if that encounter does not result in criminal charges, traffic citations, or an arrest.
- \_\_\_\_\_ 29. I am subject to all provisions of the handbook as amended.
- \_\_\_\_\_ 30. I understand that I am bound by all provisions of the FTC Court Contract, which will be filed in my FTC file. I also indicate adherence to this contract via the **Family Treatment Court Protective Order** as recorded and filed within the Court’s deprivation file under the above-listed case numbers.
- \_\_\_\_\_ 31. I understand that the FTC Parent Attorney is a part of the FTC Treatment Staff. That attorney will join in discussions and decisions regarding my participation in FTC, including the imposition of sanctions for noncompliance. I understand that their duties as a member of the Treatment Staff may not be in my best interest if I have violated any of the provisions of this contract. During proceedings where a sanction may be imposed for noncompliance, the FTC Parent Attorney will represent me to ensure that no violations of my constitutional rights occur.

I have read the entirety of the above contract and acknowledge that I understand the terms and conditions and have received a copy of same. I understand that violation of any of the above-listed conditions could be grounds for a sanction and/or termination from the program. I am willing, of my own free will, without undue pressure or influence, or duress to enter into this agreement with the Cherokee County Family Treatment Court Program and have been advised of my rights.

\_\_\_\_\_  
Participant’s Signature

\_\_\_\_\_  
Attorney for Participant

\_\_\_\_\_  
FTC Coordinator

Accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
The Honorable Richard A. Jones, Judge  
Cherokee County Juvenile Court

# Cherokee County Family Treatment Court

## Behavior Response Matrix

<b>COMPLIANT BEHAVIOR</b>
---------------------------

**Identify the Behavior:**

Proximal (Easier)	Moderate	Distal (Difficult)
<p><u>Showing up</u></p> <ul style="list-style-type: none"> <li>▪ Attend Treatment</li> <li>▪ Attend Court</li> <li>▪ Report for drug screens</li> <li>▪ Cooperate with Compliance Officers</li> <li>▪ Attend appointments</li> </ul> <p><u>Community Support Meetings</u></p> <ul style="list-style-type: none"> <li>▪ Attend as directed</li> <li>▪ Submit logs by the deadline</li> </ul> <p><u>Timeliness</u></p> <ul style="list-style-type: none"> <li>▪ Responsive to FTC Team</li> <li>▪ Returns calls and texts</li> </ul>	<p><u>Honesty</u></p> <ul style="list-style-type: none"> <li>▪ Admit using</li> <li>▪ Unadulterated screens</li> <li>▪ Open with FTC Team</li> </ul> <p><u>Testing negative</u></p> <ul style="list-style-type: none"> <li>▪ Periods of abstinence</li> <li>▪ Only taking approved medications</li> </ul> <p><u>Progress in Treatment</u></p> <ul style="list-style-type: none"> <li>▪ Engaged</li> <li>▪ Completing assignments</li> </ul> <p><u>Progress in FTC Case Plan</u></p> <ul style="list-style-type: none"> <li>▪ Phase progress</li> <li>▪ Meeting Case plan goals</li> </ul> <p><u>Parenting progress</u></p> <ul style="list-style-type: none"> <li>▪ Engaged/participating in EBP</li> <li>▪ Engaged/participating in visitation</li> <li>▪ Demonstrate parenting skills</li> </ul> <p><u>Prosocial activities</u></p>	<p><u>Extended abstinence</u></p> <ul style="list-style-type: none"> <li>▪ Consistent compliance with testing and negative screens</li> </ul> <p><u>Completing treatment goals</u></p> <ul style="list-style-type: none"> <li>▪ Complete curriculum</li> <li>▪ Complete level of care</li> </ul> <p><u>Completing FTC phases</u></p> <ul style="list-style-type: none"> <li>▪ Phase promotion</li> </ul> <p><u>Completing DFCS case plan</u></p> <ul style="list-style-type: none"> <li>▪ Reunification</li> <li>▪ Closing DFCS case</li> </ul>

**Response Level:**

		Proximal	Moderate	Distal
Proximal  Distal	Phase 1	Small	Medium	Large
	Phase 2	Small	Medium	Large
	Phase 3		Small	Large
	Phase 4		Small	Large
	Phase 5		Small	Medium

**Responses:**

**Incentives**

<b>Small</b>	<b>Medium</b>	<b>Large</b>
<ul style="list-style-type: none"> <li>▪ Kudos</li> <li>▪ Applause</li> <li>▪ Praise from the Judge</li> </ul>	<i>Any small and/or:</i> <ul style="list-style-type: none"> <li>▪ Incentive from Medium box</li> <li>▪ Card from FTC Team</li> <li>▪ Certificate</li> </ul>	<i>Any small, medium, and/or:</i> <ul style="list-style-type: none"> <li>▪ Incentive from Large box</li> <li>▪ Gift Card</li> </ul>

**Therapeutic**

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<i>Single Event</i>	- Behavior Chain  - Cost/Benefit Analysis	- Behavior Chain  - Cost/Benefit Analysis	- Behavior Chain	- Behavior Chain
<i>Continued Progress</i>		- Change in Level of Care	- Change in Level of Care	- Change in Level of Care

**Supervision**

<i>Addressed through Phase Promotion upon completion of phase requirements and sustained positive behavior change.</i>
--

# Cherokee County Family Treatment Court

## Behavior Response Matrix

<b>NONCOMPLIANT BEHAVIOR</b>
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**Identify the Behavior:**

Low	Moderate	High
<ul style="list-style-type: none"> <li>▪ Missed Community Support Meeting (1<sup>st</sup>)</li>   <li>▪ Late to appointment (15 minutes or less) w/o communication</li>   <li>▪ Dress Code violation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failure to complete an assignment</li>   <li>▪ Late to appointment (15+ minutes) w/o communication</li>   <li>▪ Missed Community Support Meeting (2<sup>nd</sup> +)</li>   <li>▪ Disrespect</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive/Missed drug screen</li>   <li>▪ Unexcused absence from Court or treatment</li>   <li>▪ Missed visitation</li>   <li>▪ Dishonesty</li>   <li>▪ Breach of confidentiality</li> </ul>

**Response Level:**

		Low	Moderate	High
Distal  Proximal	Phase 1	Level 1	Level 2	Level 2
	Phase 2	Level 1	Level 2	Level 3
	Phase 3	Level 2	Level 3	Level 4
	Phase 4	Level 3	Level 4	Level 5
	Phase 5	Level 3	Level 4	Level 5

**Responses:**

**Sanction**

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Verbal Disapproval</b>	Response from Judge	Response from Judge	Response from Judge	Response from Judge	Response from Judge
<b>Increased Recovery Support</b>	≤ 3x weekly	≤ 4 x weekly	≤ 5x weekly	Daily	Daily
<b>Programmatic</b>	Community Service	Community Service	Community Service	Phase Freeze 30 Days	Phase Freeze 45 days
<b>Other</b>				Extended Phase Freeze	Special Set Hearing  Incarceration  Termination from FTC

**Therapeutic**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Behavior Chain Cost/Benefit Analysis Skill Development Thought Restructuring Homework	<i>Level 1 and:</i> Review level of care  Treatment Intervention	<i>Level 1-2 plus:</i> Review level of care  Treatment Intervention  Treatment Team Review/Round Table	<i>Level 1-3 plus:</i> Re-assessment	

**Supervision**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
≤ 1 additional CM check-in	≤ 1 additional CM check-in  ≤ 1 additional Surveillance visit	≤ 2 additional CM check-ins  ≤ 2 additional Surveillance visits  ≤ 4 x weekly testing  Comprehensive Test Panel  Behavior Contract  Family Team Meeting	Comprehensive Test Panel  Daily testing  Daily CM check-ins  30 day step up  Family Team Meeting  Increased Court Hearings	



## **CHEROKEE COUNTY DRUG LAB URINE COLLECTION PROTOCOL**

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

Effective 4/25/2022

- All donors must present picture identification in order to be tested. Acceptable picture identification includes: 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 Lab 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 stripe (acceptable between 90-100 degrees Fahrenheit) and annotate the temperature on the chain of custody.
- 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 leave 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.**

**Phase 1**  
(Average time in Phase - 30 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
<b>FTC</b>				
Complete FTC Orientation				
Review the DFCS case plan				
Submit an employment search log or weekly work schedule				
Meet weekly with DFCS Case Manager				
Compliant with CM goals				
Set initial parenting time and goals				
Sign releases as requested				
Call Testday 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>				
Community Service				
<b>Treatment</b>				
Reported for and participated in Initial Assessment				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Reviewed by FTC Coordinator: \_\_\_\_\_ Approved by FTC Judge: \_\_\_\_\_

**Phase 2**  
(Average time in Phase - 90 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
<b>FTC</b>				
Attend all Court sessions				
Meet weekly with DFCS Case Manager				
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</i> )				
Obtain social security card and birth certificate				
Proof of active health insurance benefits for participant and child(ren)				
Call Testday Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Community Service				
<b>Treatment</b>				
Create a Relapse Prevention Plan				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Reviewed by FTC Coordinator: \_\_\_\_\_ Approved by FTC Judge: \_\_\_\_\_

### Phase 3

(Average time in Phase - 120 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
<b>FTC</b>				
Attend all Court sessions				
Meet weekly with DFCS Case Manager				
Compliant with CM goals				
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 Testday Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Community Service				
<b>Treatment</b>				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Reviewed by FTC Coordinator: \_\_\_\_\_ Approved by FTC Judge: \_\_\_\_\_

## Phase 4

(Average time in Phase - 120 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
<b>FTC</b>				
Attend all Court sessions				
Meet weekly with DFCS Case Manager (until 12 months)				
Compliant with CM goals				
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</i> )				
Working with a sponsor				
Successfully completed Parenting classes				
Proof of active health insurance benefits for participant and child(ren)				
Call Testday Daily				
Report for drug screens as directed				
Available for unannounced home visits by Surveillance Officers				
Community Service				
<b>Treatment</b>				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Reviewed by FTC Coordinator: \_\_\_\_\_ Approved by FTC Judge: \_\_\_\_\_

## Phase 5

(Average time in Phase - 180 days)

Task	Date Completed	Goal/Comment	Parent Initials	FTC CM Initials
<b>FTC</b>				
Attend all Court sessions				
Meet with DFCS Case Manager as directed				
Compliant with CM goals				
Compliant with a parenting plan and goals				
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</i> )				
Working with a sponsor				
Proof of active health insurance benefits for participant and child(ren)				
Call Testday Daily				
Report for drug screens as directed				
90 days no positive, dilute, or high creatinine screens				
Available for unannounced home visits by Surveillance Officers				
<b>Treatment</b>				
Attending Individual Counseling as directed				
Attending treatment groups as directed				
Reporting on time for appointments				

Reviewed by FTC Coordinator: \_\_\_\_\_ Approved by FTC Judge: \_\_\_\_\_

# Cherokee County Family Treatment Court

## Participant Survey - Entry

Date of Program Entry: \_\_\_\_\_

**Why did you enter the Family Treatment Court? (Please check all that apply)**

- I entered FTC to get my kids back/to keep my kids
  - I entered FTC because I need help with my addiction
  - I entered FTC because the Judge recommended it
  - I entered FTC because my attorney recommended it
  - I entered FTC because my DFCS case manager recommended it
  - I entered FTC because my family/friends wanted me to
  - Other Reason (please explain) \_\_\_\_\_
- 

**How would you classify your racial/ethnic background?**

- White/Caucasian     Black/African American     Hispanic     Asian
- Native American     Mixed Race     Other (please specify) \_\_\_\_\_

**What gender do you identify as?**

- Male                       Female

**What is your age?** \_\_\_\_\_

***FEMALES ONLY:***

**Are you currently pregnant?**  Yes               No

*If yes:*

**Has your baby been exposed to drugs or alcohol during your pregnancy?**  Yes     No

**Are you currently employed?**  Yes               No

If yes: About how much is your annual income? \_\_\_\_\_

**What is the highest level of education you have completed?**

- Have not graduated High School     Graduated High School
- Completed GED     Some college or technical school

**What are your educational goals while in FTC?**

- Complete GED     Attend college or technical school  
 Other (*please specify other educational goals or vocational training desired*) \_\_\_\_\_
- 

**What is your current living situation? (*Please check all that apply*)**

- Live with partner/spouse                       Live with family member  
 Pay entire rent/mortgage payment               Contribute a portion of rent/mortgage payment  
 Do not contribute to rent/mortgage payment  
 Homeless (*live in car or stay in different places*)  
 Live in residential/in-patient facility  
 Other (please specify) \_\_\_\_\_
- 

**Do you have a criminal records or open charges?**  Yes                       No

# Cherokee County Family Treatment Court

## Participant Survey – Follow Up

Date of Program Entry: \_\_\_\_\_

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

**How would you classify your racial/ethnic background?**

- White/Caucasian    Black/African American    Hispanic    Asian  
 Native American    Mixed Race    Other (please specify) \_\_\_\_\_

**What gender do you identify as?**

- Male    Female

What is your age? \_\_\_\_\_

***FEMALES ONLY:***

Are you currently pregnant?  Yes    No

*If yes:*

Has your baby been exposed to drugs or alcohol during your pregnancy?  Yes    No

Were you employed when you entered FTC?  Yes    No

Are you currently employed?  Yes    No

If yes: About how much is your annual income? \_\_\_\_\_

**What was the highest level of education you had completed prior to entering FTC?**

- Have not graduated High School    Graduated High School  
 Completed GED    Some college or technical school

**What educational/vocational goals have you achieved while in FTC?**

- Working toward GED    Complete GED    Started college/vocational school  
 Completed college/vocational school *Please specify:* \_\_\_\_\_  
 Other (*please specify other educational goals or vocational training desired*) \_\_\_\_\_

\_\_\_\_\_

**What was your living situation when you entered FTC? (Please check all that apply)**

- Live with partner/spouse
  - Live with family member
  - Pay entire rent/mortgage payment
  - Contribute a portion of rent/mortgage payment
  - Do not contribute to rent/mortgage payment
  - Homeless (*live in car or stay in different places*)
  - Live in residential/in-patient facility
  - Other (please specify) \_\_\_\_\_
- 

**What is your current living situation? (Please check all that apply)**

- Live with partner/spouse
  - Live with family member
  - Pay entire rent/mortgage payment
  - Contribute a portion of rent/mortgage payment
  - Do not contribute to rent/mortgage payment
  - Homeless (*live in car or stay in different places*)
  - Live in residential/in-patient facility
  - Other (please specify) \_\_\_\_\_
- 

**Did you have a criminal records or open charges when you entered FTC?**  Yes  No  
**Have you received new criminal charges while in FTC?**  Yes  No

**FTC Program Feedback**

*Circle the answer that best describes how you feel about the statements below. Circle “Not Applicable” if the statement does not apply to your situation or if you prefer not to comment. All answers are confidential.*

**Please circle the answer that best describes how you feel about the FTC Judge:**

The Judge treats me with respect.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Judge is fair.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Judge is concerned about me.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Judge expects too much of me	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Judge is a very important influence on how I do in the program	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable

**Please circle the answer that best describes how you feel about the FTC Staff:**

The FTC Staff treats me with respect.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC Staff is fair.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC Staff is concerned about me.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC Staff expects too much of me	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC Staff is a very important influence on how I do in the program	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable

**Please circle the answer that best describes how you feel about the Treatment Provider:**

The Treatment Provider treats me with respect.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Treatment Provider is fair.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable

The Treatment Provider is concerned about me.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Treatment Provider expects too much of me	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Treatment Provider is a very important influence on how I do in the program	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable

**Please circle the answer that best describes how you feel about your overall FTC experience:**

The length of the program is just right for me.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I am able to drink alcohol and not get caught.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I am able to use drugs and not get caught.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Drug testing is easy to manipulate.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I am not drug tested enough while in FTC.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Individual is the best part of treatment.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Group is the best part of treatment.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
My privacy is respected.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I am given the opportunity to voice my concerns about treatment, services, and the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I think my involvement in FTC will help me avoid drugs/alcohol in the future.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Incentives and Phase Progression motivate me to succeed in the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Behavior responses for program violations are fair.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
FTC is the first time I have received Substance Abuse Treatment.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I feel safe as a participant of the FTC program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
I would be interested in participating in the FTC Alumni Group.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
This is a good program, but it is not right for me.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable

**Please circle the answer that best describes how you feel about your Individual and Family Services while in FTC:**

I am satisfied with the services my family receives.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC program helped me to be a better parent.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC helped me understand what to expect in a healthy relationship.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC improved my self-esteem.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The FTC improved my ability to handle stress.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
My overall quality of life has improved since entering FTC.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Celebrating Families had a positive impact on my parenting skills.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Celebrating Families had a positive impact on my children.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Nurturing Parenting Programs had a positive impact on my parenting skills.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Nurturing Parenting Programs had a positive impact on my children.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Attending 12 step meetings had a positive impact on my personal actions throughout the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Which incentives were most helpful/beneficial to you and why?						
What part of the FTC program was most helpful/beneficial to you?						

**Were the following FTC Team members supportive of your success in the program? Please circle the best answer to describe how you feel:**

FTC Judge	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
FTC Coordinator	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable

FTC Case Manager	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
FTC Surveillance Officer	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
Individual Counselor	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
Group Facilitator(s)	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
DFCS Case Manager	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
My Attorney	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
My Child's Attorney	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
DFCS Attorney (SAAG)	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable
CASA	Very Supportive	Somewhat Supportive	Not Very Supportive	Not at All Supportive	Not Applicable