

WELLNESS COURT

PROMOTING MENTAL, EMOTIONAL &
PHYSICAL WELL-BEING OF ALL PARTICIPANTS

LORAIN COUNTY COMMON PLEAS MENTAL HEALTH COURT

Program Description

LORAIN COUNTY COMMON PLEAS

Wellness Mental Health Court

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WELLNESS MENTAL HEALTH COURT

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Chapter One: Policies & Procedures

Program Overview

The Lorain County Common Pleas Wellness Mental Health Court (“Wellness Court”) is a specialized docket program offering targeted treatment for offenders who have been diagnosed with a severe or serious mental illness where such illness was a primary factor leading to their involvement in the criminal justice system. This Program Description provides a comprehensive explanation of the Wellness Court, including its written policies and procedures, defined goals and objectives, and the roles and responsibilities of its Advisory Committee and Treatment Team members.

Advisory Committee

The Wellness Court Advisory Committee serves as the policy-making authority for the Wellness Court. Community partnerships are the foundation of the Wellness Court, without which it would not succeed. These partnerships are a crucial component of the Wellness Court and operate to enhance credibility, strengthen support, and broaden available resources. Because the specialized docket model is dependent upon a strong team approach, the Wellness Court solicited the cooperation of outside agencies, as well as community organizations, to form a partnership. This document is the result of extensive input, collaboration, and development of the Advisory Committee members.

The Wellness Court Advisory Committee and Treatment Team have spent several months collectively developing and reviewing written policies and procedures for the program. These policies and procedures define the goals and expectations of the Wellness Court, identify the target population, detail admission criteria and caseflow procedures, and provide the written roles and responsibilities of each Treatment Team member. The Advisory Committee has also collaboratively created, reviewed, and agreed upon written legal and clinical eligibility standards, as well as completion, termination, and neutral discharge criteria set forth in this Program Description. The time spent planning for the Wellness Court has enabled the Advisory Committee to form a cohesive team, which effectively and collaboratively reached consensus on the issues inherent to program implementation.

The Advisory Committee has reviewed and approved the written Participation Agreement (**Attached as Appendix A**) and the Participant Handbook (**Attached as Appendix B**). The Participation Agreement sets forth the rights, expectations, and the terms and conditions of the Wellness Court, to which each participant must voluntarily agree. The Participant Handbook defines the rights and responsibilities of the participants and outlines the requirements of the Wellness Court.

Following creation of the Wellness Court, the Advisory Committee will meet as needed, but not less than once per year to review program sustainability and overall functionality, Treatment Team operations, target population, local treatment resources, and updates to policies and procedures.

Advisory Committee consists of the following members (**Attached as Appendix C**):

- Judge James L. Miraldi (Wellness Court Judge and Advisory Committee Chair)
- Sherry Clouser (Court Administrator and Chief Probation Officer, Lorain County Common Pleas Court)
- Jennifer Parker (Program Coordinator/Probation Officer)
- Dr. Vicki Montesano (Clinical Director, Lorain County Board of Mental Health)
- Melissa Myers Fischer (Assistant Jail Administrator, Lorain County Sheriff's Department)
- Dennis Will (Lorain County Prosecutor)
- Denise Wilms (Defense Counsel)
- Michael Eppley (National Alliance on Mental Illness, Lorain County)
- Sheriff Phil Stammitti (Lorain County Sheriff)
- Chief Cel Rivera (Lorain Police Department)
- Chief Duane Whitely (Elyria Police Department)
- Eric Morse (The Nord Center)
- Darci Tellep (Firelands)
- Dawn Kroh (Firelands)

The Advisory Committee members shall serve for a term of no less than two years. All meetings are chaired and attended by the Wellness Court Judge. With advance notice, an Advisory Committee member may appoint a designee with policy-making authority to take his or her place if the member is unable to attend a meeting.

Mission Statement

The Wellness Court provides offenders who have been diagnosed with a serious mental illness that contributed to their involvement in the criminal justice system with access to treatment and resources necessary to establish accountability, independence, and stability, ultimately decreasing their interaction with the criminal justice system and improving their overall quality of life.

Goals and Objectives

Goal: Reduce the recidivism rate of offenders with a severe or serious mental illness.

Objective: Maintain a recidivism rate of less than 30% within the one-year period following graduation from the Wellness Court.

Goal: For each program participant establish stability, accountability for actions, and continued mental health.

Objective: Achieve a Wellness Court program retention rate of 60% and a successful program completion rate of 60%.

Goal: Reduce the substance use of participants in the program.

Objective: At least 50% of program participants will decrease use of illegal drugs and substances, as tracked by self-report and laboratory drug screens.

Goal: Reduce program participants' jail, prison, and hospital bed days and the costs associated therewith.

Objective: Decrease number of jail, prison, and hospital bed days for those with serious mental illness by 40% within one year after the Wellness Court begins.

Chapter Two: Target Population & Eligibility

Target Population

The Wellness Court serves Lorain County residents who are charged with felonies and have a severe or serious mental illness which has led to criminal justice involvement and for whom community-based, court-monitored treatment would provide the ability to lead self-sufficient, law-abiding lives. In addition, the offender must meet legal and clinical eligibility criteria and is subject to the admission and termination criteria developed, reviewed, and agreed upon by the Advisory Committee.

Eligibility Criteria

Eligibility for admission to the Wellness Court was collaboratively developed, reviewed, and agreed upon by the Advisory Committee.

Legal Eligibility Criteria

The legal eligibility requirements are as follows:

1. Current residents of Lorain County, Ohio, who have been charged with one or more felonies.
2. All felonies shall be reviewed by the Treatment Team for eligibility.
3. A case may be accepted at multiple points during the judicial process including: Pre-Plea, Sentencing, Post-Conviction, or Judicial Release.
4. All offenders are required to enter a guilty plea prior to admission into the Wellness Court.
5. Participants may complete the program as an Intervention in Lieu of Conviction, Diversion, or through standard community control depending on eligibility factors.
6. Any one or more of the following will generally render the offender *ineligible* for the Wellness Court:
 - A. Participant is charged with any sex offense or arson.
 - B. Participant is charged with an offense involving a child victim.
 - C. Participant has a history of serious or repetitive violence.
 - D. Participant is NGRI or Incompetent to Stand Trial.
 - E. Participant has a history of sex offenses or child victim offenses.
 - F. Participant has a history of offenses which were not driven by mental illness.
 - G. Participant poses a significant risk of harm to the Wellness Court staff.

Each offender's criminal background will be reviewed. Because recidivism is an issue that the

Wellness Court seeks to address, many participants in the Wellness Court will likely have a criminal history. A history of serious or repetitive violence, including domestic violence convictions where physical harm or weapons were involved, will likely exclude an offender from the Wellness Court. Such a determination will be left to the discretion of the Wellness Court Judge in accordance with these written policies.

A candidate's criminal history will always be considered in assessing the candidate's risk to the specialized docket staff and the community. Any issues of competency must be resolved before an offender can enter the Wellness Court. In such an event, a forensic assessment and/or competency evaluation may be ordered by the Judge.

Clinical Criteria

The clinical eligibility requirements are as follows:

1. Qualifying Diagnosis—To be admitted to the Wellness Court, participants must have been diagnosed with a severe or serious mental illness as diagnosed by a licensed provider and described in the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. This shall include, but is not limited to, the following:
 - ✓ Schizophrenia Spectrum Disorder
 - ✓ Bipolar Disorder I
 - ✓ Post-Traumatic Stress Disorder
 - ✓ Major Depressive or Affective Disorder
2. Cognitive Ability—Participants must have the developmental ability as determined by a licensed provider to understand the expectations of the Wellness Court and voluntarily enter into the Wellness Court.
3. Determination by a licensed clinician that the defendant would benefit from participation in the Wellness Court.

Meeting the legal and clinical eligibility criteria does not create a right to admission to the Wellness Court. Admission to the Wellness Court is within the sole discretion of the Wellness Court Judge, in accordance with these policies after performing a comprehensive review of each case and based upon the recommendations of designated licensed providers.

Each participant must voluntarily admit guilt of the offense and acknowledge the need for treatment. The defendant shall plead guilty and the court shall impose a sentence requiring completion of the Wellness Court. The participant is placed on a treatment plan for a minimum of two years with intensive supervision by the Probation Department. In cases under Intervention in Lieu of Conviction, if the program participant successfully completes the Wellness Court, charge(s) may be dismissed.

Program Capacity

The Wellness Court will consist of one docket with a maximum capacity of 40 participants actively

participating in the Wellness Court.

Chapter Three: Program Entry & Caseflow

The following is the process for a defendant who is referred to the Wellness Court and includes a description of the screening, assessment, and method of program acceptance or denial. The Wellness Court Judge has final discretion to decide admission into the program. The written legal and clinical eligibility criteria do not create a right to enter the Wellness Court, but rather, provide guidelines for the discretion of the Wellness Court Judge.

Referral Process

The Wellness Court supports the referral of all potentially eligible defendants for review under these policies and procedures. Referrals may be made formally and informally from many sources, including: Judges, attorneys, prosecutors, case managers, self-referral, police officers, pre-trial services, probation officers, jail staff, or others. Wellness Court Treatment Team members shall pass along referral information to the Program Coordinator/Probation Officer from all sources.

The formal referral process initiates upon a request from a Lorain County Common Pleas Court Judge for Wellness Court assessment. Each Judge has a pre-printed Referral Form available in every courtroom. The Referral Form (**Attached as Appendix D**) states that the Wellness Court Treatment Team shall complete an assessment to determine eligibility. Once an offender is referred, legal screening will occur first and then if appropriate a clinical assessment for eligibility will be provided.

Screening and Assessment

Upon a referral requesting admission into the program, the Program Coordinator/Probation Officer shall be responsible for initiating the preliminary screening. Potentially appropriate participants will be screened for legal eligibility and clinical appropriateness. Information gathered by the Program Coordinator/Probation Officer will be presented at the next Treatment Team meeting for review and final determination of eligibility by the Wellness Court Judge.

Once a defendant is referred to Wellness Court, an appointment shall be scheduled immediately with the Program Coordinator/Probation Officer. During this initial meeting, the defendant shall provide information related to criminal history and past mental health and/or substance abuse treatment. During this meeting and before undergoing the clinical assessments, potential participants must sign a Release of Information Form to provide for communication of confidential information, participation and progress in treatment, and compliance with the requirements of the Wellness Court and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99. Release of Information Forms must also be completed for any and all treating physicians or clinicians with whom the potential participant is being treated.

The potential participant should expect to provide or allow the following information to be shared with the Program Coordinator/Probation Officer:

1. All chemical dependency, mental health, and other programming assessments, which shall include available collateral information to ensure accuracy of the assessment.
2. All screenings and assessments for treatment determinations provided by clinicians that are appropriately licensed and trained to deliver such services according to the standards of their profession.

Program Coordinator/Probation Officer will refer the defendant for a clinical assessment and assist the defendant in scheduling the necessary appointments.

Legal Eligibility Screening

Prior to the initial meeting, the Program Coordinator/Probation Officer shall review the potential participant's file to make an initial assessment and to review any disqualifying factors, including, but not limited to, residency, criminal history, and other relevant information.

During the initial meeting with referred participants or prior to the completion of the clinical assessment, the Program Coordinator/Probation Officer shall do or ensure the following:

1. Explanation of the program shall be provided to the defendant along with the Participant Handbook and Participation Agreement. Any questions shall be answered about the program phases and expectations.
2. An explanation of the guilty plea requirement shall be provided to the defense attorney.
3. The potential participant's attorney shall provide to the defendant an explanation of the legal requirements of the Wellness Court and address any questions regarding the participant's rights and waiver of those rights as stated in the Participation Agreement.
4. An initial review of any disqualifying factors shall be reviewed by the Program Coordinator/Probation Officer including residency, sex offender status, history of serious violent crimes and/or weapon charges.
5. The Defendant shall complete Release of Information Forms, review privacy rights, and exchange pertinent contact and treatment information.

The Program Coordinator/Probation Officer shall forward referral information to the designated Wellness Court Prosecutor for review on any pre-plea referral. The Program Coordinator/Probation Officer and Lorain County Prosecutor's Office may make recommendations to the Treatment Team regarding placement into the program.

The Treatment Team may consider the following factors when reviewing legal eligibility:

1. The offenders' risk of reoffending and degree of services needed.
2. Mitigating and aggravating circumstances of current or prior court involvement will be considered.

3. A careful examination of the circumstances of prior juvenile adjudications.
4. The age of potential disqualifying offenses is considered.

Should the legal assessment and/or clinical assessment find the referred defendant ineligible for program participation, the referring Judge shall be notified by the Program Coordinator/Probation Officer, who shall be available to explain program disqualification factors.

If the referred defendant is found eligible, the Program Coordinator/Probation Officer shall notify the referring Judge. The Program Coordinator/Probation Officer shall consult the attorney, defendant, and Judge to confirm the decision to transfer the case to the Wellness Court. The Administrative Judge shall sign an entry transferring the case to the Wellness Court and the case shall be scheduled before the Wellness Court Judge.

Clinical Assessment

All offenders will be promptly referred for assessment and to appropriate treatment services. Upon a referral from the Program Coordinator/Probation Officer, the participant shall be assessed by a licensed clinician in order to determine whether the potential participant meets the Wellness Court's written clinical eligibility criteria and is, otherwise, appropriate for the Wellness Court.

The assessment shall occur as soon as possible. The assessor shall determine whether the potential participant has a qualifying diagnosis, whether the individual is appropriate for the level of treatment provided in the Wellness Court, whether the individual is willing to utilize treatment resources, and any other factors that may affect the potential participant's likelihood of success in the Wellness Court. The assessment shall include a diagnosis and treatment recommendations, which shall be provided to the Program Coordinator/Probation Officer. The assessment shall also include available collateral information to ensure the accuracy of the assessment. The Program Coordinator/Probation Officer will provide the results to the Wellness Court Judge and Treatment Team for review. A final determination of admission to the Wellness Court will be made by the Wellness Court Judge, in accordance with the written eligibility criteria.

Should an individual be found to be ineligible for the Wellness Court, the clinical assessment report shall include recommendations for available alternative treatment options, and this information will be provided to the Judge with whom the potential participant was originally assigned. The offender's case then will proceed in the traditional manner in front of the originally assigned Judge.

Program Admission

Final admission to the program will occur once the defendant appears before the Wellness Court Judge. The Wellness Court Judge shall review the Participation Agreement and details of the Wellness Court with the defendant.

The defense attorney shall review the Participant Handbook with the defendant, which includes the rules, regulations, expectations and graduation criteria of the Wellness Court. As a voluntary program, the defendant may decide at any point that they do not wish to participate in the Wellness Court. The Wellness Court Judge shall make the final decision as to admission to the program.

Once the defendant makes a first appearance and officially enters the program, they will be ordered to meet with members of the Treatment Team.

The specialized docket promptly assesses individuals and refers them to appropriate services. Participants will be referred to the appropriate treatment providers once the assessment has been completed. All participants will be actively engaged with treatment by their second Wellness Court appearance. Participants will also be placed under reporting supervision to monitor compliance with Wellness Court requirements.

Non-Discriminatory Practices

If a participant meets the written clinical and legal eligibility criteria for the Wellness Court, then the participant is not to be denied admission to the Wellness Court based upon race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or any disability.

File Maintenance

Participants' files will be maintained in a secure area by the Program Coordinator/Probation Officer in the Probation Department in compliance with probation and supervision record keeping and applicable confidentiality rules and regulations, including Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of patient records.

Chapter Four: Treatment Team

The Treatment Team of the Wellness Court is chaired by Judge James L. Miraldi. The Treatment Team is responsible for the daily operations of the Wellness Court. The Program Coordinator/Probation Officer reports directly to the Wellness Court Judge and is responsible for the coordination of the Treatment Team members.

Treatment Team members agree to serve on the treatment team for a minimum of one year. The Wellness Court values a stable and consistent team membership and strives to maintain program member longevity. In addition to the duties inclusive in the daily functions of the Treatment Team, members also agree to work with and provide education to local community leaders and agencies.

Treatment Team members shall engage in on-going communication including frequent exchanges of timely and accurate information regarding the participant's overall progress and program compliance. The Treatment Team shall meet weekly on Thursday at 9:00 AM for at least an hour prior to the Status Review Hearings. Each Treatment Team member shall be responsible for providing updated information on participants. The following reports are required at Treatment Team meetings for participants appearing on the docket:

- Written Progress Report from Treatment Case Manager (updating treatment progress and compliance; notifying team of upcoming appointments; assessing case plan treatment goals).
- Written Progress Reports from Lorain County Probation, including recent drug screen results and compliance with reporting.
- Verbal or written reports from other treatment and service providers, as needed.

The Program Coordinator/Probation Officer shall be responsible for maintaining these records. A file shall be kept for each participant, containing a record of Wellness Court appearances, progress reports, sanctions, and other pertinent Treatment Team information. These records shall not be maintained in the public record. All files shall be kept in a secure file at the Probation Department. Wellness Court records shall be retained for the period of time as required per grant standards.

The Program Coordinator/Probation Officer shall be the main contact for dissemination of pertinent information outside of the Treatment Team meetings. All Treatment Team members shall make the Program Coordinator/Probation Officer aware of important information to compile in the participant's record. A contact list shall be distributed to all Treatment Team members to facilitate email and phone calls.

Non-adversarial Approach

The Wellness Court utilizes a non-adversarial approach while recognizing the unique roles of the prosecutor, defense counsel, and the probation department. Defense attorneys and a designated prosecutor are all members of the Treatment Team and are trained on the non-adversarial model of the Wellness Court. The Wellness Court recognizes the prosecutor's role in pursuing justice and protecting public safety and victim's rights. The prosecutor plays a non-adversarial role while

complying with all mandatory requirements pursuant to Marsy's Law and will provide input regarding a participant's admission to the Wellness Court.

Roles and Responsibilities of Treatment Team Members

A complete Treatment Team contact roster is attached as **Appendix D**.

Wellness Court Judge

- ✓ Chair of the Advisory Committee. The Judge shall attend the Advisory Committee meetings.
- ✓ Chair of the Treatment Team. The Judge shall attend the Treatment Team meetings prior to the weekly Status Review Hearings.
- ✓ Has discretion to determine admission to the Wellness Court in accordance with the written legal and clinical criteria set forth herein.
- ✓ Has discretion to determine termination from the Wellness Court in accordance with the terms and conditions of the Wellness Court.
- ✓ Shall be knowledgeable of treatment and programming methods and limitations, including those of local resources and clinical concepts.
- ✓ Final decision-maker of all aspects of the Wellness Court, especially concerning incentives, sanctions, phase advancement, and successful completion or termination.
- ✓ Discusses progress with each participant at status review hearings and addresses any concerns affecting the participant's treatment.

Program Coordinator/Probation Officer

- ✓ Monitors compliance with supervision plan.
- ✓ Conducts random alcohol and drug tests and reports the results of tests to the treatment team.
- ✓ Monitors sanctions.
- ✓ Conducts home visits.
- ✓ Attends Treatment Team meetings and Status Review Hearings.
- ✓ Informs the treatment team whether participant is in compliance with the implemented treatment plan, supervision plan, and court orders.
- ✓ During treatment team meetings, provides progress reports and recommendations.
- ✓ Facilitates the specialized docket in accordance with the written Program Description.

- ✓ Assists with identifying potential participants.
- ✓ Conducts the preliminary legal eligibility screening in conjunction with the prosecutor.
- ✓ Assists the participant in all phases, including the Orientation Phase.
- ✓ Collects and maintains statistical information and other confidential records concerning participants, collects data from service providers, and creates reports for review and submission to funding sources.
- ✓ Gathers progress reports from treatment and service providers to present to the treatment team.
- ✓ Monitors treatment team members compliance with program policies and procedures.
- ✓ Monitors service provider agreements and contracts and reviews the services provided to participants.
- ✓ Schedules and facilitates Advisory Committee meetings.
- ✓ Schedules and coordinates specialized docket team professional trainings.
- ✓ Monitors and reports participant non-compliance with sanctions.
- ✓ Meets with participants regularly to discuss individualized program goals and progress while the participant is in Wellness Court.
- ✓ Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

Treatment Case Manager

- ✓ Develops treatment plan in accordance with the written policies of this program.
- ✓ Provides documentation on a participant's progress in treatment and compliance with treatment plans, including treatment attendance and results of alcohol and drug tests.
- ✓ Attends Treatment Team meetings and Status Review Hearings.
- ✓ During Treatment Team meetings, gives treatment updates and makes recommendations regarding treatment needs.
- ✓ Participates in discussions regarding incentives, sanctions, phase advancement, successful completion and termination.

Prosecutor

- ✓ Identifies eligible participants for the specialized docket in accordance with the specialized docket written eligibility criteria.
- ✓ Shall communicate with the Program Coordinator/Probation Officer regarding issues related to Intervention in Lieu and legal eligibility for Wellness Court.
- ✓ Attends Treatment Team meetings and Status Review Hearings.
- ✓ Provides input regarding incentives, sanctions, phase advancement, successful completion, and termination.
- ✓ The Wellness Court promotes a non-adversarial approach while recognizing that the prosecutor has a distinct role in pursuing justice, protecting public safety, and protecting victim's rights.

Defense Counsel

- ✓ Defense counsel may attend Treatment Team meetings for the portion relating to their client and Status Review Hearings.
- ✓ Upon participant's request, defense counsel must be present during any Status Review Hearing.
- ✓ Assists with decision-making regarding participation in the Wellness Court.
- ✓ Explains to participants what rights are waived by entering the program.
- ✓ Consults with prosecutor concerning Intervention in Lieu or diversion.
- ✓ Explains to the participant the possible sanctions that may be imposed for program non-compliance.
- ✓ Explains to the participant the circumstances that may lead to termination.
- ✓ Explains to the participant the effect that termination from the Wellness Court may have on the participant's case.
- ✓ Participates in discussions regarding program incentives, sanctions, phase advancement, successful completion, and termination.
- ✓ The Wellness Court promotes a non-adversarial approach while recognizing that the defense counsel has a distinct role in preserving the constitutional rights of the participant.
- ✓ The participant has the right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant.

Chapter Five: Client Monitoring

Treatment Team Meetings

The Wellness Court closely monitors each participant's performance and progress through Treatment Team meetings, which are held immediately prior to the Status Review Hearings. During the Treatment Team meetings, Treatment Team members will discuss each client's progress and make recommendations as to incentives, sanctions, program or phase movement, termination and successful completion. Clients have the right to request an attorney to be present at any Treatment Team meeting and/or Status Review Hearing.

Treatment Team meetings will be held weekly on Thursday at 9:00 AM in Judge Miraldi's Jury Room.

Status Review Hearings

The Mental Health Court will meet with participants during Status Review Hearings in open court. Participants are expected to cooperate and speak directly to the Wellness Court Judge about their progress in the Wellness Court.

Status Review Hearings will be held weekly on Thursday at 10:00 AM in Judge Miraldi's courtroom.

Client Attendance

The Wellness Court incorporates ongoing judicial interaction with each participant as an essential component of the program. Each participant shall appear before the Wellness Court Judge at least twice per month during Phase 1 of the Wellness Court to review the participant's status. Thereafter, each participant shall regularly appear before the Wellness Court Judge to review the participant's progress, based upon the participant's individual development and growth as determined by the Judge. Regardless of which phase, each participant must appear at a minimum of every six weeks. Requiring a participant to appear more frequently may be appropriate to reinforce the Wellness Court's policies and ensure effective supervision of the participant.

The Wellness Court strives to provide a supportive and educational environment and encourages participants to learn from one another. Participants are required to remain in the courtroom for the entire duration of the docket to promote support and learning throughout the Wellness Court. Attendance at Status Review Hearings, when scheduled, is mandatory for the participant, and any failure to appear may result in a bench warrant or other sanction.

Treatment Planning

Treatment planning is an ongoing, collaborative process between participants and Treatment Team members. The following are the policies and standards relating to the treatment plans:

1. Each participant in the Wellness Court will participate in the creation of an individualized treatment plan and be provided services based upon his or her individual

needs. Services will incorporate evidence-based strategies.

2. Treatment plan development will be a collaboration between the participant, treatment providers, and the Treatment Team. Treatment plans will be submitted to the Wellness Court Judge for approval.
3. The treatment plans shall implement a trauma-informed, gender-responsive, and culturally aware approach, and shall effectively address those with co-occurring disorders.
4. Participants shall have prompt access to a continuum of approved treatment and rehabilitation services.
5. Treatment plans and records of activities will be maintained.
6. Treatment plans shall be consistently reviewed and adjusted based upon the participant's progress and according to the individual needs of the participant.
7. All treatment will be provided by licensed and trained programs and persons who are authorized to deliver such services according to the standards of their profession.

Program Phases

Phases of the Wellness Court are the steps in which each participant's performance and progress are monitored. The following are the policies and procedures governing phase advancement:

1. Progression through the specialized docket is based on the participant's performance in the treatment plan and compliance with the Wellness Court's phases, not on preset timelines.
2. Advancement is based upon performance and risk assessments, as examined by the Treatment Team with a final decision made by the Wellness Court Judge. Advancement through the Wellness Court is determined by the participant's sobriety, mental health status, progress of treatment, compliance with treatment and court orders, payment of financial obligations, and recommendations of the Treatment Team.
3. The Wellness Court implements ongoing judicial interaction as an essential component. All participants begin by appearing before the Wellness Court Judge at least twice per month in the initial phase.
4. Based upon risk assessments, should a high-risk or high-needs participant require increased contact with the Judge, the participant may be required to attend on an as needed basis at any time in the Wellness Court, particularly in the initial phase. Frequency of attendance shall be determined by the Treatment Team based upon risk assessments and the participant's individual needs.
5. After advancing from the initial phase, each participant shall appear regularly before the

Judge and not less than every six weeks. Under certain circumstances, residential treatment may be required. In this event, the Wellness Court will work closely with the treatment agency to obtain regular reports on the participant's progress, should the participant be unable to appear for scheduled Status Review Hearings.

6. Time between each Status Review Hearing is increased or decreased based upon the participant's progress and compliance with treatment protocols. Advancement shall be decided by the Treatment Team, but the final decision of promotion or demotion shall be made by the Judge in accordance with these written policies.

Phase Descriptions and Graduation

Once a participant is accepted into the Wellness Court, the participant is required to complete four phases in order to be eligible for graduation. These four phases are comprised of the following: Orientation, Stabilization, Community Reintegration, and Maintenance. Each phase contains certain treatment objectives, rehabilitative activities, therapeutic aspects, and the requirements for advancing to the next phase. A participant's progress through the program is based upon their individual performance in their treatment plan and compliance with the program phases.

Phase 1: The Orientation Phase

The goal of this initial phase is to help the participant understand all aspects of the Wellness Court. This phase orients the participant to the expectations and requirements of the Wellness Court. This phase will also include a series of assessments to determine the participant's individual needs, and the Treatment Plan will be developed.

During this phase, the participant has the most contact with the Court by attending scheduled Status Review Hearings. This also is the most intense phase for the participant's treatment case manager and probation officer. The goals of this phase are to ensure the participant understands the requirements of the Wellness Court, adheres to the rules of the Wellness Court, and abides by the law.

The following must be completed prior to progressing to Phase 2:

1. Review and sign all agreements and releases of information required for voluntary participation in the Wellness Court.
2. Attend initial Status Review Hearing.
3. Meet Treatment Team members, probation officer, clinicians, treatment case managers, and any other members, to familiarize the participant with the team.
4. Meet with service providers and address any issues of transportation.
5. Meet with the designated treatment case manager to create an initial treatment plan, which will be presented to the Judge and Treatment Team members.

6. Determine frequency of random drug and alcohol screenings.
7. Develop and implement a plan for medication compliance.
8. Attend scheduled meetings with probation officer, treatment case manager, and treatment providers.
9. Attend weekly status review hearings as scheduled, but at a minimum of twice per month.
10. Abide by all rules of the Wellness Court, probation, and the law.

Phase 2: The Stabilization Phase

The primary goal of this phase is to stabilize the participant and attain consistent compliance with the requirements of the Wellness Court. The participant will continue to have regular contact with the Court by attending all Status Review Hearings and meetings as scheduled. The participant will also continue to have intensive contact with his or her probation officer, treatment case manager, and treatment providers. The Treatment Team will assist the participant in addressing needs that directly impact success, including housing, healthcare, clothing, financial stability, recovery services, and legal issues.

Before advancing to Phase 3, participants must complete the following:

1. Meet all court obligations, including developing a plan for payment of fines, costs, fees and restitution, if applicable.
2. Determine the frequency for continued medication compliance and monitoring.
3. Attend Status Review Hearings at least twice per month during this phase, as ordered by the Judge.
4. Attend meetings with treatment case manager, probation officer, and other treatment team members.
5. Cooperate with random home visits by probation officer, treatment case manager and others.
6. Submit to all random drug and alcohol screenings, as ordered, with negative results.
7. Obtain housing and create a plan for maintaining stable housing.
8. Abide by all rules of the Wellness Court, probation, and the law.
9. Remain medication compliant and follow a plan for stabilization of mental health symptoms, behavioral issues, and substance use, if applicable.
10. Identify long-term goals.

Phase 3: The Community Reintegration Phase

After obtaining stability in the previous phase, the participant may progress to the Community Reintegration Phase. This phase is intended to address the issues that compelled the participant's involvement in the criminal justice system. The participant's required appearances at Status Review Hearings will be reduced. During this phase, the participant will maintain developed skills, improve relationships, and set employment, vocational, or educational goals.

The following must also occur before advancing to Phase 4:

1. Ensure probation requirements are met.
2. Continue random drug and alcohol testing, as ordered, with negative results.
3. Identify long-term goals and implementation plan.
4. Begin solidifying support network and recovery support system.
5. Improve familial relationships.
6. Begin to develop plans for employment, education, and social activities.
7. Make referrals to ancillary services not yet addressed.
8. Continue attending all required Status Review Hearings and appointments, including treatment sessions and activities.
9. Maintain stable housing and discuss permanent housing options.
10. Continue to cooperate with home visits.
11. Continue to abide by the rules of the Wellness Court, probation, and the law.
12. Address factors that contributed to the participant's involvement with the criminal justice system.
13. Identify and connect with housing, education, vocational, and employment or other service agencies pertinent to the participant's individual treatment plan.

Phase 4: The Maintenance Phase

This phase is focused on continued structure and discipline as developed throughout the Wellness Court. To arrive at this phase, the participant must have successfully adhered to his or her psychiatric treatment requirements, obtained stable housing, actively pursued employment and/or volunteering, participated in educational opportunities, developed a support system, abstained from using illegal substances, and avoided any additional involvement with the criminal justice system.

The requirements for completion of this phase are as follows:

1. Complete probation obligations, including payment of financial obligations.
2. Identify sober support network and recovery support system.
3. Continue to attend all Status Review Hearings as scheduled, at a minimum of every six weeks.
4. Continue with treatment programs, probation reporting, case management, and other appointments.
5. Continue with medication compliance.
6. Obtain employment, secure disability benefits or otherwise show financial stability.
7. Obtain permanent housing.
8. Demonstrate awareness of symptoms and triggers, as well as a plan to manage the same.
9. Remain drug, alcohol and arrest free.
10. Develop and submit a treatment plan for post-graduation.
11. Establish a relapse prevention plan.
12. Demonstrate positive mental health treatment response and reduction/ management of symptoms.

Completion of All Phases: Graduation

Each participant must have successfully completed all four phases of the Wellness Court in order to be considered for graduation. Any exceptions must be approved by the Judge. The participant must be nominated for graduation by a Treatment Team member and is subject to approval by the Judge in accordance with these written policies.

Prior to acceptance for graduation, a participant is required to complete an application for graduation, which must include a future treatment plan. The future treatment plan is subject to approval by the Treatment Team, with a final determination made by the judge.

If approved for graduation, a graduation ceremony will take place. Family members, friends, and others of the participant's choosing may attend the graduation ceremony. All participants of the Wellness Court are encouraged to attend. This is an opportunity to recognize the accomplishments and self-sufficiency of each participant as they transition out of the Wellness Court.

Incentives and Sanctions

Immediate, graduated and individualized incentives and sanctions govern the response of the Wellness Court to the participant's compliance or noncompliance.

Incentives

Incentives are individualized according to the specific treatment plan and are directly related to the participant's achievements as certain milestones of the specialized docket treatment plan are attained. Incentives are also tracked to ensure the participant is rewarded on a progressive basis.

Incentives for the Wellness Court will be given for the following behaviors:

- ✓ Attending Status Review Hearings as scheduled and on time.
- ✓ Attending required treatment appointments.
- ✓ Maintaining close and productive contact with case management.
- ✓ Reaching individual treatment objectives.
- ✓ Abstaining from alcohol and drugs, as evidenced by negative alcohol and drug screenings.
- ✓ Securing stable housing.
- ✓ Accomplishing milestones identified by the Treatment Team and according to each participant's individual treatment plan.
- ✓ Advancing through the Wellness Court Phases.

Incentives include the following:

- Encouragement and praise from the Judge.
- Gifts or inspirational items.
- Certificates of accomplishment.
- Encouragement and gifts to increase participation in positive activities that the participant enjoys, such as writing, artwork, or other positive hobbies.
- Assistance with purchasing necessities, clothes, or household items.
- Gift cards.
- Movement within the Wellness Court or phase advancement.
- Decreasing frequency of Status Review Hearings and probation office visits.
- Reduction in fines and court costs.
- Increasing or expanding other privileges.

Sanctions

Immediate, graduated, and individualized sanctions govern Wellness Court responses to the participant's non-compliance. Graduated sanctions are used to help the participant conform behavior to program requirements. Sanctions are crafted in an individualized and creative manner, as well as in a progressive manner based on the infraction. Sanctions are issued when there is non-compliance with program protocol, probation rules, or the treatment plan. Sanctions are a deterrent to negative behavior, as well as encouragement for future compliance.

While sanctions may include increased treatment and/or community self-help involvement, an adjustment in treatment services, as well as participation in community based mutual support meetings shall be based solely on the clinically informed interest of the participant. Sanctions related to positive alcohol and drug screens shall be documented, reported and consistently enforced and reinforced by the Judge.

The following shall serve as a guide to the Treatment Team of the continuum of sanctions. While the infraction should be matched with an appropriate level of sanction, infractions and sanctions shall be tracked to allow for additional sanctions in a graduated manner.

Before a participant is terminated from Wellness Court, the participant will be afforded due process of law including notice of the violations and notice of the violations hearing. At the hearing, the participant shall be entitled to counsel and to have the violations heard by the Court. The participant shall be afforded the opportunity to speak to the Court and to present any evidence in mitigation of the violations.

The following are common types of infractions that may result in the use of sanctions:

- ✓ Failure to attend court appearances and treatment appointments.
- ✓ Failure to follow Wellness Court rules.
- ✓ Failure to keep scheduled appointments with the probation officer, treatment case manager, or any other treatment team member.
- ✓ Non-compliance with any other requirements of the treatment plan.
- ✓ Non-compliance with random alcohol and drug screens or testing positive for alcohol and drugs.
- ✓ Failure to improve troublesome behaviors.
- ✓ Failure to meet employment or vocational goals as determined by the treatment team.
- ✓ Failure to keep other appointments as scheduled, such as those for public benefit aid, health care benefits, housing assistance, social security, etc.

The following are examples of sanctions that may be utilized by the program:

- Warning and admonishments from the Judge.
- Appearing later on the docket.
- Increasing frequency of alcohol and drug testing.
- Increasing frequency of court appearances.
- Refusing specific requests, such as permission to travel.
- Denying additional or expanded privileges or rescinding privileges previously granted.
- Increasing supervision contacts and monitoring.
- Preparation of essays, reading books, or performing other activities to reflect upon unacceptable behavior.
- Imposition of suspended fines and costs.
- Requiring community service or work programs.
- Electronic monitoring/House arrest.
- Implementing or increasing curfew.
- Requiring an alcohol monitor.
- Brief jail stays.
- Escalating periods of jail or out-of-home placement.
- Filing of community control violation.
- Termination from the Wellness Court.

Chapter Six: Program Completion

Written Criteria for Successful Completion

Written successful completion criteria are the guidelines used to identify how participants can successfully complete the Mental Health Court. Successful completion criteria and the process to determine successful completion are provided in this chapter. Participants must be compliant and have accomplished certain objectives and successfully moved through the four phases in order to successfully complete the Wellness Court.

Compliant behavior may include:

- ✓ Completed any community service hours.
- ✓ Demonstrated period of abstinence from alcohol and drugs, evidenced by submitting negative alcohol and drug screens a minimum of 365 days prior to completion.
- ✓ Attended support group meetings consistently.
- ✓ Become an active member in support groups and help others obtain support.
- ✓ Displayed changes in thinking, attitude, beliefs, confidence, and self-sufficiency.
- ✓ Successfully completed treatment and programming.
- ✓ Demonstrated the ability to identify and eliminate criminal behavior.

Accomplishments throughout the Wellness Court may include:

- ✓ Demonstrated period of abstinence from alcohol and drugs, evidenced by submitting negative alcohol and drug screens.
- ✓ Completion of treatment.
- ✓ Relapse prevention plan established.
- ✓ Regular sober support attendance.
- ✓ Completed specialized docket program requirements, including community service.
- ✓ Completed vocational or educational plan.
- ✓ Displayed responsibility for behavior.
- ✓ Demonstrated stability in the community.
- ✓ Participant has petitioned the Court for successful completion.

The Wellness Court Judge has discretion, in accordance with these written policies, to determine when the participant has successfully completed the Wellness Court. The process of determining when a participant has successfully completed the Wellness Court includes:

1. Treatment Team review of compliant behavior and accomplishments.
2. Recommendation for completion by Treatment Team members.
3. A post-graduation Treatment Plan shall be created subject to acceptance by the Judge. The participant will be able to retain case management, psychiatric, substance abuse, and other supportive services outside of the Wellness Court, if he or she chooses.
4. Upon completion, the participant shall participate in graduation and will be presented

with a certificate of completion.

5. Upon completion, supervision may be terminated.

Termination Classifications

There are two types of written termination criteria: unsuccessful termination and neutral discharge. Written termination criteria for each type of termination have been developed and approved by the Advisory Committee. As with admission to the Wellness Court, the Wellness Court Judge has final discretion to decide whether a participant should be terminated from the Wellness Court, in accordance with the written termination criteria.

Unsuccessful Termination

The following actions may lead to unsuccessful termination from the Wellness Court:

- ✓ Ongoing non-compliance with treatment or resistance to treatment.
- ✓ New serious criminal convictions.
- ✓ A serious infraction of the Wellness Court rules or a series of infractions.
- ✓ A serious probation violation or a series of probation violations.

If a participant is unsuccessfully terminated, the participant may have his or her community control sanctions modified. This may include extension of community control, commitment to a community based correctional facility or residential treatment facility, or revocation of community control with jail or prison sanctions. If a revocation hearing occurs, the Wellness Court Judge will adjudicate the proceedings.

An unsuccessful termination from the Wellness Court will *not* result in automatic discharge from any appropriate mental health, substance abuse, or other treatment available to the defendant.

Neutral Discharge

The following actions or events may lead to neutral discharge from the Wellness Court:

- ✓ A serious medical condition resulting in the participant's inability to participate in the Wellness Court and adhere to the requirements of the Wellness Court.
- ✓ A serious mental health condition resulting in the participant's inability to comply with the requirements of the Wellness Court.
- ✓ Death of the participant.
- ✓ Any other factor(s) that may keep the participant from meeting the requirements for successful completion.

Neutral discharge from the Wellness Court may result in the following:

- Defendant's case will proceed in front of the Wellness Court Judge.
- Should the defendant wish to be admitted to the Wellness Court in the future, the Treatment Team and Wellness Court Judge shall review the case closely, and the final decision whether to readmit the defendant is with the Judge.

Chapter Seven: Substance Monitoring

The Wellness Court monitors a participant's substance use by random, frequent, and observed alcohol and drug testing protocols, and an individualized testing plan will be created for each participant. The Wellness Court primarily uses the Lorain County Adult Probation Department for drug and alcohol testing. All participants will be enrolled in the I-Samson automated drug test call-in system upon intake. The I-Samson system will select the participants at random and they will be notified if they have been selected when they call in each day. Participant will be drug tested at a minimum two (2) times per week at the beginning of the program. As the participant stabilizes drug testing will be decreased. However, participants will be tested no less than twice per month throughout the program. Frequency of drug testing shall be determined by the Wellness Court Treatment Team.

Upon entering the Wellness Court, a participant will be interviewed and questioned about all recent drug and/or alcohol use, including the date and approximate time of use, the amount and type of substance used, method of ingestion, and any other relevant information required by staff. Participants are required to sign a release of information allowing the testing agency to share all test results with the Wellness Court Treatment Team. A positive drug or alcohol screen or drug use reported by the participant at admission, shall result in a clearly established treatment plan that includes substance abuse treatment. Participants will not be sanctioned for an initial positive drug or alcohol screen, but the Treatment Team shall review progressive sanctions in the event such use continues and shall establish a plan to implement consistent, frequent, and random drug and alcohol screening.

Should a participant relapse at any point while in the Wellness Court, the Judge shall institute immediate and progressive sanctions in accordance with the written sanctions policy provided in this Program Description. Relapse may also result in an increased level of care for substance abuse treatment and referral to the appropriate agency.

If a doctor prescribes medication that could yield a positive drug screen result, the participant is required to submit a letter, from the physician, stating he or she is aware of the status of the individual in the Wellness Court and that the need for medication is outweighed by the possible risks.

All urine screens will be collected in accordance with the Lorain County Adult Probation Department Policies and Procedures, and participants will be observed by a staff member when submitting the tests. Each sample will be collected by a staff member and must register the correct temperature. If the collector has concerns that the sample has been tampered with, the participant may be asked to submit another sample. Drug screens shall be administered, collected and reported as follows:

Collection of Samples

1. The probationer shall be escorted to the restroom by a same sex monitor.
2. Monitoring personnel should wear latex gloves on each hand when doing any task that may require handling of urine samples and/or containers.

3. Probationers shall remove coats or jackets and leave all packages or other containers outside the restroom. At monitoring officer's discretion, a "pat down" may be conducted.
4. The probationer being tested shall wash their hands with warm water and soap, and then dry their hands thoroughly before and after providing the sample.
5. The monitoring officer shall be positioned so as to witness the actual passage of urine into the clean plastic cup provided. At least one quarter cup volume is required. The monitor shall ensure that no foreign device or substance is used to adulterate the specimen.
6. The probationer shall secure the lid in place and wipe off the exterior of the container with a clean paper towel provided by the monitor.

Specimen Analysis/Processing Samples

1. Prior to collecting any sample, the probationer's identification will be confirmed. This can be accomplished either with a valid photo ID or through staff's personal knowledge.
2. Urine samples will be immediately processed and recorded.
3. After a sample has been tested, the lid will be secured with sealing tape, initialed and dated.
4. Lids shall be in place at all times.
5. Improperly sealed or labeled samples will not be tested. The supervising Probation Officer will be notified immediately of any sample not tested.
6. Probation Officers will be notified of the test results immediately. Should a participant produce a positive drug screen and contest the result, for a fee of \$35 the sample can be sent for confirmation testing through Lorain County Crime Lab. No sanction shall be provided until the result of the drug test is confirmed. Should the drug screen test positive the participant shall receive a more severe sanction for deception plus the use. Nevertheless, if the confirmation test indicates that the sample is not positive for drugs, the probationer shall receive a refund for the confirmation testing costs.
7. Positive urine for which an acknowledgement has not been received shall be stored in a refrigerated state for 14 business days. An information label will be affixed to the specimen container. The label shall state the following:
 - A. Name of offender
 - B. Date of collection
 - C. Identifying number of the offender, e.g., SS#, Institution, County and Docket #
 - D. The offender will sign his/her initials on the label indicating the information on the label is correct
8. If the probationer pays the confirming test fee within the prescribed time frame the supervising Probation Officer shall complete the paperwork needed for laboratory services. The officer shall seal the sample in the provided bags and shall ensure the sample is sent to Lorain County Crime Lab.

9. Negatives or positives with a signed acknowledgement shall be disposed of by pouring the urine into the toilet and disposing of specimen cup.

Reporting

1. Lorain County Probation Department shall be responsible for reporting test results at Treatment Team meetings. The date of the test and the results shall be provided to the Program Coordinator/Probation Officer and Judge in a written format.
2. The Probation Department has internal policies setting forth the protocols for obtaining and testing samples, which ensure the reliability and validity of the test results.
3. Positive drug screens shall result in sanctions, when appropriate, that are enforced and reinforced by the Judge.
4. The Judge shall immediately be notified of a failure to submit to testing, a positive screen, missed screen, submission of an adulterated sample, submission of the sample of another, and submission of a diluted sample. All such results shall be treated as a positive result and immediate sanctions will be imposed.
5. All testing shall be sufficient to include the participant's primary substance of dependence, as well as a sufficient range of common substances.
6. Testing results shall be maintained in the participant's file.
7. In addition to drug testing through Lorain County Adult Probation Department, the participant may be ordered to provide drug testing through a service provider. As Treatment Team members, these agencies shall report results immediately to the Treatment Team in written form including the date and result of each test.
8. The court will conduct a baseline drug test to determine the frequency of testing and treatment options and recommendation. There will be no sanctions administered upon establishing the baseline drug test. Should the client relapse, there will be an immediate sanction imposed and the treatment team will re-evaluate treatment options for the individual.

Chapter Eight: Professional Education

The Wellness Court is committed to promoting continuing education of all Treatment Team members. The continuing education plan ensures effective specialized docket planning, implementation, and operations. As a collaborative and interdisciplinary program, it is essential that all members understand the following:

- ✓ Specialized Docket model
- ✓ Specialized Docket processes
- ✓ Best practices in substance abuse and mental health services
- ✓ Drug trends and alcohol and drug testing
- ✓ Non-adversarial approach of the Specialized Docket model
- ✓ Training on community services

Treatment Team members will communicate training opportunities throughout the year to address these topics. In addition to training provided at the local level, continuing legal and clinical education opportunities at the state, regional, and national levels shall be encouraged.

To ensure effective implementation and operation of the Wellness Court, the following practices shall be implemented:

1. Attorneys involved in the Wellness Court shall be trained in specialized docket processes.
2. At least once every two years, the Wellness Court shall assess team functionality, review all policies and procedures, and assess overall functionality.
3. The Wellness Court Program Coordinator/Probation Officer shall be responsible for orientation of new Treatment Team members. A new member shall be provided with the policies and procedures for the Wellness Court and be required to observe all aspects of the docket. The Program Coordinator/Probation Officer shall review the policies and procedures, establish responsibilities, and provide mentoring opportunities to new members.
4. The Wellness Court shall develop and maintain a relationship with a mentor court of the same model.
5. The Wellness Court Team shall be encouraged to observe other specialized dockets, including drug court, Veterans court, and other mental health courts, regionally.
6. The Wellness Court Treatment Team shall participate in the Ohio Specialized Dockets Practitioner Network by attending sub-network meetings, trainings, and the annual conference. The Wellness Court Treatment Team shall make every effort to utilize and attend as many of these meetings, events, and conference(s) as possible each year.

Chapter Nine: Effectiveness Evaluation

The Judge is committed to providing best practices to the Wellness Court. The Wellness Court shall engage in ongoing data collection in order to evaluate whether it is meeting its goals and objectives and to assess compliance with the Standards set forth by the Supreme Court. The following are the Wellness Court's data collection and reporting policies and procedures.

Supreme Court Reporting Data

The Wellness Court shall comply with any and all requests for reporting and maintaining data for the Supreme Court of Ohio. The Program Coordinator/Probation Officer shall be primarily responsible for collecting, maintaining, and reporting data to the Supreme Court. All Treatment Team members shall provide specific data to the Program Coordinator/Probation Officer in a timely manner to ensure ongoing and accurate collection and retention.

Ongoing Data Collection

In addition to maintaining the requisite reporting and data requirements set forth by the Supreme Court of Ohio, the Wellness Court will maintain data for internal purposes and for reporting to the Advisory Committee. Data will be maintained by the Program Coordinator/Probation Officer in a confidential manner. All data will be coded, where appropriate, so that the identity of the participant is protected. The data will be reviewed by the Advisory Committee and include the following:

1. Number of participants admitted to the Wellness Court.
2. Number of participants graduated from the Wellness Court.
3. Number of participants terminated (neutral and unsuccessful).
4. Eligible diagnosis of participants.
5. Total number of defendants referred to the Wellness Court.
6. Substance abuse history.
7. Length of participation for each participant in the Wellness Court.
8. Demographic data of each participant.
9. Offenses charged and potential sentence.
10. Classification of participant (ILC, judicial release, CCV).
11. Recidivism rates.
12. Disability benefits/employment.

13. Track reasons for admission or denial (legal, clinical, etc.).
14. Track probation violations and new charges.

APPENDIX

- A. Participation Agreement
- B. Participant Handbook
- C. Advisory Committee Contact Roster
- D. Referral Form
- E. Treatment Team Contact Roster
- F. Memoranda of Understanding Signing Page
- G. Lorain County Common Pleas Court Adult Probation Drug Testing Policy
- H. Local Rule 7 (III)(G)
- I. Sample Release of Information
- J. Sample Bi-weekly Progress Report