


**GLENN A. GRANT, J.A.D.**  
Acting Administrative Director of the Courts

Richard J. Hughes Justice Complex • P.O. Box 037 • Trenton, NJ 08625-0037 njcourts.gov • Tel: 609-376-3000 • Fax: 609-376-3002

**Directive #20-21**

Questions or comments may  
be directed to  
(609) 815-2900 ext. 55316

**To:** Assignment Judges  
Trial Court Administrators

**From:** Glenn A. Grant, J.A.D. 

**Subject:** Drug Court – Revised Phase Structure Requirements for  
Advancement and Graduation Criteria

**Date:** August 11, 2021

This directive promulgates the revised drug court phase structure requirements, as approved by the Judicial Council. The revisions are effective September 1, 2021. No later than Wednesday, August 25, 2021, each vicinage should provide to Statewide Drug Court Manager Donna Westhoven a breakdown of the risk level of all drug court participants who are currently admitted into the program.

The changes in the Directive include separate tracks in the program based on a client's risk score as determined by the Ohio Risk Assessment Tool (ORAS) and new criteria for phase advancement and graduation, as well as associated forms. The changes more closely align New Jersey's drug court program with the Best Practice standards established by the National Association of Drug Court Professionals (NADCP).

Each client in the program will have an individualized case plan, based on their specific needs. Those case plans will include employment, payments of fines, and engagement in pro-social activities, based on client risk level, in a manner that

will ensure statewide consistency. The forms and requirements for phase promotions and graduation will be consistent statewide for each Vicinage Drug Court. No additional requirements should be added at the local level (e.g., to move to a higher or lower phase or to graduate from the program).

Additionally, fines will not need to be paid in full for a client to be able to graduate from drug court. This modification from the current approach will sever the linkage between ability to pay financial assessments in their entirety and eligibility for graduation from Drug Court. Before the last phase of the program, each client's case will be referred to the Collections Enforcement Program (CEP) to review any outstanding financial obligations and each case will also be reviewed to confirm that they have received any applicable credits as allowed by the Drug Enforcement and Drug Reduction (DEDR) statute.

Also, the revised policy shortens the length of time that a client will spend in each of the phases, as well as the required period of sobriety in each phase. Research indicates that this reduction in phase times should provide an incentive for clients as they progress through the program. Consistent with statutory requirements, graduation from Drug Court will require two years in the program and one year sobriety.

Certain supervision tools used by probation officers are being adjusted as follows: (1) all clients until their last phase of the program will undergo random drug testing twice per week; and (2) clients will be visited monthly in the field in phases one and two and then every other month for the rest of their time in the program.

Questions regarding this policy may be directed to Donna Westhoven, Statewide Drug Court Manager via email at [Donna.Westhoven@njcourts.gov](mailto:Donna.Westhoven@njcourts.gov) or by telephone at 609-815-2900 ext. 55316.

Attachments:

- (1) Drug Court Phase Requirements (CN 12568)
- (2) Drug Court Applications for Promotion to Next Phase and for Graduation (CN 12571a through CN 12571g)
- (3) Assessment Phase Chart (For Use by Drug Court Team)

Directive #20-21

Drug Court - Phase Structure Requirements  
for Advancement and Graduation Criteria

cc: Chief Justice Stuart Rabner  
Criminal Presiding Judges  
Drug Court Judges  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Special Assistants to the Administrative Director  
Criminal Division Managers and Assistants  
Probation Division Managers and Assistants  
Donna Westhoven, Statewide Drug Court Manager  
Marcia Matthews, Assistant Drug Court Manager

## Attachment 1

### Drug Court Phase Requirements (CN 12568)





New Jersey Judiciary  
Office of Probation Services - Drug Court  
**Drug Court Phase Requirements**

Name \_\_\_\_\_

Probation Officer \_\_\_\_\_

Date Reviewed \_\_\_\_\_

**Track A/ B - Phase 1 Requirements**

Review each requirement with staff and sign you understand the expectations.

- I will attend court on time \_\_\_\_\_ at: \_\_\_\_\_.
- I will participate in developing and following my treatment plan  
at: \_\_\_\_\_ . Phone Number: \_\_\_\_\_
- I will follow the conditions of probation supervision and meet weekly with my probation officer  
on time. Probation officer: \_\_\_\_\_ Phone  
Number: \_\_\_\_\_. I will immediately notify my probation officer of any  
conflicts prior to my appointment or in case of an emergency.
- I will develop my case plan with my probation officer.
- I will allow probation officers into my residence for home visits and home inspections.
- I will submit to random drug testing. Testing hotline number: \_\_\_\_\_  
(ID#: \_\_\_\_\_)
- I will address housing, if needed and keep my probation officer informed if my residence  
changes.
- I will obtain a medical/dental assessment, if needed.
- I will start changing/addressing people, places, and things.

I have reviewed the requirements for Phase 1 and understand my responsibilities to the drug court  
program.

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track A/ B - Phase 2 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court on time _____ at: _____.</li><li>● I will continue to participate in revising and following my treatment plan and begin establishing my relapse prevention plan at: _____. Phone Number: _____.</li><li>● I will follow the conditions of probation supervision and meet _____ with my probation officer on time. Probation officer: _____. Phone Number: _____. I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and keep my probation officer informed if my residence changes.</li><li>● I will address any recommended medical/dental needs.</li><li>● I will demonstrate changing/addressing people, places, and things. (For example, I will start making new sober friends and I will start going to places where there is no alcohol or drugs.)</li><li>● I will begin attending recovery groups, as recommended by treatment.</li><li>● I will develop and follow a financial plan as indicated on my case plan.</li></ul>	
I have reviewed the requirements for Phase 2 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____

**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track B - Phase 3 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court on time every 3 months at: _____.</li><li>● I will follow my treatment plan and establish my relapse prevention plan at: _____ . Phone Number: _____</li><li>● I will follow the conditions of probation supervision and meet every other week with my probation officer on time. Probation officer: _____ Phone Number: _____ . I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and keep my probation officer informed if my residence changes.</li><li>● I will address any recommended medical/dental needs.</li><li>● I will continue to demonstrate changing/addressing people, places, and things.</li><li>● I will maintain attending recovery groups and establish a recovery network per treatment.</li><li>● I will follow my financial plan and begin making payments per case plan.</li><li>● I will establish pro-social activities such as calling a sober friend, developing a new hobby, taking a walk, or attending alumni groups.</li><li>● I will address supportive services, as recommended (for example, parenting classes, family support, etc.).</li><li>● I will begin employment, start vocational training, job search or school.</li><li>● If I owe money, I will be given a CEP court date.</li></ul>	
I have reviewed the requirements for Phase 3 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____

**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track B - Phase 4 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court on time every 3 months at: _____.</li><li>● I will follow my treatment plan and relapse prevention plan at: _____ Phone Number: _____</li><li>● I will follow the conditions of probation supervision and meet monthly with my probation officer on time. Probation officer: _____ Phone Number: _____. I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and keep my probation officer informed if my residence changes.</li><li>● I will maintain any recommended medical/dental needs.</li><li>● I will continue to demonstrate addressing people, places, and things.</li><li>● I will maintain attending recovery groups and my peer recovery network per treatment.</li><li>● I will follow my financial plan and continue making payments per case plan.</li><li>● I will maintain supportive services as recommended (for example, parenting classes, family support, etc.).</li><li>● I will maintain pro-social activities.</li><li>● I will maintain employment, vocational training, or school.</li></ul>	
I have reviewed the requirements for Phase 4 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____



**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track A - Phase 3 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court on time monthly at: _____.</li><li>● I will follow my treatment plan and establish my relapse prevention plan at: _____ Phone Number: _____.</li><li>● I will follow the conditions of probation supervision and meet every other week with my probation officer on time. Probation officer: _____ Phone Number: _____. I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and keep my probation officer informed if my residence changes.</li><li>● I will address any recommended medical/dental needs.</li><li>● I will continue to demonstrate changing people, places, and things.</li><li>● I will maintain attending recovery groups and establish recovery network per treatment.</li><li>● I will follow my financial plan if indicated per case plan.</li><li>● I will establish pro-social activities such as calling a sober friend, developing a new hobby, taking a walk, or attending alumni groups.</li></ul>	
I have reviewed the requirements for Phase 3 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____



**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track A - Phase 4 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court monthly at: _____.</li><li>● I will follow my treatment plan and relapse prevention plan at: _____ Phone Number: _____</li><li>● I will follow the conditions of probation supervision and meet every other week with my probation officer on time. Probation officer: _____ Phone Number: _____. I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and I will keep my probation officer informed if my residence changes.</li><li>● I will address any recommended medical/dental needs.</li><li>● I will demonstrate changing people, places, and things.</li><li>● I will maintain attending recovery groups and my recovery network per treatment.</li><li>● I will follow my financial plan and begin making payments per case plan.</li><li>● I will address supportive services as recommended (for example, parenting classes, family support, etc.).</li><li>● I will maintain pro-social activities.</li><li>● I will begin employment or start vocational training, job search, or school.</li><li>● If I owe money, I will be given a CEP court date.</li></ul>	
I have reviewed the requirements for Phase 4 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____

**Drug Court Phase Requirements**

Name _____	
Probation Officer _____	Date Reviewed _____
<b>Track A - Phase 5 Requirements</b>	
Review each requirement with staff and sign you understand the expectations.	
<ul style="list-style-type: none"><li>● I will attend court on time monthly at: _____.</li><li>● I will follow my treatment plan and relapse prevention plan at: _____ Phone Number: _____</li><li>● I will follow the conditions of probation supervision and meet monthly with my probation officer on time. Probation officer: _____ Phone Number: _____. I will immediately notify my probation officer of any conflicts prior to my appointment or in case of an emergency.</li><li>● I will review my case plan with my probation officer as needed.</li><li>● I will allow probation officers into my residence for home visits and home inspections.</li><li>● I will submit to random drug testing. Testing hotline number: _____ (ID#: _____)</li><li>● I will maintain housing and I will keep my probation officer informed if my residence changes.</li><li>● I will maintain any recommended medical/dental needs.</li><li>● I will continue to demonstrate changing people, places, and things.</li><li>● I will maintain attending recovery groups and my recovery network per treatment.</li><li>● I will follow my financial plan and continue making payments per case plan.</li><li>● I will maintain supportive services as recommended (for example, parenting classes, family support, etc.).</li><li>● I will maintain pro-social activities.</li><li>● I will maintain my employment, vocational training, or school.</li></ul>	
I have reviewed the requirements for Phase 5 and understand my responsibilities to the drug court program.	
Client Signature _____	Date _____

## Attachment 2

Drug Court Application for Promotion to Phase  
2, Track A & B (CN 12571a)

Drug Court Application for Promotion to Phase  
3, Track A & B (CN 12571b)

Drug Court Application for Promotion to Phase  
4, Track A (CN 12571c)

Drug Court Application for Promotion to Phase  
4, Track B (CN 12571d)

Drug Court Application for Promotion to Phase  
5, Track A (CN 12571e)

Drug Court Application for Graduation, Track A  
(CN 12571f)

Drug Court Application for Graduation, Track B  
(CN 12571g)



New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Promotion to Phase 2**

**Track A & B: Application for Promotion to Phase 2**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 1 for a minimum of 60 days. Date entered Phase 1: \_\_\_\_\_
- ☐ I have a minimum of 14 consecutive days of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I am engaged in treatment and attending regularly.  
**Counselor verification signature:** \_\_\_\_\_
- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_
- ☐ Three of my biggest struggles in Phase 1:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three accomplishments in Phase 1:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three personal goals I would like to accomplish in the next phase:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date





New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Promotion to Phase 3**

**Track A & B: Application for Promotion to Phase 3**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 2 for a minimum of 90 days. Date entered phase 2: \_\_\_\_\_
- ☐ I have a minimum of 30 consecutive days of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I am engaged in treatment and attending regularly.  
**Counselor verification signature:** \_\_\_\_\_
- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_
- ☐ Three of my biggest struggles in Phase 2:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three accomplishments in Phase 2:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three personal goals I would like to accomplish in the next phase:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date





New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Promotion to Phase 4**

**Track A: Application for Promotion to Phase 4**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 3 for a minimum of 90 days. Date entered phase 3: \_\_\_\_\_
- ☐ I have a minimum of 45 consecutive days of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I am engaged in treatment and attending regularly, if applicable.

**Counselor verification signature:** \_\_\_\_\_

- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_

- ☐ I am engaged in recovery support groups. Home group: \_\_\_\_\_

- ☐ I am engaged in pro-social activities. Activities: \_\_\_\_\_

Three of my biggest struggles in Phase 3:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Three accomplishments in Phase 3:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Three personal goals I would like to accomplish in the next phase:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Three ways I will maintain my recovery and remain law abiding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Client Signature

Date



**New Jersey Judiciary**  
**Office of Probation Services – Drug Court**  
**Drug Court Application for Promotion to Phase 4**

**Track B: Application for Promotion to Phase 4**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

☐ I have been in Phase 3 for a minimum of 120 days. Date entered phase 3: \_\_\_\_\_

☐ I have a minimum of 60 consecutive days of sobriety. Sobriety date: \_\_\_\_\_

☐ I am engaged in treatment and attending regularly, if applicable.

**Counselor verification signature:** \_\_\_\_\_

☐ I am following the conditions of supervision.

**Probation Officer verification signature:** \_\_\_\_\_

☐ I am engaged in recovery support groups. Home group: \_\_\_\_\_

☐ I am engaged in pro-social activities. Activities: \_\_\_\_\_

☐ Three of my biggest struggles in Phase 3:

☐ Three accomplishments in Phase 3:

Three personal goals I would like to accomplish in the next phase:

☐ Three ways I will maintain my recovery and remain law abiding:

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Promotion to Phase 5**

**Track A: Application for Promotion to Phase 5**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 4 for a minimum of 90 days. Date entered phase 4: \_\_\_\_\_
- ☐ I have a minimum of 60 consecutive days of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I am engaged in treatment and attending regularly, if applicable.  
**Counselor verification signature:** \_\_\_\_\_
- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_
- ☐ I am engaged in recovery support groups. Home group: \_\_\_\_\_
- ☐ I am engaged in pro-social activities. Activities: \_\_\_\_\_
- ☐ I am employed or going to school. Where: \_\_\_\_\_
- ☐ Three of my biggest struggles in Phase 4:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three accomplishments in Phase 4:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three personal goals I would like to accomplish prior to completion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three ways I will maintain my recovery and remain law abiding:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Graduation**

**Track A: Application for Graduation**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 5 for a minimum of 90 days. Date entered phase 5: \_\_\_\_\_
- ☐ I have a minimum of one consecutive year of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I successfully completed treatment. When and where: \_\_\_\_\_
- ☐ I have been in Drug Court for at least 2 years.
- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_
- ☐ I am engaged in recovery support groups. Home group: \_\_\_\_\_
- ☐ I am engaged in pro-social activities. Activities: \_\_\_\_\_
- ☐ I am employed or going to school. Where: \_\_\_\_\_
- ☐ I have presented relapse prevention plan to treatment court team.
- ☐ Three accomplishments in Phase 5:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three community resources I can reach out to if I need additional support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three coping responses I can utilize:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature

Date





New Jersey Judiciary  
Office of Probation Services – Drug Court  
**Drug Court Application for Graduation**

**Track B: Application for Graduation**

Name		Date Submitted	
Current Address: Street	City	State	Zip Code
Telephone	Email		

**The following criteria must be met in order to phase up:** (check box if task is completed)

- ☐ I have been in Phase 4 for a minimum of 120 days. Date entered phase 4: \_\_\_\_\_
- ☐ I have a minimum of one consecutive year of sobriety. Sobriety date: \_\_\_\_\_
- ☐ I successfully completed treatment. When and where: \_\_\_\_\_
- ☐ I have been in Drug Court for at least 2 years.
- ☐ I am following the conditions of supervision.  
**Probation Officer verification signature:** \_\_\_\_\_
- ☐ I am engaged in recovery support groups. Home group: \_\_\_\_\_
- ☐ I am engaged in pro-social activities. Activities: \_\_\_\_\_
- ☐ I am employed or going to school. Where: \_\_\_\_\_
- ☐ I have presented relapse prevention plan to treatment court team.
- ☐ Three accomplishments in Phase 4:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three community resources I can reach out to if I need additional support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Three coping responses I can utilize:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature

Date



## Attachment 3

### Assessment Phase Chart (for use by Drug Court Team)

## **ASSESSMENT PHASE**

**\*For use by the Drug Court team only\***

Assessment Phase serves to orient clients to the drug court program and occurs only once during drug court tenure. Clients are engaged in this phase as here noted:

- All clients between plea and sentence
- All sentenced clients during their first 30 days after sentencing who are initially recommended to outpatient treatment
- All sentenced clients who are initially recommended to residential treatment during their first 30 days post-discharge

Every client engaged in Assessment Phase attends weekly court sessions separate from other participants in order for the team to familiarize them with the structure and requirements of drug court, inclusive of regular reporting to the drug court judge.

Teams are to provide Assessment Phase clients with weekly presentations and resources including but not limited to the following: participant handbooks, overdose awareness, *The Standard Conditions of Adult Probation*, phase requirements and promotions, *Medications in Drug Court*, and expungements.

### **Pre-Sentence Clients**

**Requirements for all post-plea clients pending sentencing into drug court**

- Attend court weekly
- Engage in treatment
- Submit to drug testing as instructed
- Submit home verification documentation\*
- Follow any conditions of release
- Presentence clients are retained in the Assessment Phase for the extent of time between plea and sentence

*\*The following are acceptable for home verification:*

- Utility or credit card bill issued in the past 90 days (mail addressed to a P.O. box is not acceptable)
- Checking or savings account statement from a bank or credit union issued within the past 60 days
- Original, current, unexpired lease or rental agreement displaying applicant's name
- Property tax bill, statement, or receipt from the past year
- Any letter or correspondence (including tax bills) received from the IRS or state tax office in the past year
- First-class mail received from federal, state, or local government agency in the past six months
- Pay stub within the past 90 days (must contain address)

### **Sentenced Clients**

**Requirements for all newly sentenced drug court clients or those completing initial residential treatment.**

- Attend court weekly
- Cooperate with supervision
- Fulfill weekly office visits
- Create a case plan
- Submit to random drug testing (2x/week) \*
- Engage in treatment
- Complete home assessment
- Complete *Risk Assessment*
- Sentenced clients are maintained in the Assessment Phase for 30 days post-sentence

*\*Two drug tests per month may be conducted by treatment providers, however, these results can only be addressed therapeutically and not as a basis for jail sanction or violation of probation.*

## Sample Drug Court Phases (LR/HN) – Track B

**\*For use by the Drug Court team only\***

<b>Phase 1</b>	<b>Acute Stabilization</b>	<b>Minimum 60 Days</b>
----------------	----------------------------	------------------------

Court every three months	Address housing, if needed
Engage in treatment	Obtain medical/dental assessment, if needed
Cooperate with supervision	Start addressing people, places, and things
Develop case plan	
Weekly office visits	
Monthly home visits	
Random drug tests (minimum 2x week) *	

<b>Phase 2</b>	<b>Clinical Stabilization</b>	<b>Minimum 90 Days</b>
----------------	-------------------------------	------------------------

Court every three months	Maintain housing
Engage in treatment	Address any recommended medical/dental needs, if needed
Cooperate with supervision	Demonstrate addressing people, places, and things
Review case plan	Begin attending recovery groups, as recommended by treatment
Every other week office visits	Develop and follow a financial plan, if appropriate, as per case plan
Monthly home visits	
Random drug tests (minimum 2x week) *	

<b>Phase 3</b>	<b>Adaptive Habilitation</b>	<b>Minimum 120 Days</b>
----------------	------------------------------	-------------------------

Court every three months	Address any recommended medical/dental needs
Engage in treatment, if applicable	Demonstrate addressing people, places, and things
Cooperate with supervision	Maintain recovery groups and establish recovery network as per treatment
Review case plan	Follow financial plan and begin making payments per case plan
Every other week office visits	Address supportive services as recommended
Every other month home/field visits	Establish pro-social activities
Random drug tests (minimum 2x week) *	Begin employment or start vocational training, job search, or school
Maintain housing	

*NOTE: All clients who owe money are to be referred to CEP before their final phase.*

<b>Phase 4</b>	<b>Continuing Care</b>	<b>Minimum 120 Days</b>
----------------	------------------------	-------------------------

Court every three months	Maintain any recommended medical/dental needs
Engage in treatment, if applicable	Demonstrate addressing people, places, and things
Cooperate with supervision	Maintain recovery groups and recovery network as per treatment
Review case plan	Maintain financial plan and continue making payments per case plan
Monthly office visits	Maintain supportive services as recommended
Every other month home/field visits	Maintain pro-social activities
Random drug tests (minimum 2x month) *	Maintain employment, vocational training, or school
Maintain housing	Develop continuing care plan

***\*Two drug tests per month may be conducted by treatment providers, however, these results can only be addressed therapeutically and not as a basis for a jail sanction or violation of probation.***

## Phase Advancement Criteria (LR/HN)- Track B

### ***To Apply For:***

#### **Phase 2:**

---

Minimum of 60 days in Phase 1  
Minimum of 14 days sobriety\*  
Completion of Phase 1 requirements as outlined

#### **Phase 3:**

---

Minimum of 90 days in Phase 2  
Minimum of 30 days sobriety\*  
Completion of Phase 2 requirements as outlined

#### **Phase 4:**

---

Minimum of 120 days in Phase 3  
Minimum of 60 days sobriety\*  
Completion of Phase 3 requirements as outlined

#### **Graduation Requirements:**

---

2 years minimum in Drug Court  
1-year sobriety\*  
Minimum of 120 days in Phase 4  
Completion of Phase 4 requirements as outlined

**Note: Fines and restitution do not need to be paid in full to graduate drug court early.**

\*Sobriety - No positive or dilute test.



## Sample Drug Court Phases (HR/HN) – Track A

**\*For use by the Drug Court team only\***

### **Phase 1      Acute Stabilization      Minimum 60 Days**

Court weekly	Address housing, if needed
Engage in treatment	Obtain medical/dental assessment, if needed
Cooperate with supervision	Start changing people, places, and things
Develop case plan	
Weekly office visits	
Monthly home visits	
Random drug tests (minimum 2x/week) *	

### **Phase 2      Clinical Stabilization      Minimum 90 Days**

Court every other week	Maintain housing
Engage in treatment	Address any recommended medical/dental needs, if needed
Cooperate with supervision	Demonstrate changing people, places, and things
Review case plan	Begin attending recovery groups as recommended by treatment
Weekly office visits	Develop and follow a financial plan if indicated per case plan
Monthly home visits	
Random drug tests (minimum 2x/week) *	

### **Phase 3      Pro-Social Habilitation      Minimum 90 Days**

Court monthly	Maintain housing
Engage in treatment, if applicable	Address any recommended medical/dental needs, if needed
Cooperate with supervision	Demonstrate changing people, places, and things
Review case plan	Maintain recovery groups and establish recovery network as per treatment
Every other week office visits	Follow financial plan if indicated per case plan
Every other month home visits	Address life skills
Random drug tests (minimum 2x/week) *	Establish pro-social activities

### **Phase 4      Adaptive Habilitation      Minimum 90 Days**

Court monthly	Maintain housing
Engage in treatment, if applicable	Address any recommended medical/dental needs, if needed
Cooperate with supervision	Demonstrate changing people, places, and things
Review case plan	Maintain recovery groups and recovery network as per treatment
Every other week office visits	Follow financial plan and begin making payments per case plan
Every other month home/field visits	Maintain pro-social activities
Random drug tests (minimum 2x/week) *	Address supportive services as recommended
	Begin employment or start vocational training, job search, or school

*NOTE: All clients who owe money must be referred to CEP before their final phase.*

### **Phase 5      Continuing Care      Minimum 90 Days**

Court monthly	Maintain any recommended medical/dental needs, if needed
Engage in treatment, if applicable	Demonstrate changing people, places, and things
Cooperate with supervision	Maintain recovery groups and recovery network as per treatment
Review case plan	Follow financial plan per case plan and continue making payments per case plan
Monthly office visits	Maintain pro-social activities
Every other month home/field visits	Maintain supportive services as recommended
Random drug tests (minimum 2x/month) *	Maintain employment, vocational training, or school
Maintain housing	Develop continuing care plan

**\*Two tests per month may be conducted by treatment providers, however, these results can only be addressed therapeutically and not as a basis for a jail sanction or violation of probation.**



## Phase Advancement Criteria (HR/HN) - Track A

### *To Apply For:*

#### **Phase 2:**

---

Minimum of 60 days in Phase 1

Minimum of 14 days sobriety\*

Completion of requirements as outlined for Phase 1

#### **Phase 3:**

---

Minimum of 90 days in Phase 2

Minimum of 30 days sobriety\*

Completion of requirements as outlined for Phase 2

#### **Phase 4:**

---

Minimum of 90 days in Phase 3

Minimum of 45 days sobriety\*

Completion of requirements as outlined for Phase 3

#### **Phase 5:**

---

Minimum of 90 days in Phase 4

Minimum of 60 days sobriety\*

Completion of requirements as outlined in Phase 4

#### **Graduation Requirements:**

---

2 years minimum in Drug Court

1 year of sobriety\*

Minimum of 90 days in Phase 5

Completion of requirements as outlined in Phase 5

**Note: Fines and restitution do not need to be paid in full in order to graduate drug court early.**

\* Sobriety— No positive or dilute tests

Promulgated by Directive #20-21 (08/11/2021)