KOSCIUSKO COUNTY DRUG COURT PROGRAM

APPLICATION & PARTICIPANT MANUAL

KOSCIUSKO COUNTY COMMUNITY CORRECTIONS 121 NORTH LAKE STREET WARSAW, IN 46580

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Kosciusko County Drug Court Program was established in October of 2012. The Drug Court is an innovative non-traditional holistic approach to treatment within the judicial system. The Drug Court Program (the "Program") operates as an assessment, referral and supervision agency. The Program staff develops therapeutic intervention plans that are designed to change the participant's drug use patterns and lifestyle. The Program successfully collaborates with a multitude of community resources and agencies

including, but not limited to, treatment providers/mental health providers, transitional living facilities, the school or continuing education system(s), The Program also collaborates with all local law enforcement agencies, the office of the Kosciusko County Prosecutor and the Kosciusko County Public Defender. The Program receives direct referrals from Kosciusko County Circuit Court.

The Program is based on the traditional Drug Court model and the ten (10) key components of a Drug Court. The typical period of participation in the Program is approximately eighteen (18) to twenty-four (24) months. Regular appearances before the Court are required in order to assure Program compliance. Regular meetings with the Case Manager / Probation Officer are required. Random urine drug screens are also an important component of the Program. The Court utilizes a system of increasing sanctions for non-compliance with Program requirements.

Sanctions and Incentives will be administered by the Problem-Solving Court Judge. Possible incentives may include, but are not limited to: Verbal praise, gift certificates, decreased court appearances, recovery materials. Sanctions may include but are not limited to: Community service work, jail time, home detention, increased court appearances, increased drug testing, essay writing, or admonishment. The Problem-Solving Court Case Manager / Probation Officer shall record all sanctions and incentives issued in the participant's record.

Your participation in Drug Court is voluntary and you may discuss it with your family and/or attorney before making a decision. The benefits of participation include: Becoming and remaining drug and alcohol free, increasing your education, improving your life skills, improving the life of you and your family, and access to available community resources. Once you successfully complete the program your charges may be dismissed, reduced, or you will not be required to serve time in the Indiana Department of Corrections. This depends on the original agreement signed at the beginning of the Drug Court program.

The Program maintains a policy and practice of nondiscrimination. Acceptance or rejection of offenders for the Program shall not be based on race, gender, age, religion, ethnicity or disability.

I understand and agree that I am subject to assessment under the Indiana Risk Assessment System as a condition of my participation in the Program. I hereby authorize staff to enter the results of the assessments conducted during my participation in the Program in the Indiana Risk Assessment System database. I understand that the results of the assessments conducted during my participation in the Program are accessible by any authorized Indiana Risk Assessment System database user in connection with his or her official duties

The Program targets adult persons of all ages, genders, races, religions and ethnicities.

ELIGIBILITY GUIDELINES

The Kosciusko County Circuit Drug/Problem Solving Court Program strives to develop and implement an intensive treatment and supervision program for selected non-violent defendants with substance use disorders. The office of the Kosciusko County Prosecuting Attorney makes a preliminary determination

as to the defendant's eligibility based upon the eligibility guidelines below. These eligibility guidelines enable the Kosciusko County Prosecutor's Office to also determine a defendant's legal eligibility for Problem-Solving Court participation under IC 33-23-16-13. These guidelines are not intended to limit the Prosecuting Attorney's ability to determine any defendant to be ineligible for program consideration after a comprehensive review of the defendant's individual case, background and circumstances. Additionally, these eligibility guidelines are not intended to limit the Drug Court/Problem-Solving Court Judge and/or the Team's ability to determine any defendant to be ineligible for the program after their clinical screening and comprehensive review of the defendant's individual case, background and circumstances. Final determination of the defendant's eligibility to participate in the program rests with the Drug Court/Problem-Solving Court Judge.

- The defendant should be a resident of Kosciusko County, Indiana.
- The defendant must be eighteen (18) years of age or older.
- The defendant must be a legal resident of the United States of America.
- The defendant must express a need and/or desire for intervention regarding their substance abuse and/or addiction.
- The defendant should have no prior convictions for serious violent felony offenses as defined in IC 35-47-4-5, except (b) 23-27
- Pursuant to IC 33-23-16-13 (3)(A)(B), a defendant is not eligible for participation if the offense for which the defendant is referred is a forcible felony as defined in IC 35-31.5.138 or is any offense that the local Drug Court policy committee agrees to exclude from participation.
- The defendant should have no current or pending detainers, warrants, parole violations or probation violations from any other counties.
- There must be no indication that the defendant possessed a firearm during the commission of the present offense.
- Under IC 33-23-16, a person does not have the right to participate in Drug Court.
- The defendant should score moderate to high on the IRAS and high on the substance abuse domain.

Other factors taken into consideration are:

- Willingness and motivation to comply with court ordered treatment services
- The Drug Court Team must find that the limited resources of the program are best utilized on this client
- Must meet clinical criteria for substance use disorder, severe
- Willingness to pay restitution and fees within time frame of the program

TRANSFERS

The Kosciusko County Drug Court will not accept transfers from other counties. The Kosciusko County Drug Court will accept transfers from other courts within Kosciusko County. These courts would be Superior Court I, II, and III. Drug Court will provide case management for the participant while in Drug Court. If the participant fails to complete Drug Court, the case will be returned to the referring court for

disposition. There will be a \$25.00 transfer fee charged to the participant and they will be responsible for all other fees associated with Drug Court.

GOALS AND OBJECTIVES

- (a) The Program's overall goal is to attempt to reduce recidivism by guiding offenders with substance use disorders towards long term recovery and overall life improvements, to continue to reduce the link between substance use and criminal activity as well as: (1) to utilize fully integrated and comprehensive treatment programs within the community; (2) to provide graduated levels of sanctions for offenders who are not in compliance with the Program, and incentives for those who are; (3) to reduce criminal justice costs over the long run by reducing drug addictions and crime; and (4) to facilitate the acquisition or enhancement of academic vocational pro-social skill development in criminals.
- (b) Services provided by the Program include:
 - (1) Clinical screening and development of a clinical impression to determine appropriate addiction/treatment services
 - (2) Client intake and orientation
 - (3) Referral to treatment, transitional living and/or outside community services
 - (4) Client monitoring and case management
 - (5) Field supervision/monitoring
 - (6) Random urine drug testing
 - (7) Dismissal or conviction of a lesser offense upon successful completion of the Program

REFERRAL PROCESS

- 1. A referral can come from the Kosciusko County Prosecuting Attorney's Office, Probation Department, any Judge, Defense Attorney, or Case Manager. The Kosciusko County Prosecuting Attorney's Office will make the final determination if the defendant in question is eligible.
- 2. The Kosciusko County Drug Court has two different methods in obtaining defendant referrals;
 - 2a. The first method is laid out above. Probation, any Judge, Defense Attorney, or Case Manager has the opportunity to send a referral request to the Kosciusko County Prosecuting Attorney's Office.
 - 2b. The second method that the Kosciusko County Drug Court Program utilizes are the weekly Circuit Court initial hearings. During these proceedings, the Drug Court Case Manager will do an initial screening on all defendants who are appearing with drug related charges. The Case Manager will make a preliminary decision regarding the defendant's eligibility based upon a limited criminal history check and criteria in the Indiana Code for Problem Solving Courts. Those defendants who are preliminarily eligible based upon the Case Manager's initial screening will be referred to the Kosciusko County Prosecuting Attorney's Office.
- 3. Upon receipt of a referral from the Probation Department, Defense Attorney, Judge or Drug Court Case Manager by the Kosciusko County Prosecuting Attorney, a full background check will be ordered on said referral. The Prosecuting Attorney will review all collected data and make the final eligibility decision.
- 4. Once the defendant is determined to be eligible, the Prosecuting Attorney will send a formal eligibility letter and referral form to the defendant's Defense Attorney. The Prosecuting Attorney

will also forward the same documents to the Drug Court Coordinator and Drug Court Case Manager.

- 5. Upon receipt of the formal eligibility letter from the Prosecuting Attorney, the Defense Attorney will have a time-frame to meet with the defendant and explain the requirements of the Kosciusko County Drug Court Program. If the defendant is still interested in pursuing the Drug Court Program, the Defense Attorney will sign the referral form and deliver it to either the Drug Court Coordinator or the Drug Court Case Manager.
- 6. As soon as the Drug Court Case Manager is in possession of the signed referral form, contact with the defendant will be made to schedule an initial orientation and assessment appointment.
- 7. During the initial appointment between the Case Manager and defendant, the defendant will be given multiple assessments. The first assessment being the Indiana Risk Assessment System (IRAS), and the second being The Texas Christian University Drug Screen (5). Additionally, the defendant will be screened for trauma history, criminal thinking, and any additional assessments the Case Manager deems appropriate. Also, the defendant and Case Manager will review all Drug Court documents.
- 8. The Case Manager will take all collected data to the next weekly staff meeting and present all data to the Drug Court team. After the Drug Court team has thoroughly discussed the case, the defendant's acceptance will be put to a vote by the Drug Court team, with the ultimate decision made by the Drug Court Judge, on the acceptance or denial of the defendant.
- 9. If the defendant is accepted, he or she will be informed of their status hearing date where they will formally be accepted into the Kosciusko County Drug Court Program. At this status hearing, the defendant will be required to review and sign the Drug Court Participation Agreement, which legally binds them to the Drug Court Program.
- 10. After the defendant has signed the Participation Agreement and has been formally accepted into the Kosciusko County Drug Court Program, he or she will set up an initial case management appointment with the Drug Court Case Manager.

IN THEORY, within (2) two weeks of defendant's initial orientation and assessment, the Defense Attorney, Prosecuting Attorney, and Drug Court team will be fully prepared to review the case prior to the defendant's Drug Court status hearing. If found eligible and appropriate by all parties involved, the defendant will be admitted into the Kosciusko County Drug Court Program.

DRUG COURT PHASES

PHASE 1

Phase 1 will last approximately a minimum 12 weeks (3-4 months), depending on the Participant's progress.

- 1. Orientation with Drug Court Staff.
- 2. Detox (if necessary).
- 3. Obtain Employment.

- 4. Assessment with Bowen Center staff.
- 5. Outpatient Sessions: Approximately **two (2)** times per week or as determined by the treatment provider to ensure safety and stabilization. (i.e.: Individual Therapy, Matrix Group, Seeking Safety)
- 6. Self-Help meetings: A minimum of <u>four (4)</u> times per week. The Participant is encouraged to attend more meetings; however, only <u>one (1)</u> properly-documented meeting will count <u>per day</u> toward the required number of meetings.
- 7. Drug Testing: Frequent and Random.
- 8. Court Sessions: Weekly.
- 9. Case Management Appointment: A minimum of one (1) time per week.
- 10. Develop Case Plan.
- 11. Develop and adhere to budget.
- 12. Obtain health insurance and obtain a medical assessment.
- 13. Home Visits: On a random basis.
- 14. Make contact with the Child Support Office and establish a payment agreement (if applicable).
- 15. Begin changing people, places, things.

PHASE 2

Phase 2 will last approximately 16 weeks (4-6 months), depending on the Participant's progress.

- 1. Continue engaging in services through your Treatment Provider. (group/individual treatment)
- 2. Self-Help Meetings: A minimum of **three (3)** times per week. The Participant is encouraged to attend more meetings; however, only **one (1)** properly-documented meeting will count **per day** toward the required number of meetings.
- 3. Drug Testing: Frequent and Random.
- 4. Court Sessions: A minimum of two (2) times per month, unless otherwise directed by court staff.
- 5. Case Management Appointments: A minimum of <u>two (2)</u> times per month, unless otherwise directed by court staff.
- 6. Review Case Plan and Budget
- 7. Address any medical issues
- 8. Maintain housing, employment and good standing with child support.
- 9. Home Visits: On a random basis.
- 10. Demonstrate changing people places and things.

PHASE 3

Phase 3 will last approximately 16-24 weeks, (4-6 months), depending on the Participant's progress.

- 1. Begin and Complete Moral Reconation Therapy (MRT) through the Probation Department, or the Bowen Center (you must complete MRT prior to advancing to Phase IV)
- 2. Continue engaging in services through your Treatment Provider. (group/individual treatment)
- 3. Self-Help Meetings: A minimum of <u>three (3)</u> times per week. The Participant is encouraged to attend more meetings; however, only <u>one (1)</u> properly-documented meeting will count <u>per day</u> toward the required number of meetings.
- 4. Drug Testing: Frequent and Random.
- 5. Court Sessions: A minimum of two (2) times per month, unless otherwise directed by court staff.
- 6. Case Management Appointments: A minimum of **two (2)** time per month, unless otherwise directed by court staff.
- 7. Review Case Plan and Budget
- 8. Address any medical issues.
- 9. Maintain housing, employment and good standing with child support.

- 10. Establish a Recovery Network
- 11. Establish engagement in pro-social activities.
- 12. Home visits: On random basis
- 13. Demonstrate changing people, places, things.

PHASE 4

Phase 4 will last a MINIMUM of 24 weeks (6-12 months) depending on the Participant's progress.

- 1. Outpatient Sessions: Aftercare sessions will be available at the Bowen Center at the discretion of the treatment provider, participant and team.
- 2. Self-Help Meetings: A minimum of <u>three (3)</u> times per week. The Participant is encouraged to attend more meetings; however, only <u>one (1)</u> properly-documented meeting will count <u>per day</u> toward the required number of meetings.
- 3. Drug Testing: Frequent and Random.
- 4. Court Sessions: A minimum of one (1) time per month, unless otherwise directed by court staff.
- 5. Case Management Appointments: A minimum of <u>one (1)</u> time per month, unless otherwise directed by court staff.
- 6. Review Case Plan and Budget
- 7. Maintain housing (*living in post-graduation environment*), employment and good standing with child support.
- 8. Maintain Recovery Network and Pro-social activity.
- 9. Begin educational or vocational program, if applicable
- 10. Home Visits: On a random basis
- 11. Demonstrate a change in people, places and things.
- 12. Graduation.

Phase 4 of the Drug Court Program will better prepare you for the continued process of recovery and life after Drug Court. Prior to graduation, each Participant is required to complete a "graduation packet", and also make a presentation to a panel that consists of members of the Drug Court team. At this presentation, each Participant will answer questions regarding his or her continued recovery; The Panel will also ask each Participant what he or she has gained from the Drug Court Program, amongst other questions.

DRUG COURT REQUIREMENTS

Any violation or noncompliance with the terms, conditions or rules of the Program and/or the Drug Court/Problem-Solving Court Participation Agreement at any time could result in sanctions and/or termination from the Program

- 1. Attend all status hearings. Drug Court Participants must report to the Drug Court Judge on a regular basis to discuss their progress in the Program. Participants who are in compliance with Drug Court requirements will receive recognition in court, and/or incentives. Participants who are not in compliance with Drug Court requirements will receive sanctions. Sanctions may include, but are not limited to, the following: Community service, fines, jail time, apology letters, or essays. Participants will attend status hearings based upon the current phase they are enrolled in, unless otherwise directed by court staff. Every Participant is required to attend all status hearings as scheduled. Failure to report to court may result in the court issuing an arrest warrant.
- 2. Attend all group sessions with the assigned treatment provider. Attendance at all treatment sessions is a requirement in order to successfully complete Drug Court. If you miss a group session for any legitimate reason, it is your responsibility to contact your treatment provider <u>and</u> Case Manager. <u>Lack of transportation</u>, lack of childcare, and forgetfulness are not acceptable reasons for missing group

sessions. All of your groups are scheduled in advance so that you will be able to make arrangements for transportation and arrange for childcare. The treatment provider for the Kosciusko County Drug Court is Bowen Center, 850 N. Harrison Street, Warsaw, Indiana 46580. The phone number is (800) 342-5653. Bowen Center provides the following services: Matrix Model, Parenting, MRT, Seeking Safety, Untangling Relationships, and one on one counseling sessions.

- **3.** Attend self-help meetings. Self-help meetings include: Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Methamphetamine Anonymous, Celebrate Recovery, and other secular alternatives. You may also attend other self-help meetings with approval from your Case Manager or Probation Officer. You must show documentation of meeting attendance to your Case Manager or Probation Officer and to the court. You may attend these meetings in the evenings, weekends, or whatever time works best with your schedule. You can obtain information from your Case Manager, Probation Officer, or treatment counselor regarding meeting times and locations. *Treatment Sessions do NOT count as self-help meetings, for the required number of weekly meetings.*
- **4. Submit to random drug testing.** Drug Court Participants must submit to drug testing as ordered by the court. Drug testing will occur on a random basis, in which your Case Manager has no control over the testing schedule. The testing agency that is utilized by the Kosciusko County Drug Court Program provides a randomization schedule. **Positive, missed, and dilute drug screens will result in sanctions from the court.** All drug testing fees are to be paid at Kosciusko County Community Corrections.
- **5. Report to your Case Manager or Probation Officer as instructed.** Your Case Manager or Probation Officer will provide you with information on group sessions, self-help meetings, employment opportunities, education programs, and other community resources. You must keep your Case Manager or Probation Officer informed of any changes in your address or employment. The contact information you provide to your Case Manager or Probation Officer will be used to contact you in the event of any schedule changes. You should contact your Case Manager or Probation Officer whenever you have questions regarding Drug Court requirements. You should contact your attorney regarding any legal matters related to your participation in the Drug Court Program.

The Drug Court office is located in Kosciusko County Community Corrections. Office hours are Monday 8 A.M.- 7 P.M., and Tuesday-Friday 8 A.M.- 4 P.M.

- **6. Pay all fees associated with treatment services.** Drug Court Participants are expected to pay the costs associated with all treatment services. Payment is made directly to the treatment provider. If you have concerns about your ability to pay for services, please discuss this with your Case Manager or Probation Officer, and the treatment provider.
- **7. Work full-time, attend school full-time, or perform community service.** Anyone who participates in the Drug Court Program must be doing one of the following: Work full-time, attend school full time, or perform community service. The participant can do a combination of the above, the total number of hours required will be determined by the Drug Court team.
- **8. Sign the Drug Court Participation Agreement.** The Participation Agreement is a legal document that you must sign in order to enter Drug Court. The Participation Agreement contains a list of rules and requirements that you **must comply with** while on Drug Court supervision. *Your signature indicates that you understand and agree to all of the terms of Drug Court participation*. You must review this document with your attorney. If you agree to participate in Drug Court, you and your attorney will submit the Participation Agreement to the court for signatures from the Prosecutor, Case Manager, Defense Attorney, and Judge. If you are terminated or withdraw from Drug Court, you will be sentenced by the Drug Court Judge. If you have questions about this process, contact your attorney.

- **9. Maintain appropriate conduct and behavior while in the program.** You must comply with all of the Drug Court rules and requirements outlined in your Drug Court Participation Agreement. If you are arrested for a violent or weapons related crime, you will be terminated immediately from the program. If you violate the terms of your Participation Agreement, the court will impose appropriate sanctions. If you comply with the terms of your Participation Agreement, the court will offer appropriate incentives for you to continue working toward completion of the Program. If you have ANY contact with law enforcement, you must notify your case manager/ Probation Officer, within 48 hours. Examples of sanctions include community service, increased court appearances, or jail time. Examples of incentives include decreased court appearances, decreased drug screens, gift cards, or movie passes. Many other incentives and sanctions are utilized by the court.
- 10. Rules for Courtroom Etiquette. You <u>must</u> be punctual. Obviously, appearing late for court is a sanctionable offense. While there is no formal dress code for court, remember that your physical appearance represents your attitude. Use good judgment when selecting your attire for court. For example, inappropriate attire would include t-shirts with swear words, depicting violence or sexual acts, promoting drug or alcohol use, muscle shirts, tank tops, halter tops, shorts, cut-off jeans, baggy pants that fall below the hips, miniskirts, pants with holes, and hats. When an individual is speaking in the courtroom, he or she is to have the full attention of the court. Do not interrupt others while they are speaking. Remain silent if you are observing another person's court hearing. When you speak in court, you should be mindful of the specific language that you use. In particular, individuals speaking in a court of law should not use slang or language that demonstrates disrespect for the court. Also, remember when it is your turn to speak, do so loud and clear as all status hearings are being recorded. Address the Judge only as "Your Honor" or "Judge" in order to show the respect that the Judge and Judicial System, in general, require. Be sure to stand when the judge enters and exits that room, and do not sit down until the judge directs you to do so. Be respectful of the Judge, court staff, members of the Drug Court Team, and other participants. Maintain a respectful attitude at all times in every part of the Justice Building.
- 11. **Residential Agreement.** During the course of participation in the Kosciusko County drug court program, it may be necessary that the participant be placed in a residential facility. Such residential facilities include: the Serenity House, Fellowship Missions, the Kosciusko County work release program, or an alternative placement. The rules of the residential facility will be provided to the defendant at the time of placement. All rules of the residential facility must be followed. If there is non-compliance at any of the residential facility's, an appropriate sanction could be imposed, at the court's discretion.
- **12. Termination.** Kosciusko County Drug Court participants who fail to comply with the Participation Agreement, treatment plan, court ordered activities, or who are arrested on a new offense may be terminated from Drug Court Program at the discretion of the Drug Court Judge. The Participant has the right to have a Judge, other than the Drug Court Judge, hear the termination hearing. The Participant will be made aware of this right and notify the court if they wish to have a different Judge hear their termination hearing. The Participant has the right to have the following:
 - 1. Written notice of alleged violations;
 - 2. Representation by counsel;
 - 3. Disclosure of the evidence against the Participant;
 - 4. The opportunity to be heard and present evidence;
 - 5. Confrontation and cross-examination of witnesses:
 - 6. The determination that the participant violated one or more conditions of the Participant's Participant Agreement or case management plan by a preponderance of the evidence.

CONFIDENTIALITY OF CLIENT RECORDS

- (a) The Program complies with all federal and state laws, including federal rules pertaining to confidentiality of alcohol and drug abuse patient records (42 CFR 2). In the event there is a conflict between state and federal law, the more restrictive law will prevail.
- (b) Eligibility for the Program is restricted to those eighteen (18) years of age and older. Those clients found to be incompetent will utilize an adult who has been given authority by the Court to give consent in cases regarding confidentiality. Deceased clients' rights transfer to the executor of the estate or the next of kin in cases where there is not an executor named. Proof of each of these cases must be provided in writing before the appropriate protocol will be followed.
- (c) In general, information regarding clients is not disclosed without a properly executed consent for release of information. This includes, but is not limited to:
 - (1) Client's family or other contact person designated by the client;
 - (2) Third party payers;
 - (3) Legal counsel;
 - (4) Employers;
 - (5) Judicial Officer;
 - (6) Probation Department;
 - (7) Prosecutor:
 - (8) Outside services provider.
- (d) In the case of medical emergencies, demographic information and other information pertinent to the current medical emergency may be disclosed without consent. In the case of research, audit or evaluation, information may be disclosed without client consent as long as that information is not client identifying information. Legal orders and subpoenas are not sufficient by themselves to request information. Both must be utilized in conjunction with a good cause hearing. The Program follows all state guidelines with regards to investigation and prosecution of alleged violations including adult and child abuse and neglect. In all cases, the Program Coordinator makes the final determination regarding disclosure of client information.
- (e) Client records are stored either in hard copy or computer files in compliance with Indiana Supreme Court Administrative Rule 7

FINANCIAL ARRANGEMENTS

All persons enrolled in the Kosciusko County Drug Court will be assessed user fees. Your fees will consist of:

- Initial fee of \$100.00
- Monthly Recurring \$50.00 Maintenance fee
- Each and Every drug screen is \$20.00

All user fees and urine drug screen fees are assessed after the Drug Court Participation Agreement is signed. These fees are payable via cash, credit/debit, or money order to Kosciusko County Community Corrections.

Each Participant is required by the Kosciusko County Drug Court Judge and Team to make MANDATORY WEEKLY PAYMENTS. If the Participant is not able to pay the amounts calculated in the weekly payment schedule, for good cause shown, it is required that a weekly payment still be made.

All participants are mandated to pay <u>WEEKLY</u> \$65.00 towards the assessed fees, unless otherwise directed by his/her case manager. The Participant will be required to bring in his/her weekly paystub.

If a Participant does not make an appropriate payment on his/her Drug Court fees weekly, a suitable sanction will be imposed, unless the Participant has prior approval from his/her Case Manager.

Non-compliance with this requirement will not be tolerated.

Non-compliance with the weekly pay schedule, and not being current with your balance, will hinder participants from advancing to the next phase of the program.

Please note - Participants are <u>NOT</u> permitted to make any large purchases (i.e. a vehicle), or other substantial purchases without obtaining permission from his/her Case Manager. If a substantial purchase is made without the permission of his/her Case Manager, a suitable sanction will be imposed.

As a reminder - Bowen Center fees will be assessed at each visit. Participants will not be permitted to attend their scheduled sessions if they are more than one payment behind with the Bowen Center. If you have financial issues that prohibit you from paying you must speak with your Case Manager, and Treatment Provider.

Program Grievance Procedure

The Program Coordinator will investigate any grievance or allegations of any violation(s) of client rights. The Program's grievance procedure is designed to solve problems and not assign blame. All clients should submit their complaint in writing to the attention of the Program Coordinator within seven (7) days of the alleged violation(s). Upon receipt of the complaint, an appointment will be scheduled with the Program Coordinator. Complaints regarding the Program Coordinator will be referred to the Administrative Judge of the Kosciusko County Circuit Court. Complaints regarding the Program staff or Coordinator will not influence, in any way, the services that the client receives.

If, after you have read the entire participant requirements, and you are interested in being considered for the Drug Court program, there are two (2) tasks that <u>YOU</u> must complete. First, you must sign below, indicating you have read and understand what would be required of you. Secondly, you must explain below, why you think you would be a good candidate for the program.

Once Complete, please send the completed form(s) to Kosciusko Community Corrections. ATTN: Drug Court. Please note: This does NOT guarantee you a spot in the Drug Court program. This will only expedite the assessment process.

Are you a Veteran?	Yes	No				
PRINTED Name:						
SIGNATURE:						
DOB:						
Why do you think yo	u would be a	_	date for the m could do f	_	t program? `	What do you think

Please keep pages 1-11.

Your signature indicates that you have read all requirements, prior to turning this application in.