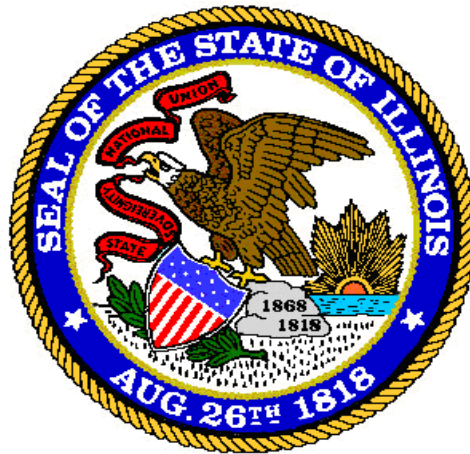


**Will County, Illinois
12th Judicial Circuit Court**



**Will County Veterans and Servicemembers Court
Policy & Procedure Manual**

Will County Veterans and Servicemembers Court Mission Statement:

To provide veterans or current servicemembers individualized mental health, mental disorder and/or substance abuse treatment through judicial intervention utilizing a collaborative, non-adversarial approach in order to promote public safety, reduce recidivism, and enhance the quality of life for the community and the individual.

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Mission Statement

The mission of the Veterans and Servicemembers Court movement is to provide veterans or current servicemembers individualized mental health, mental disorder and/or substance abuse treatment through judicial intervention utilizing a collaborative, non-adversarial approach in order to promote public safety, reduce recidivism, and enhance the quality of life for the community and the individual.

I. Will County Drug Court (WCVSC)

A. General

The Will County Veterans and Servicemembers Court (WCVSC) was the third of four problem-solving courts established in Will County, Illinois. WCVSC has been in operation since 2012 and currently has the capacity to serve 50 active Participants. WCVSC is a post-adjudicatory problem-solving court which targets veterans or servicemembers in felony court who have a substance dependence diagnosis, a mental disorder, or mental health issue and who are willing to voluntarily execute the Consent to Participate and WCVSC contract (Appendix B) in the WCVSC program and comply with the requirements of WCVSC. Post-adjudicatory means that the defendant has admitted guilt and agrees to voluntarily enter into the WCVSC program and comply with the WCVSC program requirements.

WCVSC is a voluntary program, but participation is subject to meeting the WCVSC eligibility criteria and being staffed and approved for admission into the program by the WCVSC team. No one has the legal right to participate in WCVSC. WCVSC has been built on an extensive history of collaboration among key stakeholders, including the 12th Judicial Circuit Court, Will County, the Will County State's Attorney, the Will County Public Defender, the Will County Sheriff, the Will County Court Services Department, Center for Correctional Concerns, treatment providers and the community.

B. Goals and Objectives

The goals and objectives of WCVSC are to give Participants the tools to overcome their addictions, or mental health issues, so that they can prevent further criminal activity and go on to live a healthy, stable and drug free life. Through the treatment services provided to its Participants, the WCVSC enhances public safety in a fiscally responsible manner and to improve the quality of life for the individual Participants, their families and the community by reducing the likelihood that they will reoffend by comprehensively addressing their criminogenic risks and needs. This is accomplished by assisting them to successfully achieve and maintain recovery through the utilization of targeted WCVSC resources and intensive monitoring by the WCVSC Team. WCVSC has incorporated the National Association of Drug Court Professionals (NADCP) "*Ten Key Components for Drug Courts*" (*Ten Key Components*) into these policies and procedures and adheres to the NADCP "*Best Practices Standards for Drug Courts Volumes I and II*" (*National Standards*) as well as the Supreme Court of Illinois Administrative Office of the Illinois Courts "*Problem-Solving*

Courts Standards” (Illinois Standards). Extensive research and the program outcomes for WCVSC Participants since its inception confirm that WCVSC is an evidence-based intervention that has been and will be successful in significantly reducing the likelihood that a Participant will reoffend as compared to a similarly situated offender who is not in WCVSC. The *Ten Key Components*, the *National Standards* and *Illinois Standards* that are incorporated into these Policies and Procedures for WCVSC create a comprehensive framework for implementing a multidisciplinary, collaborative, non-adversarial justice/treatment response to criminal behavior that includes the early identification and enrollment of eligible Participants, intensive court supervision, a full continuum of treatment services and adjunct services that address the criminogenic risks and needs of the Participant. WCVSC, in addition to being an evidence-based practice in and of itself, also utilizes evidence-based practices in its programming, including EBP screening and assessment of Participants, trauma-informed treatment services, cognitive behavioral interventions, random and frequent toxicology testing, a specialized probation officer, case managers, employment skills, education referrals and supports and life skills services.

C. Evidence Based Practices

In order to reach these goals and objectives, WCVSC uses a variety of Evidence Based Practices (EBP) to support all services and programs. These are in a continuum of modalities and include, Inpatient treatment, Intensive Outpatient, Outpatient and Extended Care Residential Services, Oxford Houses with Recovery Coaching, and sober living houses.

WCVSC also uses Moral Reconciliation Therapy, a program that seeks to rehabilitate the cognitive and behavioral processes of criminals. It seeks to lessen recidivism by giving clients a stronger sense of morality. It is a system set up to challenge the criminal thought processes and to get criminals to see new ways of interacting with their environments.

Thinking for a Change is a curriculum based program that seeks to reduce criminal thinking. The program focuses on cognitive restructuring, interpersonal skills and problem solving skills.

The LSI-R measures a client’s risk of recidivism, and uses offender attributes and behaviors to predict outcomes. It helps determine treatment and supervision needs. Factors measured include criminal history, education, employment, financial history, family history, and substance use.

Texas Christian University (TCU) is a standardized screening tool used in adult criminal justice/ settings to facilitate clinical and diagnostic criteria for trauma related disorders as specified in the Diagnostic and Statistical Manual (DSM-5). This screening will assist with identification of trauma related issues and readiness for treatment.

The Trauma Screening Questionnaire (TSQ) is a 10 item symptom screen to be used with all types of traumatic stress. Post-Traumatic Stress Disorder (PTSD) must be addressed for mental health and substance abuse. When PTSD is not recognized and addressed relapse is inevitable.

Medication Assisted Treatment (MAT) refers to medication treatment for substance use disorders. This includes any pharmacologic intervention that includes treatment in conjunction with medication. Medications may include Vivitrol, Campral and Antabuse for alcohol addiction and Vivitrol, Suboxone or methadone for opioid addiction.

Risk and Needs Triage (RANT and RANT-Plus) is a computer based client risk/needs assessment. The computer generates a report sorting individuals into one of four quadrants of risk/needs; high risk, high needs, low risk, low needs. The report will facilitates treatment for addiction, mental illness, chronic medical conditions, homelessness and chronic unemployment.

Cognitive Behavior Therapy (CBT) is a time limited, problem solving oriented therapy. CBT is designed to teach specific skills to assist with distorted thinking and enable Participants to alter or change beliefs that have created difficulties in life. CBT is effective for criminal thinking and addiction. CBT facilitates life changes that are positive and beneficial.

SCRAM is based on scientifically-proven continuous transdermal alcohol monitoring technology, the result of more than 70 years of research and 22 peer-reviewed studies. Some of these studies include those conducted by the: Traffic Injury Research Foundation (TIRF), University of Colorado Health Science Center, and Michigan Department of Corrections.

We selected this model based on research from the National Drug Court Institute, Quality Improvement for Drug Courts Monograph Series 9; know that the above listed elements provide the greatest opportunity for quality and success in Drug Treatment Court. Additional research from an evaluation study of Drug Treatment Courts (*Belenko, 1998; 2001*) indicates that at least 75% of criminal court filings, including domestic and other civil court filings, are the product of substance abuse. This study indicates that from the earliest evaluations researchers have determined that drug courts provide "closer, more comprehensive supervision and much more frequent drug testing and monitoring during the program than other forms of community supervision. More importantly, drug use and criminal behavior are substantially reduced while offenders are participating in drug court". In addition to promoting community safety, Drug Courts are saving lives, restoring families and health, promoting employment and education.

D. The 12th Judicial Circuit Court

Thirty three Judges serve in the 12th Judicial Circuit and administer the duties and responsibilities of the judicial branch of government. The Chief Judge is the administrative leader of the third branch of government and is primarily responsible for the oversight of WCVSC. The Presiding Judge of the Problem-Solving Courts Division, who currently is the WCVSC Judge, oversees the day-to-day operation of WCVSC, the data collection, and reporting responsibilities, and grant administration duties. WCVSC receives funding from Will County and Adult Redeploy Illinois to meet its mission and serve Will County citizens.

E. Will County

Will County, covering 850 square miles, is part of the Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area. Will County experienced a 36% population increase between 2000 and 2015, and now has a current population of 684,796. The U.S. Census Bureau lists Will County as one of the largest 100 counties by population in the nation. Between 2000 and 2014, Will County added over 59,590 single family dwelling units, and has evolved into being a county of both rural and urban communities.

F. WCVSC Partners

1. Will County Court Services Department

The Will County Court Services Department is responsible for the community-based supervision of persons in the criminal justice systems who are on pre-trial conditions of bond or who have been sentenced to court supervision, conditional discharge or probation. Currently, one specially trained adult probation officer is assigned to WCVSC and supervises some WCVSC Participants to ensure their compliance with every aspect of their WCVSC contract, including compliance with all treatment and supervision requirements. The WCVSC Probation Officer works collaboratively with all team members, including the WCVSC Judge, and they ensure that the entire WCVSC Team is informed of a Participant's progress or issues in a timely manner.

2. Center for Correctional Concerns

The Center for Correctional Concerns is a non-profit organization established in 1980 that provides rehabilitation services for offenders in Will County. Jan Moore, a representative of the Center for Correctional Concerns and a licensed CAD/C, is a member of WCVSC Team. Moore performs drug and alcohol evaluations on referrals when applicable.

3. Edward J Hines, Jr. VA Hospital

Edwards J Hines, Jr VA Hospital (Hines) is one of our primary treatment providers. Hines offers primary, extended and specialty care for substance abuse, medical and psychiatric issues. Hines currently operates 483 beds and six community based outpatient clinics in Elgin, Kankakee, Oak Lawn, Aurora, LaSalle, and Joliet. More than 700,000 patient visits occurred in fiscal year 2014 providing care to more than 57,000 veterans, primarily from Cook, DuPage and Will counties. We have used their services since the inception of WCVSC. A Veterans Justice Outreach Specialist from the VA attends staffings regularly.

4. Stepping Stones

Stepping Stones is one of our primary treatment providers. It provides a continuum of alcohol, drug and other related treatment and rehabilitation services. We have used their services for over twelve years. When a representative is not able to attend staff meetings, a written report as to Participants' progress is sent.

In 2016 Stepping Stones' eligible programs received their ninth consecutive three-year accreditation – a remarkable 27-year record of providing quality service. CARF is the

"Commission on Accreditation of Rehabilitation Facilities." This group is a nonprofit accreditor of health and human services; its goal is to ensure that persons served are at the center of the service delivery process. By achieving accreditation, they demonstrate that their organization is committed to reducing risk, addressing health and safety concerns, respecting cultural and individual preferences, and providing the best possible quality of care. Accreditation ensures they use evidenced based practices and monitor the quality and effectiveness of service delivery.

5. Family Guidance

Family Guidance is one of our primary treatment providers. They provide substance abuse evaluations, medication assisted treatment, residential and outpatient services. We have used their services for over three years. Written progress reports as well as assessments are provided to staffings when staff is not able to attend.

Family Guidance Centers, Inc. (FGC), a not-for-profit behavioral healthcare organization, treats and prevents substance abuse, as well as an array of other related problems. Since 1969, FGC's comprehensive programming has educated and guided individuals toward their full potential as productive members within their own families and our society.

II. Eligibility Criteria, Exclusionary Criteria and Statement of Non-discrimination

A. Eligibility Criteria

The WCVSC target population is adult men and women (18 and older) who are veterans or servicemembers charged with a probationable offense. To be eligible for WCVSC, the individual must have a substance use dependence diagnosis; a mental disorder or mental health issues, be determined to be moderate-high to high criminogenic risk to reoffend or violate the terms of supervision and have high behavioral health treatment needs using evidence-based screening and assessment tools; be willing to voluntarily execute the Consent to Participate in the WCVSC program; must agree to stop all drug and alcohol abuse; must admit guilt or be found guilty; and be willing to engage in and comply with the treatment and supervision requirements of WCVSC. For individuals charged with Class 2 or greater drug-related offenses, the defendant may only be admitted into WCVSC with the agreement of the prosecutor.

B. Exclusionary Criteria

Individuals who have been convicted of the following crimes within the past 10 years are excluded from eligibility: first degree murder; second degree murder; predatory criminal sexual assault of a child; aggravated criminal sexual assault; criminal sexual assault; armed robbery; aggravated arson; arson; aggravated kidnapping; kidnapping; aggravated battery resulting in great bodily harm or permanent disability; stalking; aggravated stalking; and any offense involving the discharge of a firearm. Defendants currently charged with those offenses or any offense that is non-probationable where the prosecutor is unwilling to amend to a probationable offense are also excluded from eligibility.

C. Statement of Nondiscrimination

It is the policy and practice of WCVSC to conduct all aspects of the program without discrimination on the basis of gender, race, nationality, ethnicity, limited English proficiency, disability, socio-economic status or sexual orientation. For individuals for whom English is not their primary language, Interpreters are available through the Will County 12th Judicial Circuit. In accordance with applicable legal requirements, the treatment providers ensure that language services are readily available to assist in service delivery for those Participants needing language services assistance. To aid individuals with low literacy levels all members of the WCVSC team provide Participants with oral instructions in addition to written materials at every stage of program development. The Veterans and Servicemembers Court adheres to the 12th Judicial Circuit's Language Access policy. It is the responsibility of the participant to inform the Court of any disabilities that need accommodation.

Specific to this program, enhanced case management and treatment services have been designed to address the individual care needs of the Participants. Program progress will be conveyed to the WCVSC Team by the treatment providers in a timely manner to allow the WCVSC Team to make modifications where necessary. All community-based providers collaborating on this project have demonstrated histories in cultural specific issues, and have familiarity with the needs of offender populations and gender-and age-relevant treatment and recovery supports.

III. Referral, Assessment and Enrollment

A. Referral

Individuals may be informed of WCVSC by any person, including Judges, attorneys, family members, treatment professionals, law enforcement, or the individual's own request. The applicant must complete a Problem-Solving Courts Referral Form (Appendix C) and Consent For Disclosure (Appendix D). The referral form is submitted in open court.

Upon receipt of the completed Referral Form, the Will County State's Attorney's Office will pre-screen for eligibility of the individual by reviewing their criminal history and current charge(s). If it appears that the individual may be excluded, the referral is set for a pre-assessment staffing by the WCVSC Team at the next team staffing to determine if the concern is an exclusionary criteria to participation. If the Judge, with input from the WCVSC Team determines that the person is not eligible at a pre-staffing or staffing, the referral is closed. If it is determined that the person may be eligible, the referral is then forwarded on to the WCVSC certified addiction counselor to complete the assessment. The judge is responsible for rendering the final decision with team input.

B. Assessment

In order to determine clinical eligibility, a Participant is assessed by a certified addiction counselor in order to determine if the Participant has a substance use disorder, or a mental health professional to determine if there is a mental disorder.

The certified addiction counselor makes recommendations for the level of treatment care using the American Society of Addiction Medicine (ASAM) dimensions. The certified addiction counselor may also use the TCU Drug Screen V, The Simple Screening Instrument for AOD Abuse, Adverse Childhood Experience (ACE) Questionnaire, The PTSD Checklist for DSM-5, University Rhode Island Change Assessment Scale (URICA), The Stages of Change Readiness and Treatment Eagerness Scale (SOCRATES), The Alcohol Use Disorders Identification Test (AUDIT), The Civilian Mississippi Scale, Alcohol Dependence Scale (ADS), Drug Abuse Screening Test DAST-10, The DRRI-2.

The WCVSC team member also administers the Risk and Needs Triage (RANT) evidence-based screening tool to determine if the individual is moderate-high to high criminogenic risk of reoffending or violating the terms of supervision and has high behavioral health treatment needs. Other screens may be utilized as recommended by research.

The findings from the legal and clinical assessments are compiled and then discussed at the weekly WCVSC meeting. An individualized treatment plan is presented.

C. Enrollment

The WCVSC Team reviews and discusses the assessment and referral packet of each individual referred to WCVSC utilizing the objective WCVSC eligibility and exclusionary criteria at the next staffing after the assessment is completed. If found to be eligible, the individual is placed on the next WCVSC call to execute the Consent to Participate and contract in open court before the WCVSC Judge in order to be enrolled in WCVSC. If an individual is found to be ineligible for WCVSC or declines to execute the Consent to Participate, the referral is closed and the case is sent back to the original courtroom for traditional case processing.

IV. Participant Responsibilities and Handbook

A. Participant Responsibilities

Each Participant must conform to the requirements of the Consent to Participate, the WCVSC handbook, and the requirements set forth in his or her individualized treatment plan as outlined in their WCVSC contract.

Those responsibilities include attending court regularly, meeting with probation as directed, complying with toxicology screening as directed, attending all screenings, assessments and treatment services as directed, participating appropriately in treatment groups, engaging in pro-social activities, including employment or education pursuits, following all directives of the court and remaining drug and alcohol free. In WCVSC, one of the paramount requirements of each Participant is to be honest with the WCVSC Team about compliance with treatment and

supervision and to work with the team to deal with the difficult issues that addiction presents so that appropriate treatment interventions and responses can be put in place and monitored.

B. Participant Handbook

Each Participant will receive his/her copy of the WCVSC Handbook during court and sign a receipt acknowledging that he/she has received the WCVSC Handbook and it has been explained to him/her. It is also required that Defense Counsel will have reviewed and explained the WCVSC Handbook with a potential Participant prior to enrolling him/her into WCVSC so that the potential Participant is fully informed about the structure and requirements of WCVSC.

V. WCVSC Process and Schedule

A. WCVSC Process

WCVSC utilizes weekly team staffings with all WCVSC Team members present and participating and weekly court status hearings to monitor each Participant's performance and progress in WCVSC. Written reports are discussed with WCVSC Team at staffing and the team also communicates in real time via secure e-mail to monitor and address emergent issues. Participants are addressed with the WCVSC Team's response to the progress that they have made or issues that have arisen between court dates by the WCVSC Judge and are given an opportunity to address the WCVSC Team in open court. Optimally, the WCVSC Judge will interact with the Participant for a minimum of 3 minutes. When the status hearing is concluded, the Participant is given his/her next court date. Additional information about WCVSC processes are included in other sections of this WCVSC Policies and Procedures Manual and the WCVSC Handbook and are incorporated herein.

B. WCVSC Schedule

Currently, WCVSC Team staffings are held once weekly on Wednesdays at 1pm and court sessions are scheduled to follow on Wednesday afternoons at 2pm. All WCVSC Team members are required to attend all team staffings and court sessions.

VI. WCVSC Team

The WCVSC Team consists of a dedicated Judge, the problem-solving court coordinator, a dedicated prosecutor, a dedicated public defender, dedicated probation officer, a mental health professional, treatment providers, case managers, law enforcement, Veterans Justice Outreach Specialist and a data/risk assessment specialist. Team member descriptions and responsibilities are set forth as follows:

A. Judge

The WCVSC Judge serves as the leader of the WCVSC Team and presides at all WCVSC staffings and sessions. Leads the WCVSC team and, with input from all of the team members and participants, makes all final decisions regarding WCVSC team responses, as well as decisions involving their compliance or non-compliance with WCVSC requirements. The WCVSC Judge is responsible for setting the tone and environment for WCVSC, and must provide leadership, authority, and management skills to enable WCVSC to operate effectively. It is the WCVSC Judge's responsibility to ensure that the Participant understands the requirements of WCVSC, including those set forth in the Consent to Participate prior to executing the Consent to Participate and that the Participant is competent and entering the program voluntarily.

To carry out his/her duties, the WCVSC Judge must participate in all team staffings and shall consider input from the other team members in evaluating a response to a Participant's compliance or non-compliance with supervision and treatment requirements. This participation is permissible pursuant to Supreme Court Rule 63. While the WCVSC Judge must consider the input from all of the members of the team, it is his/her final responsibility to determine what response is appropriate for an individual Participant. In court, it is the WCVSC Judge who presents the Participant with the team's staffing decisions and allows the Participant to address the response with the court.

Examples of the responses a Participant may receive in court are an incentive given because of progress the Participant has made, a sanction imposed because of non-compliance with treatment, and/or supervision requirements or a therapeutic adjustment as recommended by the treatment provider. These responses are designed to encourage or reinforce the Participants' progress or to discourage and deter Participants' non-compliance. The WCVSC Judge shall ensure that WCVSC responses to a Participant's behavior are predictable, fair, consistent and unbiased and that the Participant is treated with respect and is given an opportunity to be heard.

The PSC judge, before being assigned to preside in such a court, should have experience and/or training in a broad range of topics including, but not limited to: (1) criminal law; (2) behavioral health; (3) confidentiality; (4) ethics; (5) evidence-based practices; (6) substance use and abuse; (7) mental illness and (8) co-occurring disorders. The judge must be assigned to preside over the PSC for a minimum of two years;

B. Problem-Solving Courts Coordinator

The Problem-Solving Courts Coordinator is responsible for overseeing the WCVSC Program. The Problem-Solving Courts Coordinator oversees the day-to-day operations of WCVSC and problem-solving courts administration responsibilities for WCVSC. Those responsibilities include monitoring the referral and intake processes to ensure the early identification and enrollment of WCVSC candidates, supervision of the collection and reporting of WCVSC data,

community education and public relations, coordinating continuing education opportunities for the WCVSC team, and grants administration.

He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

C. Prosecutor

The role of the prosecutor in WCVSC is non-adversarial and collaborative by design, which is different from the traditional adversarial model in criminal court. The prosecutor represents the interests of the People of the State of Illinois and ensures that public safety interests and concerns are provided in team staffing discussions. The prosecutor also participates in the collaborative WCVSC process in evaluating each Participant's engagement in and compliance with WCVSC in team staffings and at court sessions.

As part of the collaborative team, the prosecutor monitors Participant progress and makes recommendations regarding appropriate interventions to impact a Participant's behavior and compliance with WCVSC requirements. Information the prosecutor receives through the WCVSC Program shall only be used for WCVSC purposes and shall not be redisclosed. The prosecutor retains the responsibility to assure a Participant's compliance with WCVSC requirements and may initiate adverse proceedings if a Participant is not adhering to the terms of his/her WCVSC probation and Consent to Participate. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model.

Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

D. Defense Counsel

The role of defense counsel in WCVSC is also very different from the traditional adversarial model in criminal court. In WCVSC, the Public Defender represents all WCVSC clients unless

a Participant has privately retained counsel. Before entry into WCVSC, it is defense counsel's responsibility to meet with each potential Participant to explain WCVSC's rules and expectations, the potential Participant's legal rights and how those rights are affected by participation in WCVSC. Defense counsel must also explain the provisions of the WCVSC Consent to Participate and the WCVSC Handbook to the Participant, and assist in the Participant's execution of all court related documents and ensure that the Participant understands all of the provisions of such documents.

Upon official enrollment in WCVSC, privately -retained defense counsel must elect whether to continue as counsel for the Participant. If not, the WCVSC Judge appoints the public defender to represent the Participant in WCVSC. Whether a Participant is represented by privately retained defense counsel or the public defender, the responsibilities of the Participant's attorney is to represent the Participant at team staffings, attend WCVSC staffings and court status hearings, provide input and recommendations to the WCVSC Team, ensure that the Participant's due process rights are protected, and represent the Participant in any adverse proceedings.

He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

E. Probation Officer

Responsible for meeting with Participants on a regular basis to determine Participant's progress in the program, as well as provide referrals for substance use treatment, employment, education, transportation, mental health services, and entitlements. They will ensure that Participants understand the requirements of WCVSC and supervise their compliance with all WCVSC treatment and probation supervision requirements. They will perform home visits and risk assessments as necessary.

He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives, sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing

interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year. He/she updates treatment plan regularly.

F. Mental Health Professional

The WCVSC Mental Health Professionals (MHP's) are responsible for conducting mental health assessments on an as needed basis for the WCVSC population. The Mental Health Professional prepares a written summary of the findings from the assessment and forwards the written report to the Veterans Court Team for staffing discussions.

The Mental Health Professional uses the following assessment tools: mental health assessment, Cognitive Capacity Screening, RANT, TCU, LSI-R with all clients, and the Becks Depression Index (BDI), Becks Anxiety Index(BAI), Primary Care Posttraumatic Stress Disorder (PC-PTSD), Generalized Anxiety Disorder (GAD-7), and Suicide Risk Assessment-Revised (SBQ-R) with client's in need of further clarification on diagnosis.

He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year. They complete initial treatment plan and update regularly

G. Certified Addiction Counselor

The WCVSC Certified Addiction Counselor is responsible for the initial assessment of persons referred to WCVSC to ensure that he/she has a substance dependence diagnosis. The Certified Addiction Counselor prepares a written summary of the findings from the assessment and forwards the written report to the WCVSC team for staffing discussions.

He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

H. Case Manager

Meet with Participants on a regular basis to determine Participant's progress in the program, as well as provide referrals for substance use treatment, employment, education, transportation, mental health services, and entitlements. Their case manager will ensure that Participants understand the requirements of WCVSC and supervise their compliance with all WCVSC treatment requirements. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year. He/she updates treatment plan regularly.

I. Community Partner/Treatment Providers

WCVSC utilizes a full continuum of treatment services, including outpatient, intensive outpatient, inpatient, long-term inpatient substance abuse and co-occurring treatment, and recovery housing from numerous treatment providers. WCVSC's most prominent treatment providers are Stepping Stones and Woodridge Interventions. All treatment services are trauma-informed and culturally sensitive. WCVSC also supports the utilization of medication-assisted treatment (MAT) for Participants with opioid or other substance dependence disorder diagnoses. MAT is a medical protocol that is entirely voluntary on the part of the Participant and is a decision entered into between a Participant and his/her medical provider.

A Participant's mental health needs and medical issues are also monitored by WCVSC and referrals may be made by the WCVSC team for these services. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

J. Data/Risk Assessment Specialist

Works with the mental health professionals, case managers, and probation officers to administer the necessary risk assessment tools, such as LSI-R and RANT, in order to

determine the risks and needs of potential Participants. The Data/Risk Assessment Specialist acts as a liaison with treatment providers and case managers to coordinate data collection and entry.

They work with the Court Coordinator to ensure timely reporting of required data. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

K. Law Enforcement

He/she acts as a liaison to other law enforcement agencies and will offer a law enforcement perspective when policy and procedures are developed. The officer may assist with home visits as needed, process/serve warrants on Veteran's Court Participants and assist with referring potential Veteran's Court Participants. The officer may promote and encourage law enforcement officers to receive CIT training. If the law enforcement officer is a veteran, he/she can offer encouragement and emotional support. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model.

Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

L. Veterans Justice Outreach Specialist

He/she screens and assesses veterans for eligibility for VA Healthcare services, provides recommendations for those services, including psychiatric and substance abuse and monitors the treatment of the veterans. He/she provides referrals to community resources for social needs such as housing and finance and provides case management throughout the veteran's court involvement. He/she shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model.

Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions and therapeutic adjustments, court processes, limited English proficiency and team dynamics. He/she shall stay abreast of current law and research on best practices and participate in ongoing interdisciplinary education and training. He/she shall commit to serving on the team a minimum of one year.

VII. WCVSC Phases

The WCVSC incorporates four program phases followed by graduation. The phases are designed to monitor the Participant's compliance with all WCVSC requirements and to objectively measure a Participant's progress in treatment. These phases are structured to maximize the likelihood that the Participant can successfully achieve and maintain recovery through meaningful participation in his/her treatment plan requirements while under the intensive supervision of the court to discourage the Participant from engaging in further criminal activity. Treatment plan requirements include all recommended and/or prescribed treatment services, including substance abuse treatment, primary medical treatment, and mental health treatment services and each Participant's compliance with treatment plan requirements will be monitored by the WCVSC Team through all WCVSC phases. To date, WCVSC has assisted hundreds of Participants to successfully complete the program and become contributing, productive members of our community. The Participant requirements for each program phase are as follows:

Phase I

- Complete 1st phase of treatment (Inpatient, IOP, OP)
- Comply with psychiatric appointments and recommendations (If Applicable)
- Medical/Medication Issues Addressed
- Meet with case manager weekly if not in residential treatment
- Attend court weekly if not in residential treatment
- Urine and drug/alcohol screens are negative for minimum of 30 days
- Apply for all recommended public entitlements and VA benefits
- Attend 3-4 recovery support meetings weekly (If Applicable)
- Explanation of what step participants is working on (If Applicable)
- Sign releases of information to collateral contacts upon requests
- Must be in phase one for minimum of 60 days
- Approval by the WCVSC Team

Participants can only advance to Phase II if substantially compliant with Phase I requirements for a sustained period of time, have no drug tests which violate the alcohol and drug testing protocol and procedures for 30 days, and the Judge with input from the WCVSC team approves their written application explaining why he or she would like to move to Phase II.

Phase II

- Continue Treatment as recommended
- Comply with CBT, T4C, MRT, Psycho Educational and/or Substance Abuse treatment
- Comply with psychiatric appointments and recommendations (If Applicable)
- Medical/Medication Issues Addressed
- Explore employment opportunities, Disability or educational opportunities
- Meet with case manager weekly
- Attend court weekly
- Obtain a sponsor (if applicable)
- Urine and drug/alcohol screens are negative for minimum of 60 days
- Complete five (5) hours of community service
- Make substantial effort to pay \$360.00 of WCVSC fee
- Attend 3-4 recovery support meetings weekly (If Applicable)
- Explanation of what step participants is working on (If Applicable)
- Explanation of insights and skills participant has acquired through T4C and/or MRT and how participant applies these skills to everyday life (if applicable)
- Must be in phase two for minimum of 60 days
- Approval by the WCVSC Team

Participants can only advance to Phase III if substantially compliant with Phase II requirements for a sustained period of time, have no drug tests which violate the alcohol and drug testing protocol and procedures for 60 days, and the Judge with input from the WCVSC team approves their written application explaining why he or she would like to move to Phase III. If a defendant is determined to be unable to pay fees, community service may be substituted.

Phase III

- Complete all required treatment
- Continue to meet all Phase II Requirements
- Attempt to obtain employment or full time educational status
- Obtain stable housing
- Letter from sponsor detailing program work (If Applicable)
- Explanation of what step participants is working on (If Applicable)
- Attend 3 recovery support meetings weekly (If Applicable)
- Urine and drug/alcohol screens are negative for minimum of 150 days
- Complete additional ten (10) hours of community service
- Make substantial effort to pay Additional \$600.00 (cumulative total of \$960.00) of WCVSC fee
- Lead 1 o'clock meeting with specific topic

- Attend Court bi-weekly
- See case manager bi-weekly
- Increase Positive Attitude and use skills acquired to increase independence
- Explanation of insights and skills participant has acquired through T4C and/or MRT and how participant applies these skills to everyday life (If applicable)
- Complete either T4C or MRT (if applicable)
- Sign releases of information to collateral contacts upon request
- Must be in phase two for minimum of 120 days
- Approval by the WCVSC Team

Participants can only advance to Phase III if substantially compliant with Phase III requirements for a sustained period of time, have no drug tests which violate the alcohol and drug testing protocol and procedures for six months, and the Judge with input from the team WCVSC team approves their written application explaining why he or she would like to move to Phase III. If a defendant is determined to be unable to pay fees, community service may be substituted.

Phase IV

- Continue to meet all Phase III requirements
- Employment or full time educational status
- Letter from sponsor detailing program work (If Applicable)
- Explanation of what step participant is working on (If Applicable)
- Attend 3 recovery support meetings weekly (If Applicable)
- Urine and drug/alcohol screens negative for minimum of nine (9) months
- Complete additional ten (10) hours of community service
- Make substantial effort to pay additional \$600.00 of WCVSC fee
- Pay full restitution
- Maintain stable housing
- Complete MRT, T4C, all assigned Psycho Educational Groups (if applicable)
- Explanation of insights and skills participant has acquired through T4C and/or MRT and how participant applies these skills to everyday life (if applicable)
- Sign release of information to collateral contacts upon request
- Describe how participant takes responsibility for life and behaviors now as opposed to prior to entering WCVSC
- Must be in phase three for minimum of 120 days
- Approval by the WCVSC Team
- Complete graduation questionnaire
- Complete and review discharge Plan with assistance of the Case Manager

Participants can only advance to Graduation if substantially compliant with Phase III requirements for a sustained period of time, have no drug tests which violate the alcohol and

drug testing protocol and procedures for nine months, and the Judge with input from the WCVSC team approves their pre-Graduation questionnaire. This questionnaire asks the participants seeking to graduate to reflect on their time in WCVSC, to determine if they have all the necessary tools to manage their addictions, and to think about how they will continue to live a drug free life upon leaving WCVSC.

Graduation

- Complete Graduation questionnaire
- All Phase Requirements satisfied
- Develop and Review Discharge Plan Begin implementation of the discharge plan and any required ongoing treatment or follow up services.
- Minimum 12 Months in WCVSC
- Make Substantial Effort to pay \$1560 WCVSC fee

To be eligible for graduation, participants must continue to meet all of the requirements for moving from phase III to phase IIII, must be compliant with phase IIII requirements, have made substantial effort to pay the WCVSC fee of \$1560 over the course of their time in the four phases, have negative urine screens for nine months, and have completed the pre-Graduation questionnaire and discharge plan and reviewed the discharge plan. If a defendant is determined to be unable to pay fees, community service may be substituted. The WCVSC team will staff a participant to determine if he/she has met the requirements to advance from phase IIII to graduation. It is at this point that any legal agreements that have been previously made pending completion shall be reviewed and acted upon accordingly. The WCVSC holds approximately two graduation ceremonies a year.

VIII. Incentives, Sanctions, and Therapeutic Adjustments

Responses to a WCVSC Participant's behavior shall be in accordance with Section 8 of the *Illinois Standards* and shall be predictable, fair, consistent and without regard to a person's gender, race, nationality, ethnicity, limited English proficiency, disability, socio-economic status or sexual orientation.

In WCVSC, incentives, sanctions and therapeutic adjustments shall be administered to motivate a person to comply with WCVSC requirements and to effectuate the changes in thinking and behavior of a Participant that are necessary to assist him/her to successfully achieve recovery and to comply with and successfully complete the program.

The Participant shall be advised by the WCVSC Judge at the time of execution of the Consent to Participate that the program incorporates incentives, sanctions and therapeutic adjustments in response to a Participant's progress or non-compliance with WCVSC goals and requirements.

Examples of incentives, sanctions and therapeutic adjustments that may be imposed in WCVSC are:

Incentives:

Incentives include verbal affirmation, leaving court early, less frequent court appearances and/or mandatory probation meetings, and attendance at fewer recovery support meetings resulting in a reduction in participant's expenses. They are also allowed more flexibility to travel. Incentives may be received for a variety of behaviors and achievements such as attending all probation and treatment and groups, attending all court status hearings, making progress in treatment, providing clean drug screens, gaining or maintaining employment, and education achievement.

Sanctions:

Sanctions WILL vary for each WCVSC participant and be individualized based upon treatment status, overall behavioral compliance and other issues.. Sanctions may be imposed for each violation. Violations that may result in sanctions include but are not limited to: involvement in criminal conduct, dishonesty with the WCVSC team and treatment providers, poor attendance, lack of participation in treatment or tasks identified in the treatment plan, and positive drug screens. The sanctions that will be imposed for these violations may include but are not limited to: curfews, community service hours, incarceration, increased reporting to court and probation, "random" drug tests, extensions of contract and/or termination from program. If it is determined at staffing that there should be a sanction, the participant must be given an opportunity to address the Court before the sanction is imposed. The WCVSC Judge must consider this input and decide whether to impose the sanction. The final decision as to whether to impose a sanction and what sanction is appropriate rests within the sole discretion of the WCVSC Judge and may only be imposed in accordance with the procedural principles of fairness and neutrality after the participant is given an opportunity to be heard.

Therapeutic Adjustments:

Therapeutic adjustments to a participant's treatment plan may be made for a variety of reasons that include but are not limited to: results of assessments and evaluations, recommendation by treatment providers, missing recovery support group meetings or meetings with case manager, and positive drug screens. Adjustments to one's treatment plan may include but are not limited to: individual counseling, parenting classes, and anger management. Participants will be required to comply with any new or additional requirements.

IX. Drug and Alcohol Testing Protocol and Procedures

Will County Veterans Court maintains a random, color-coding system for WCVSC Participant alcohol and drug testing. Participants are assigned to a color and are required to call in each day to check the color code. If their color is called, they are required to provide a sample pursuant to the recorded directions. In addition, Participants must drug test before every time

they are required to appear before the WCVSC Judge. Participants may also be tested when reporting for a probation office visit or a meeting with their case manager.

In accordance with best practices but subject to the availability of funds, WCVSC phase I clients are tested at least once a week, and as Participants progress through the program, they appear less often in court, and are therefore, tested less frequently. However, every Participant is still held accountable to the color call in system and random drug testing administered by case managers and probation officers.

Positive drug/alcohol screen results, failing to provide a random drug/alcohol screen as directed, or diluting, altering or attempting to adulterate urine specimens, or any type of tampering (e.g. bringing in someone else's urine) are violations of the WCVSC program and may result in the imposition of a WCVSC sanction.

X. Program Outcomes

In accordance with Section 9 of the *Illinois Standards*, a Participant may be discharged from WCVSC in one of four ways: successful discharge; neutral discharge; unsuccessful discharge and voluntary withdrawal.

A. Successful Discharge

Participant is eligible for successful discharge from the WCVSC Program when he/she completes all of the program requirements. If completion of the program occurs, the Participant will be able to attend a drug court graduation ceremony. In most cases, the State will agree to drop the Participant's charges or declare their time spent in WCVSC as time served.

B. Neutral Discharge

A participant may encounter difficulties after entering the program that makes it difficult or impossible for him/her to comply with the requirements of WCVSC. Upon collaboration from the WCVSC Team the WCVSC Judge can enter an order permitting a neutral discharge from the WCVSC Program.

C. Unsuccessful Discharge

A participant who is in violation of WCARI Program requirements may be unsuccessfully discharged from the WCARI Program. The WCARI Team is committed to offering the full continuum of treatment services to all WCARI participants with the goal of helping them achieve and maintain recovery, but on occasion a participant is not able to do so.

Prior to unsuccessful discharge from the WCARI Court Program, a participant shall be served with a petition to terminate from the WCARI Court Program. The petition shall set forth the alleged violations of WCARI Court Program requirements or, together with the relief sought. The WCARI judge shall ensure that all participants who become subject to proceedings that

could result in unsuccessful discharge from the WCARI Court Program are advised of and accorded the rights set forth in Supreme Court Rule 402A, including, but not limited to, the right to counsel and a hearing.

In accordance with Supreme Court Rule 402A(a), the WCARI judge shall not accept an admission to a violation, or a stipulation that the evidence is sufficient to establish a program or probation violation, without first addressing the participant personally in open court, and informing the participant of and determining that the participant understands the following: the specific allegations in the petition; that the participant has the right to a hearing with defense counsel present, and the right to appointed counsel if the participant is indigent; that at the hearing, the participant has the right to confront and cross-examine adverse witnesses and to present witnesses and evidence in his or her behalf; that at the hearing, the State must prove the alleged violation by a preponderance of the evidence; at by admitting to a violation, or by stipulating that the evidence is sufficient to establish a program or probation violation, there will not be a hearing on the petition, so that by admitting to a violation, or by stipulating that the evidence is sufficient, the participant waives the right to a hearing and the right to confront and cross-examine adverse witnesses, and the right to present witnesses and evidence in his or her behalf; and the sentencing range for the underlying offense for which the participant is subject to prosecution or sentencing.

In accordance with Supreme Court Rules 402A(b) and (c), the WCARI judge shall not accept any admission to a violation, or any stipulation that the evidence is sufficient to establish a program violation, without first determining that the participant's admission or stipulation is voluntary, and that there is a factual basis for the admission or stipulation. In accordance with Supreme Court Rule 402A(d), the WCARI judge shall not participate in plea discussions with respect to a petition to terminate the participant from the WCARI Court Program without first complying with Supreme Court Rules 402(d), (e) and (f).

Once a petition to terminate a participant from the WCARI Court Program has been filed, the WCARI judge may allow the participant, with the consent of both the participant (with advice of his or her counsel) and the State, to remain in the WCARI Court Program with hearing on the petition deferred. The State may thereafter dismiss the petition if the participant makes satisfactory improvement in compliance with the WCARI Court Program requirements. If the participant fails to make satisfactory improvement, the State may elect to set the petition for hearing.

At a hearing on a petition to terminate a participant from the WCARI Court Program, the WCARI judge cannot consider any information learned through team staffings, status review hearings or otherwise, unless newly received in evidence at the hearing. The WCARI judge should disqualify himself or herself in a proceeding on a petition to terminate a participant from the WCARI if the circumstances listed in Supreme Court Rule 63C apply. A participant has the right to move for substitution of the WCARI judge pursuant to section 114-5(d) of the Code of Criminal Procedure of 1963 (725 ILCS 5/114-5(d)) for purposes of a hearing on a petition to terminate a participant from the WCARI.

D. Voluntary Withdrawal

A Participant shall have the right to withdraw from WCVSC since it is a voluntary program, but withdrawal may be subject to consequences. If a Participant requests to withdraw, the WCVSC Judge shall ensure that the Participant has the right to consult with defense counsel, and that the withdrawal is made voluntarily and knowingly in open court. The WCVSC Judge shall ensure that the Participant is admonished as to the consequences, actual or potential, which may result from the withdrawal. The consequences that could be imposed must be consistent with the Participant's status and terms of probation, are to be discussed by the WCVSC Team at a staffing on the issue of voluntary withdrawal, determined by the WCVSC Judge who thereafter explains the consequences to the Participant in open court prior to the WCVSC Judge allowing the Participant to withdraw.

XI. Confidentiality

Information regarding a Participant's health and treatment status is highly confidential as set forth in Section 7.4 of the *Illinois Standards* and this confidentiality is protected by federal and State laws and regulations. The WCVSC team and treatment providers strictly observe the requirements of all applicable laws and regulations. To protect confidentiality, WCVSC utilizes the Consent For Disclosure to facilitate the assessment and discussion of an individual's eligibility to participate. The Consent to Participate that the Participant signs acknowledges the possible dissemination of protected information through his/her participation in WCVSC, and requires that the Participant execute any release of information forms that are needed by probation, treatment providers and collateral sources in order to facilitate the sharing of confidential information about the Participant in a lawful manner. All communication among the WCVSC Team about a Participant is required to be done in a manner to keep the individual's identity confidential. From time to time, collateral sources of information may volunteer information to the WCVSC team about a Participant, but a properly executed release of information from the Participant to a collateral source is always obtained prior to WCVSC contacting or sharing any information with a collateral source. Information obtained by the WCVSC Team pursuant to a release or consent shall not be disclosed outside of WCVSC. Information obtained is for WCVSC purposes only.

XII. Post-Program Aftercare

Each Participant who is exiting the WCVSC program shall be assessed for all post-program treatment or services needs and will discuss their discharge plan with their case manager or probation officer prior to exiting WCVSC. This is to ensure that every Participant is linked to needed services as indicated by the assessment, so that they can continue to have support as they continue to manage their addictions and live drug free lives.

WCVSC understands that challenges to sobriety remain long after graduation. As a result alumni groups offer social gatherings and allow for case managers to maintain on-going relationships with Participants after graduation.