



Calgary Drug Treatment Court

PARTICIPANT MANUAL

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WELCOME AND INTRODUCTION

Welcome to Calgary Drug Treatment Court, otherwise known as CDTC. You have chosen to become involved with a program that will give you the tools to change your life. If you continue to use these tools your life can be changed forever, not just for a short time, but it's up to you. With our help and support, we know that you can have a different life, a better life, a full and meaningful life. Congratulations for taking this big, important step.

This handbook is designed to provide you with information on our Drug Court program. This way you will know what to expect as a participant in Calgary Drug Treatment Court (CDTC). This manual provides a basic outline of the program and is a resource to turn to for the many questions you may have as you move through the program.

As a participant of Calgary Drug Treatment Court, you will be expected to follow the instructions given to you by the Judges assigned to CDTC and the Calgary Drug Treatment Court team. You will also be expected to follow all bail supervision orders, program rules and complete the treatment plans developed by you and your CDTC Treatment Team.

We encourage you to share this handbook with your family, significant other and clean and sober friends, who are an important part of your recovery. They are also welcome to attend scheduled Drug Treatment Court sessions with you. We look forward to having family and friends meet our staff and learn about this life-changing program.

There will be times along this journey that you will find yourself wondering why you ever chose to become involved in this program. Doing time in jail is the easy solution; Drug Treatment Court is work - hard work at times. However, when challenging times arise remember that doing time in jail never changed anything.

It was a revolving door and you were not able to stay free of drugs or criminal activity when you were “out”.

This manual will describe how the program works and the commitments you make when entering the program. For example, you will be drug tested minimally twice a week and you must make yourself available for these tests. If you have any questions about the program, please ask your Case Manager or your Legal Counsel (who is a member of the Drug Court team).

HISTORY AND PURPOSE

HOW THIS DRUG COURT BEGAN

Like anything new, The Calgary Drug Treatment Court program began in 2007 and has gone through many changes. At the beginning of the program, staffing was limited to 2 part-time professionals and there was only one facility that the Drug Treatment Court used for treatment. Since then, we have slowly grown and have learned much from our mistakes and successes. There were a number of men and women who taught the Pre-Court team much about what our participants needed and didn't need and now over 100 individuals have engaged in this program. Judge Jim Ogle has been the presiding Judge since 2007 and he remains the mentoring Judge for the Court.

The Calgary Drug Treatment Court program was developed to help individuals stop a lifestyle that had spiraled out of control to the point where drug addiction and jail became normal. Drug Treatment Courts believe that if you intervene in the addiction by offering long term treatment and if you intervene in the thinking and behaviour that supported an addictive and criminal lifestyle, individuals could achieve a drug and crime-free life and become contributing members of the community. This program is designed to reduce re-arrests, promote self-sufficiency through employment and treatment and to help you remain in the community as a productive and responsible member of society. As one man stated, “Drug Court gave me back my dignity”. People rarely change for the best in jails; they can in Drug Treatment Courts.

The Calgary Drug Treatment Court program is a volunteer program on your part. You must want to participate in this program. Change is never easy and change takes time. In part, that is why we have a lot of “rules”. These rules and expectations are to help you change your way of thinking and behaving. For many of our participants, the commitment to the CDTC has been well worth the hard work. Individuals have reunited with family members they have been estranged from for years, have obtained employment, some have returned to school and all graduates have reclaimed dignity, self-worth and have “known a new freedom”. You will have a whole “Team” of people available to work with you towards change, ***but the final responsibility is yours. You must be motivated to make these changes and commit to a totally drug-free life.***

Our program works jointly with the Court (Judges, Provincial and Federal Crowns and Legal Aid Lawyers), Probation, Treatment Providers, AB Works, Calgary Police Services, and the CDTC Treatment team (Clinical Director, Case Managers). The program is overseen by a CEO who works to develop a collaborative team and develop funding sources. ***You will not be sent to prison or back to jail if you comply with the conditions of the program and graduate. Our team will work with you towards success, but the choice and effort to become drug and alcohol free and not commit new crimes comes from you.***

Calgary Drug Treatment Court offers you a long-term solution for a long-term problem. The commitment you make to this program is at MINIMUM one year. Most people graduate between one and two years. While in the CDTC program you will attend a treatment program, participate in mental health treatment (if indicated), be subjected to random drug testing, have strict community supervision bail orders and make regular court appearances. All this is explained in this manual.

BASIC PRINCIPALS OF DRUG COURTS

CDTC is an abstinence-based program. Each participant is here because of an addiction to a class one drug as well as a significant criminal history. It is important to know that

- A. **Alcohol is a drug. Marijuana is a drug.** Use of alcohol or marijuana in the program is not accepted. You will be regularly asked to report for drug testing. Our drug screening includes testing for alcohol, THC as well as many other mood-altering substances.
- B. Some individuals stop one drug (“medicator”) only to pick up other mood altering behaviour. With this in mind you will notice that your bail orders state that you are not to gamble or enter any casinos. We encourage you to be aware of the pull to replace one “medicator” with another and to address this with your Case Manager.
- C. **Honesty and accountability** are key to being successful in the drug court program. Our experience has been that without committing to these principles the chances of staying abstinent from addictions and criminal behaviour are limited. Lack of honesty and accountability are taken seriously by all team members.
- D. **Sanctions and rewards.** All Drug Court programs are based on this system. Each week the Pre-Court Team will discuss your progress in the program. As we see your growth and commitment to the program there will be opportunities for you to ask for certain privileges, such as a curfew extension. These privileges are given to those participants who have had compliant weeks and months in the program (reward). Weekly compliant behaviour will be recognized in Court and you will be given opportunity to go to “the bucket”. The bucket holds various gift cards that are donated to the program. They are small rewards to recognize ***the choices you made*** during the week so that you were successful. As you continue in the program your access to privileges should increase the more compliant weeks you create. Drug Courts also may offer various ***rewards*** to encourage your progress.

These are also called incentives. They can include:

- gift cards
- promotion to another stage in the program

- support for bi-weekly attendance at Court
- support for a cell phone
- support for weekend visits to approved setting
- support for change in curfew
- support to leave Court early

Sanctions vary according to the infraction you have committed. They can vary from denying you the ability to go to the “bucket”, having to do volunteer work in the community or to a return to the Remand Center. Sanctions are progressive and become stiffer for repeat violations. In higher phases, the expectation is you will not have any sanctions; therefore, the sanctions imposed may be stiffer than for lower phases. Sanctions are *individualized* to *your* situation and should not be compared against sanctions given to someone else. Below are some common sanctions:

- a talk from the CDTC Judge about your behaviour
- daily contact with Case Manager or Probation
- increased drug testing
- assignments of volunteer service hours
- written assignments
- return to Calgary Remand Center
- change in curfew
- other sanctions, as determined by the Judge and the Pre-Court Team

You will be advised of any sanction by Duty Counsel or by your Case Manager. Sanctions, like rewards, are a result of choices you made during the week. The more you see that **YOU** are the ***choice maker*** in your life the more you can make choices that help rather than harm you.

WITHDRAWAL FROM THE PROGRAM

You can withdraw from the CDTC program within 30 days of you entering your pleas without any penalty. If this is a choice you wish to make you should advise your lawyer and your Case Manager immediately. If you choose to withdraw after

the 30-day period your case will be transferred back to the traditional Court docket. ***Your bail will be revoked immediately and you will then appear in Court for sentencing.*** It is important that you contact your lawyer prior to making this decision final so that you are fully informed of the consequences of your decision. We take your speaking of withdrawing from CDTC seriously. We, therefore, recommend that you not use withdrawing from the program as a threat, as it really only threatens your ability to remain in the community.

PARTICIPANTS RIGHTS

All participants have the right to courteous, dignified and reliable delivery of service. Participation in the CDTC program is voluntary on your part. You will be informed of changes in the program, rules or any policy as early as possible. Your participation and feedback in this program is encouraged.

THINGS TO KNOW RIGHT AWAY

Frequently asked questions:

How do I know who my Case Manager will be and how often do we need to meet?

- You will be assigned a Case Manager immediately. Your Case Manager should meet with you on a one-to-one basis within the first week of your acceptance into Drug Court. At that time you will be given telephone numbers so you can contact your Case Manager and/or the Calgary Drug Treatment Court office.

What do I need to do right away when I am released?

- You will have received your bail orders and you need to remember to carry them at all times. Failure to carry your bail orders can put you in a difficult situation with the Police or the Courts. Bail orders at this stage are strict but fair.
- ***You will attend court the FIRST Thursday you are out.*** You may not be expected to attend court on a weekly basis; it depends on which program you are in. You will be told about this at your first Court hearing. Some participants return only

after they have completed their residential treatment program. Other participants will be attending weekly even at this stage.

You need to call your **Probation Officer within 48 hours** of your release. This is something participants often forget so we are reminding you that it is important to call. You will be given an appointment with your Probation Officer and he/she will go over your bail orders with you.

What happens if I am not attending court weekly?

- If you are not attending court on a weekly basis you will be in contact with your Case Manager weekly. From time to time, while you are in your Treatment program, your Case Manager will drop by to visit and check how things are going for you. You can call your Case Manager anytime to ask questions, get things clarified, ask for help or just to say hello.
- A Case Manager from CDTC will be meeting with your Addiction Treatment Team on a regular basis to share information (the good stuff) as well as any concerns.

What can happen if I have problems with my addiction treatment program?

- Remember that while you are in treatment you **MUST** follow all the rules and recommendations of your addiction treatment. Failure to do so can result in you being asked to leave. If no other suitable housing or treatment program can be found, you might be returned to remand until other arrangements can be made.
- Remember that your Case Manager will be in contact with you and with the addiction treatment program on a regular basis. If there are some difficulties, we hope you would bring them to your Case Manager and/or the staff at the treatment facility so that we can all problem-solve together. The last thing we want is for you to lose your housing.

My bail orders are so long. Are there some points I should remember right away?

- You need to stay out of your “no-go zone” unless you have permission from Probation. If you have appointments in this area (other than Court or meetings at CDTC office) you must have written permission.
- Just to be clear, you may ***NOT*** possess or use a cell phone during Stage One. You cannot use another person’s cell phone. If you are found using a cell phone or in possession of a cell phone this is a breach of your bail orders and there will be a sanction.
- Your Probation Officer will expect to see you face-to-face or by telephone. He/She will advise you on frequency and mode of meetings.

How will you know how I am doing in my program?

- Weekly reports from the various addictions treatment programs and Case Managers are shared with the Pre-Court Team.

How often am I drug tested and who or where does it get done?

- You will be drug tested every week on a random basis. Some of you will be drug tested by our Support Worker. Our worker will call you in the morning and tell you what time you are to be tested. For others, you will be drug tested by your treatment program and the results will be sent to the CDTC office. Remember twice a week is minimum. There may be times when you will be tested more often.

I had a job when I applied to Drug Court, can I go to treatment and work?

- At Stage One you are not expected to work. Most participants are financially supported by AB Works. This financial assistance covers your costs in treatment, a bus pass and some spending money. You are expected to buy a bus pass from the money AB Works gives you.

- In the Day Program there have been a limited number of people who have been able to negotiate attending Day Treatment with working part-time. This is assessed on an individual basis.

I was given a “meeting list” sheet, what is this and why do I need it?

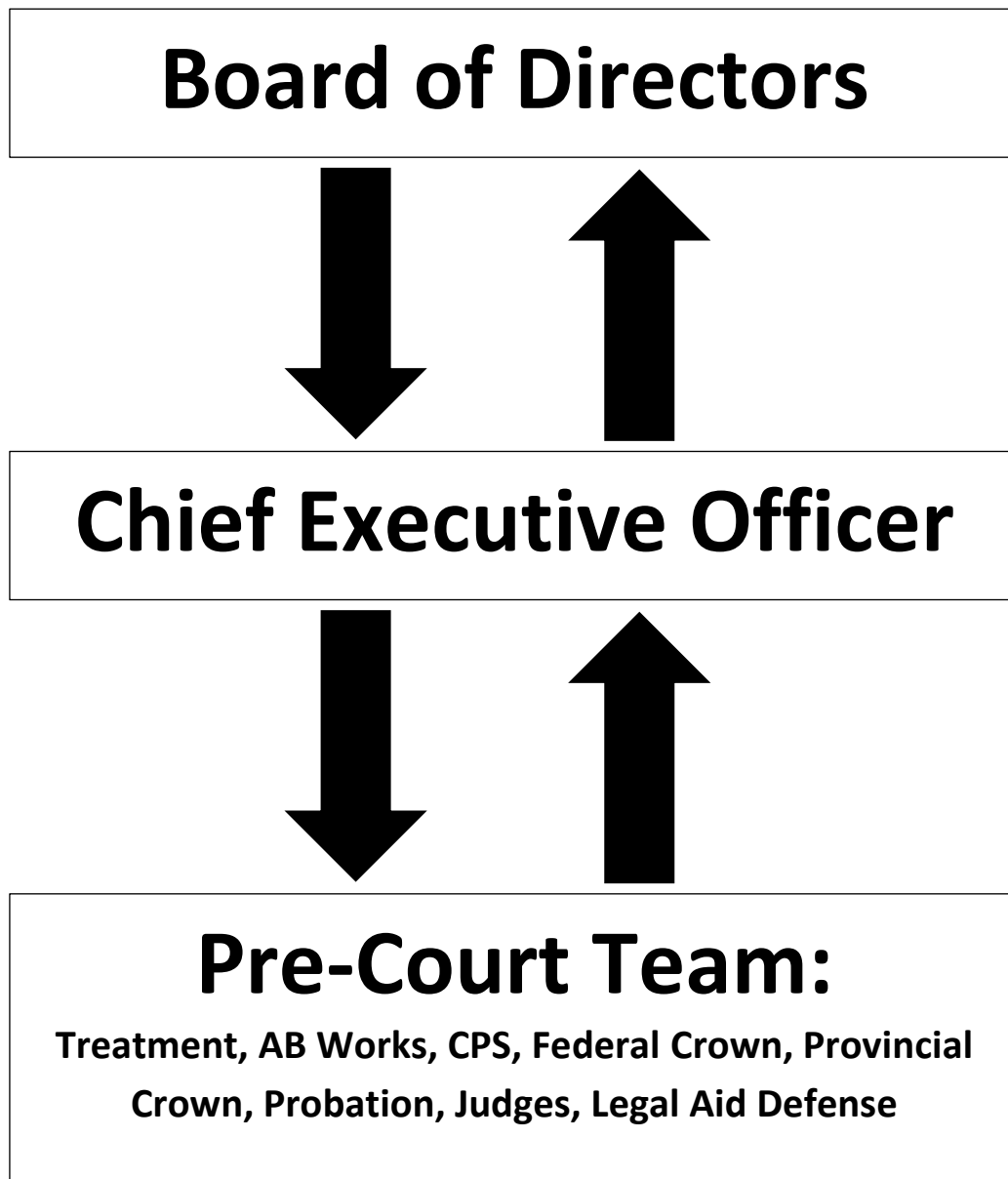
- You will be attending various 12-Step meetings in the community. For those who are not residing in an addiction treatment facility you will attend three meetings a week at minimum. For participants within an addiction treatment program, you will follow the program that they set out regarding meetings.
- If you are attending Court on a weekly basis you will be given a sheet of paper called your “meeting list”**. You record all your meetings here and have the chairperson sign the sheet beside the name of the meeting you attended. These sheets are handed in weekly and failure to hand them in means that you are “non-compliant”. Forging a signature is considered being dishonest as is signing for another participant if you did not attend their meeting.

What is “the bucket”?

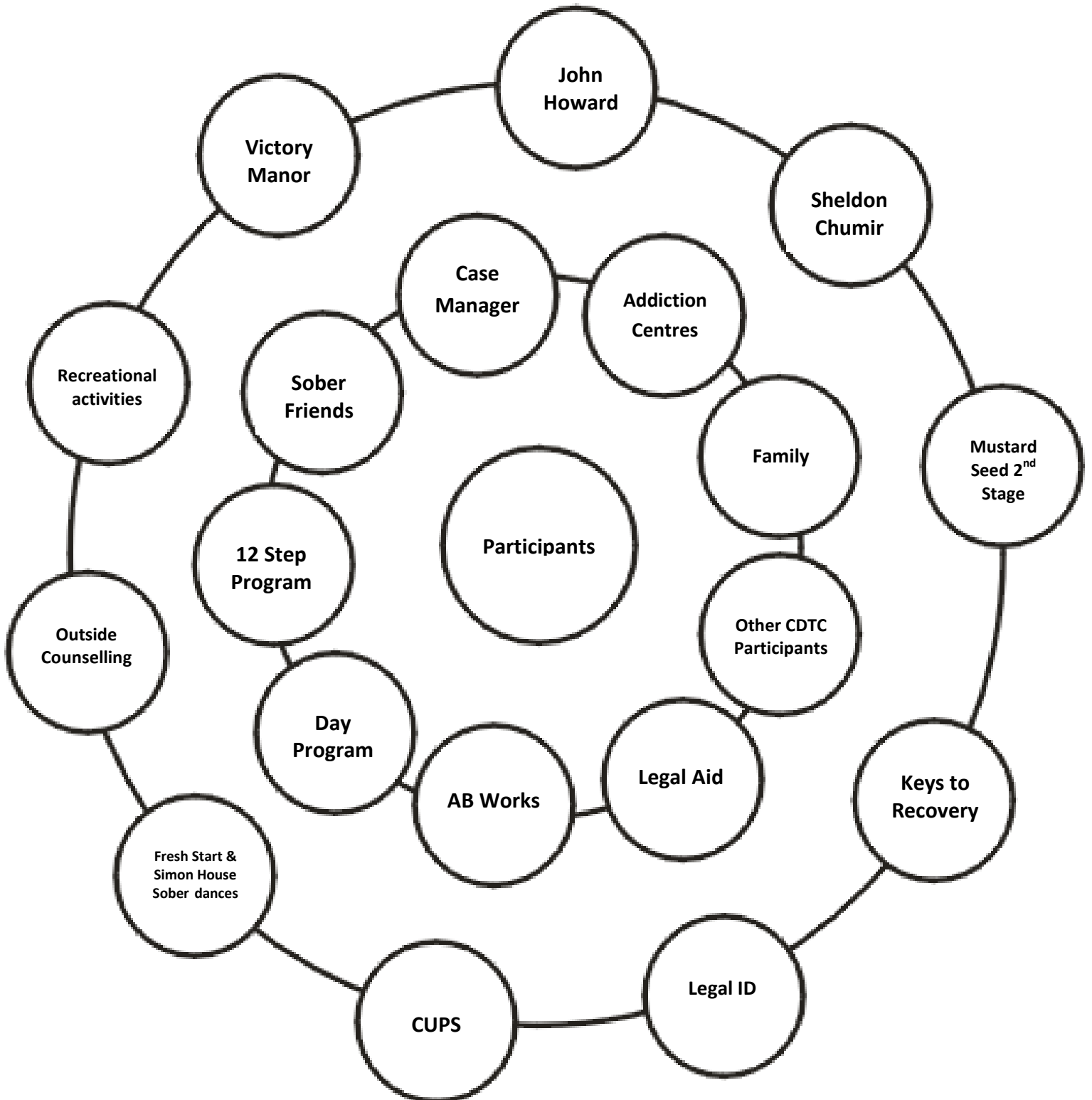
- When you observed Drug Court you would have noticed that there was a “bucket” with gift cards that participants’ get as a reward for having a compliant week. Non-compliant weeks *can* result in a “no bucket” or withholding of a privilege or a sanction depending on the behavior that we are addressing.

** See appendix for meeting list.

2. WHO IS CALGARY DRUG TREATMENT COURT? HOW IT WORKS



Your support team:



The Pre-Court Team

The Pre-Court Team meets on a weekly basis, prior to Drug Treatment Court, to discuss your weekly progress. The Team works on a collaborative basis to help support your success in the program. Relevant information about your week is shared amongst the team and decisions about rewards, sanctions and recommendations are made.

The Pre-Court Team consists of:

- 3 rotating Judges
- Federal Crown
- Provincial Crown
- Legal Aid, Defense Counsel
- Probation
- Calgary Police Services
- Alberta Works
- CEO of Drug Court
- Clinical Director/Treatment Staff

There are some members of the Pre-Court Team that you will work more closely with than others. For example, while you are in the program you have access to the CDTC Defense Counsel for information and advice on a variety of legal matters. When you finish your addiction treatment program you will begin to work with our representative from Alberta Works. You will have regular contact with your assigned CDTC Probation Officer and will have regular contact with Treatment staff (your Case Manager)

ROLES AND RESPONSIBILITIES OF CDTC TREATMENT TEAM

CEO: The CEO is the bus driver for Drug Court. He/She works on the “big picture” and is responsible for directing the program, funding decisions, liaising with government, both Federal and Provincial and liaises with other stake holders. The CEO reports to the Board of Directors.

Clinical Director: This role is held by a person with advanced education in Social Work or Psychology. The Clinical Director presents in Court every week on your progress. She/he works closely with your Case Managers monitoring treatment goals and issues. This is a person with special training in mental health issues as well as addictions. She/he can act as a referral source for outside counselling or mental health assessment needs.

Case Managers: Most of your regular contact will be with your Case Manager. This person’s role is to support you while in the program. They can help with issues around housing, difficulties with feelings, and help to explain 12-Step programs, etc. Our Case Managers often run groups including Day Treatment Program, Criminal and Addictive Thinking program as well as the Men’s/Women’s groups. Your Case Manager has access to all the forms for requests and knows when you are able to submit them.

Senior Administrative Assistant: This is the HUB person for those of us who work in the office. She/he keeps everything ticking and organized for the CEO as well as the rest of us.

Support Staff (1 male and 1 female): Their role is multi-faceted. They do the drug testing; they pick you up at the Calgary Remand Center. They may take you to appointments or do other activities as directed by the CDTC office.

During your time in CDTC you will be spending a considerable amount of time either in the CDTC offices or in contact with the CDTC staff.

You are always welcome to drop by the office. In the office you will find all the forms you need for different requests. You will also find information on various CDTC policies.

3. SUPERVISION - HOW IT WORKS

PROBATION OFFICER

Our Pre-Court team has a designated Probation Officer that will follow you through your time in the CDTC program and that same Probation Officer will follow you after graduation.

Your Probation Officer attends weekly Pre-Court meetings and will report on any issues or concerns regarding your bail orders and your compliance with your bail orders. If you have any questions about your bail orders your first point of contact is your Probation Officer.

You are expected to call your Probation Officer within 2 days (48 hours) of your admission into CDTC. You will then be given a face-to-face appointment so you and the Probation Officer can go over all your conditions including curfew, 'no go' zones, cell phones, etc. Your Probation Officer will also tell you about regular visits and/or calling in to the office. ***Failure to contact the Probation Office WITHIN the allotted time will be reported to the team and a non-compliant week will be noted.***

BAIL ORDERS

From time-to-time your bail orders may be revised. As you continue in the program you might for example, apply to have a cell phone or you might move into an apartment. These changes will necessitate a change in your bail orders. Remember you **MUST** carry your papers at all times and they must be up-to-date.

When you live in the community, as part of your supervision orders you will be placed on random surveillance. ***This means you MUST have a land line. You need to be in your residence and have your telephone readily available to receive these calls.*** Unanswered calls are reported to Probation and will be reported to the Court and a non-compliance status will be reported to the Pre-Court Team. Surveillance calls can occur any time after your curfew. Unfortunately this might mean after you go to bed. Make sure you can hear the ring on the phone. We

cannot alter the random time of calls so training yourself to fall back asleep after a late surveillance call is the best thing we can recommend.

COURT APPEARANCES

As a participant in CDTC you are expected to appear in Drug Treatment Court on a weekly basis. Currently Drug Treatment Court is held on Thursday mornings and you are expected to be at Court for 10:30 am. This gives you a short opportunity to meet with Duty Counsel or your Case Manager prior to Court beginning at 11:00 a.m.

For those participants who are attending a residential substance abuse treatment program you will appear in court the first Thursday following your release from Remand, then you will be excused from Court for the time that you are in treatment. The Pre-Court Team will receive regular weekly reports from your residential program and if there are any concerns you may be asked to appear in Court before your program is completed.

Day Treatment Program participants will attend Court on a weekly basis.

CDTC has two dedicated Duty Counsellors attached to the program. These two Legal Aid Lawyers will represent and advise you throughout your participation in the program.

After 6 months of successful participation in CDTC program you may apply to attend Court on a bi-weekly basis.

PROGRESS REPORTS

As a CDTC participant, you will be required to appear in Court on a regular basis. Prior to each Court appearance, the Pre-Court Team, (this includes the presiding Judge), will be given a progress report prepared by your Case Manager regarding your drug test results, employment status, treatment status and supervision appointments (Probation). The Pre-Court Team may ask questions about your progress and the team may discuss your progress. This includes the positive

progress you have made during the week. The Pre-Court team wants to hear your successes as well as your struggles.

All requests (i.e., for a cell phone or a weekend outing) will be presented to the Pre-Court Team for review. Requests will NOT be considered if you have a non-compliant week.

DRUG TESTING

An important part of being in a Drug Treatment Court program is being drug tested**. You will be tested at LEAST twice a week on a random basis.

BASIC PROGRAM RULES

The CDTC Team want you to be successful. With that in mind we have written out some of the common rules/expectations that we have. These are not meant to intimidate you with lots of rules but rather to let you know BEFORE hand what you are agreeing to. Below is a list of some of our expectations:

1. You must call your Probation Officer within 48 hours of your admission into the community.
2. Don't violate the law. This means no NEW law violations. No new arrests, for example; no driving without a valid license.
3. You must attend all CDTC treatment-required appointments. These include all individual, group and educational sessions and case management appointments. You need to be on time for all appointments and no appointments should be cancelled by you without approval of your Case Manager.
4. Do not act violently or make threats towards other participants, staff or Court personnel including any members of the Pre-Court Team. Violent or inappropriate behaviour will not be tolerated and will be reported immediately to the Court. Threats or intimidation toward anyone will not be tolerated. Either of these violations may result in your termination from the CDTC program.

5. You cannot have any drugs, alcohol or weapons. Possession of drugs, alcohol or weapons could immediately result in your termination from the program and you could acquire new charges.
6. Drug testing is mandatory. Messing with your drug test can be grounds for expulsion from the program. Expect to take random and “on demand” drug tests. Do not tamper with your urine sample or use anyone else’s urine. Any abnormal drug test will be considered positive and you will be dealt with accordingly (sanctioned). Tampering, water loading or attempting to chemically alter your drug test is grounds for revocation. Our Support Workers are expected to watch each individual while supplying their sample.
7. Do not argue with the Judge or other team members. If you disagree with something, state your position in a calm manner and listen to what is being said. You may also put any issue into writing for the Pre-Court Team to consider. Disrespect, excessive arguing or outbursts towards Team members is not acceptable and may result in a sanction.
8. Dress appropriately for Court and other CDTC appointments. As a participant, you will be expected to wear clothing to Court that does ***NOT*** have drug or alcohol related themes, no bare midriff tops, etc. You cannot wear sunglasses in the ***Court building or in the Court room***. No gum chewing is allowed in Court.
9. Be respectful to yourself and others. Follow the directions of Team members, Court personnel and Sheriffs regarding behaviour including talking while in Court. Court is a time to listen and learn from others.

RELATIONSHIPS

In CDTC we encourage you to focus on your recovery first. Developing new intimate relationships within the first year of the program are strongly discouraged. We support the development of peer relationships but not sexual or

romantic ones. Meetings are **NOT** a place to meet new partners. In fact, we strongly suggest that the men attend men's meetings and the women attend women's meetings as a way of avoiding distractions of this nature.

Developing a new relationship while in the first **YEAR** of your treatment has been proven over and over again to cause significant difficulties and complications. More often than not, entering into a new sexual/romantic relationship is just another way to medicate your feelings of loneliness, sadness and feeling lost and confused as you try to change your ways. Through experience we have found that new intimate relationships have a poor chance of success and often lead our participants to distract on the dramas involved in these relationships rather than on recovery. Treatment is a time to develop new skills and to develop a relationship with yourself so that you can become ever increasingly aware of your thinking and choosing. You can't have a healthy relationship with another when you don't have a healthy relationship with yourself yet.

While in CDTC you cannot have a sexual or romantic relationship with another person who is in the CDTC program. It is important that the CDTC community is a safe place for all participants; therefore no sexual contact between participants is allowed. Failure to abide by this can result in immediate expulsion from the program.

If you have been in a committed long term relationship, we strongly suggest that your partner and any other family members attend the Family Program that Fresh Start Recovery Centre offers. CDTC may be able to offer some financial support for this program. Ask your Case Manager.

Addiction is a family disease. It is impossible for loved ones **NOT** to be impacted by your addiction. We would like to meet the significant people in your life, girlfriend, partners, parents, and children. They are welcome to come and find out about Drug Court. They are also welcome to come to court on Thursdays.



Remember, the goal of the Calgary Drug Treatment Court is to help you achieve total abstinence from alcohol and drugs, address your individual treatment needs and avoid future arrests.



4. CALGARY DRUG TREATMENT COURT STAGES

The CDTC program is a five-staged, highly structured and supervised program. Treatment is designed to last for a minimum of 12 months, followed by some community supervision after graduation. Your progress through the treatment stages will depend upon the completion of treatment goals and compliance with drug testing and other program rules. Less sanctions, more compliant weeks often means faster movement through the program.

Each stage of our program consists of specified treatment objectives, therapeutic and rehabilitative activities and specific requirements for “promotion” into the next stage. Our program offers gender-based residential programs for women and men and our Day Treatment Program is also gender-based. In addition, we have weekly or bi-weekly men’s and women’s groups following your Court appearance. This means that men attend programs designed for men and women for women. Individuals from a First Nations background are supported while in Treatment to connect with Elders and culturally available programs in the

community. Some of our First Nation's people may attend an addictions' residential program designed especially for First Nation's people.

CDTC STAGE ONE: INTENSIVE ADDICTIONS TREATMENT

The focus of Stage One is addiction treatment. You will either be attending a residential addiction treatment program **or** the CDTC Day Program depending on your treatment assessment and availability.

Treatment Requirements: Participants must complete required substance abuse treatment and must graduate from their treatment program in order to go on to the next stage in the CDTC program.

Residential Treatment programs require attendance at classes, group counselling, 12-Step meetings and other programming as designed by the treatment facility. Programming at some facilities also includes volunteer work for the treatment center. CDTC supports the volunteer component of the treatment centers. Your addiction's treatment program will send the results of your drug tests and a summary of your week in program to your Case Manager.

Day Treatment Program: Day Treatment Program is designed so that participants attend 2.5 days per week, usually Monday, Tuesday and half of Friday. This allows for weekly Court appearances on Thursday. Participants are also expected to attend the men's/women's support groups following court. These are held in the CDTC offices.

Wednesday and Friday afternoons are for scheduling appointments as well as any other personal errands. For participants attending this program you are expected to attend ***five*** support meetings of your choice, per week, and show evidence of this by submitting a Meeting Log in Court at each appearance and hand it in to the Clinical Director. Support meetings may be AA, NA or other 12-Step approved meetings.

All assignments in the Day Treatment Program must be completed on a weekly basis and handed in to your group leader. Failure to hand in the assignment will result in a non-compliant week.

STAGE TWO: DEVELOPING YOUR RECOVERY SKILLS - 12 Weeks Minimum

Stage Two begins when you have graduated from your addictions treatment program. At this stage you will find that your focus will be putting into action what you learned in treatment. In this Stage you will no longer be attending an addictions program during the day.

- Support Group Meetings. You are expected to attend a *minimum* of 3 support groups a week with two being 12-Step meetings that address *your main addiction*. You will be given a Meeting Log sheet and are expected to have these signed by someone at the meeting. At this Stage it is recommend that you attend a variety of meetings in the community. There are discussion meetings, step meetings, all women's meetings and men's meetings, for example. Take the time to find what meetings work best for your recovery.
- Housing. Some of you will remain living at the facility where you went to treatment but you will be in a different phase of that program. When we have a treatment program that offers housing on a long term basis we **STRONGLY** recommend that participants take advantage of all phases. We have found that those people who stay in supportive, sober-living housing attached to a treatment program have a much higher rate of successfully being sober and free of criminal behavior. *This is what we want for you!*
- If you are **not** going to reside in housing attached to your Treatment Program, a request for a residential change needs to be completed and any move needs to be supported by your Case Manager and the Pre-Court Team. That includes Probation as there will need to be a change in your bail orders. You are expected to reside in a sober, supported living situation that is stable and your Case Manager and the Probation Officer will probably want to meet with any people you will be living with.

- Alberta Works. CDTC has a unique relationship with Alberta Works and an Alberta Works senior staff person sits on our Pre-Court Team. *You need to make an appointment with the Alberta Works representative as soon as you complete your treatment.* He/she will complete a work assessment with you and individualized recommendations will be generated for you. All potential employment **MUST** be approved by Probation and AB Works **PRIOR** to you accepting any position. AB Works does have its own documentation for you to complete in order to have an employer approved by them. ***Some of your treatment programs have a rule that says that you must obtain employment or be seriously seeking employment if you want to continue to reside in their facility. Make sure you are aware of the treatment facilities expectations.***

- As this stage is about developing your recovery skills, it is important to remind you that the CDTC program expects you to place your recovery first. This is why Alberta Works is involved with our program as they can speak to you about the suitability of any potential work situation with recovery being first and foremost. This is also the same for housing. Finding suitable secure housing that will support a sober and drug-free lifestyle is most important.

- This Stage challenges you to begin to find the balance between work, free time, recovery, Court time, probation time and other CDTC expected time. ***You are not expected to do this perfectly and you can reach out for help and advice.***

- Now you can look into the possibility of requesting a cell phone. You must be able to present a budget indicating that you can afford one and it must be with a company where you can obtain monthly records of all your calls.

- Later you will be expected to declare a Home Group meeting that you will attend weekly and have a committed Sponsor. Attending various meetings gives you the opportunity to check out what meeting would fit best for you to declare as a Home Group and to meet potential sponsors. It is also a time to listen in your meetings as others share about the importance of having a Home Group and Sponsor.

STAGE THREE: PRACTICAL APPLICATION - 12 Weeks Minimum

Welcome to Stage Three. Congratulations on completing Stages One and Two. At this stage, if finances allow, you may apply to have a cell phone and you may apply for bi-weekly court appearances. Overnight and/or weekend visits may also be considered. All requests need to be approved first by your case manager then by the Pre-Court team. In this stage you will find yourself increasingly developing a schedule that incorporates your recovery and your CDTC program first, then all other things after this. In order to complete this phase you need to consider the following:

- Now that you have been in the CDTC program for 6 months you can apply for bi-weekly attendance at Court. The Pre-Court team is more likely to support this request if you have on-going, steady employment and have been compliant most weeks. It is important to remember that this is a privilege not a right.
- Employment. By Stage Three participants are expected to have obtained full-time employment unless there is a documented, medical reason for you not to work.
- It is now time to declare a Home Group *and to attend this group weekly*. There is no use declaring a Home Group if you do not attend it.
- You are expected to find a Sponsor and to begin to develop a relationship with that person that will lead to weekly meetings or contact.
- Living arrangements. Safe, secure, sober and drug-free supported housing is a continued expectation.
- You will continue to be drug tested on a random basis throughout the week.
- Money Management. Alberta Works offers a free money management course that you are expected to attend. Following the course you will develop a budget and present this to your Case Manager for discussion and approval.

- At this stage you are expected to be increasingly responsible for your choices around sobriety/abstinence and your attention to your bail conditions. **You are expected to have 6 weeks sanction-free in order to apply to the next stage.**
- If you are considering changing your living arrangements at this point, remember all living arrangements must be approved by your Case Manager and the Pre-Court Team. Your Case Manager and possibly Probation will want to interview the people you plan to live with and will want to discuss with them how they can support you to reside in a sober and drug-free living situation. You will need to present a budget along with your request to move in order to support your financial ability to reside elsewhere. Obtaining full-time, secure employment is necessary before you apply to change residence unless you have a medical certificate stating you cannot work or are on long-term disability.

STAGE FOUR: COMMUNITY TRANSITION - 12 Weeks Minimum

You have now been in the program for a minimum of 9 months and your attention should now focus on developing a “safety net”, or support system beyond the CDTC Treatment team. Your safety net includes people, places and things that support your recovery. Being involved in some service/volunteer work is added at this time as a way to “pay it forward” in the community. *You are expected to document 5 hours of volunteer activity a month for 3 months.* These activities can take any form, at any place you wish. You can be as creative as you want as long as you are safe. Some of our participants who attended Equine Therapy plan to volunteer at the stable for their activity. This is an opportunity for you to meet other people, to expand your horizons, and to potentially add to your safety net.

Expanding leisure time activities also gives you an opportunity to broaden your life. Now is the time to be out in the community, challenge yourself safely and do it while you still have the support of the program. You are getting ready to graduate - to fly out of the nest of CDTC. Now is the time to practice transitioning into the community.

In order to apply for the next stage you will need to:

- Complete Criminal and Addictive Thinking course.
- Complete 5 hours per month of volunteer activity of your choosing.
- Continue to have weekly contact with Sponsor.
- Attend 3 support groups per week - one is your Home Group.
- Complete goals for next 3 months and submit to Case Manager.
- Continued stable employment and housing.
- 9 weeks sanction free, 60 days consecutive sanction-free to apply to next stage or 2 ½ months compliant days with 60 days consecutive compliance.
- Continued involvement with counselling or completion of counselling as recommended by Treatment in consultation with participant, counsellor and Case Manager.

STAGE 5: GRADUATION - Minimum of 1 Year in CDTC Program

What you need to do to graduate CDTC program:

1. Participants must be in the CDTC program for minimum of 12 months before applying to graduate.
2. A minimum of six consecutive months' drug and alcohol-free with negative (i.e., clean) drug and alcohol tests.
3. Drug and alcohol-free with negative (i.e., clean) drug and alcohol tests for the 3 months (at minimum) immediately prior to graduation.

4. Successful completion of substance abuse treatment program.
5. No new criminal charges in the six months immediately prior to graduation.
6. Successful completion of Criminal & Addictive Thinking Program.
7. Three months of suitable housing and demonstrated “Wellness Living” circumstances immediately prior to graduation; including volunteerism, employment, and/or home parenting, attending meetings, having an involved Sponsor.
8. Participant demonstrates an acceptable Relapse Prevention Plan that includes community-based recovery programs and addresses the ongoing needs of the individual from a bio-psycho-social perspective.
9. Within the last 12 weeks of program, sanction free for 9 of the 12 weeks and must have 60 consecutive sanction-free days. (You must have 63 days out of 84 days compliant. 60 out of the 63 days must be consecutive compliant days) **YOU CAN DO IT!!**

Each person begins CDTC program in Stage 1 and continues through the program at his/her own rate. There are 5 stages with Graduation being the last stage. Each stage has its own requirements and you must apply to be promoted to the next stage. The following pages include check lists for you to use.

**PROMOTION TO STAGE 2 CHECK SHEET
RECOVERY SKILLS DEVELOPMENT**

Treatment		
Milestones	Completed Y/N	Comments
Orientation to CDTC program with participant manual and signed by participant and CM		
Graduation from Addictions Treatment Program		
Medication regimen documents. List meds in comments (if applicable)		
Appointment made with AB Works		
Attendance at AB Works recommended program completed (if applicable)		
Application for employment approval to AB Works		
Attended weekly CDTC support group		
Attendance at counselling or mental health treatment (if applicable)		
Relapse Prevention Plan completed and approved by CM		
Successful completion of an addiction treatment program or a treatment program approved by CDTC		
Supervision		
Orientation with Probation completed		
Completed appointments with PO in person or call		
Approved housing acquired		
Court		
12 weeks in Stage 1		
4 weeks compliant		
Weekly Court attendance (if applicable)		
Signed 3 support groups a week (unless in program where you are not able to attend outside meetings)		

**PROMOTION TO STAGE 3 CHECK SHEET
PRACTICAL APPLICATION**

Treatment		
Milestones	Completed Y/N	Comments
Medication regimen documented. List meds in comments (if applicable)		
Engaged in counselling or mental health treatment (if applicable)		
Appointment made with AB Works		
Attendance at AB Works recommended program completed (if applicable)		
Application for employment approval to AB Works		
Attended weekly CDTC support group		
Weekly contact with CM		
Wellness plan submitted and reviewed with CM		
Treatment goals for next 2 months written and submitted to CM		
Development of Relapse Prevention Plan and submitted to Case Manager for review		
Full time approved work obtained / or medical release from work obtained		
Supervision		
Weekly contact with Probation as ordered		
Full-time Sponsor with weekly contact		
Bail conditions met		
Sober, supported, approved housing continued		
Weekly contact with CM		
Court		
Minimum of 12 weeks in Stage 2		
5 weeks compliant behaviour		
Documentation of minimum 3 support groups a week		

**PROMOTION TO STAGE 4 CHECK SHEET
COMMUNITY TRANSITION**

Treatment		
Milestones	Completed Y/N	Comments
Full time approved work obtained/or medical release from work obtained		
Attended outside counselling appointments (if applicable)		
Attended outside courses as directed (i.e., Anger Management, Relapse Prevention (if applicable)		
Regular attendance at men/women’s group		
Money Management course completed		
Budget completed and submitted to CM		
Medication regimen listed and compliance verified List new medications (if applicable)		
Goals for next 3 months submitted and reviewed with CM		
Wellness Plan updated and approved by CM		
Volunteer hours. Documented 5 hours per month for 3 months.		
Home Group chosen and attended once a week		
Supervision		
Completed appointments with PO		
Full-time Sponsor with weekly contact		
Bail conditions met		
Continuous, approved employment		
Continuous approved, sober, supported housing		
Weekly contact with CM		
Court		
A minimum of 12 weeks in Stage 3		
9 weeks compliant (60 consecutive days prior to request for Stage promotion)		
Documented 3 support groups per week		

**PROMOTION TO STAGE 5 CHECK SHEET
GRADUATION**

Treatment		
Milestones	Completed Y/N	Comments
Relapse Prevention Plan completed and approved by CM		
Successful completion of an addiction treatment program or a treatment program approved by CDTC		
Supervision		
Minimum of 6 consecutive months drug and alcohol-free with negative tests while in the CDTC program		
Minimum of 3 months negative drug and alcohol tests <i>immediately prior</i> to graduation		
Approved stable housing in the community		
Weekly contact with CM		
Court		
Minimum of 1 year in CDTC		
No new criminal charges within 6 months immediately prior to graduation		
Weekly contact with sponsor		
Home group attendance once per week		
60 consecutive sanction-free days. (Must have 63 days out of 84 days compliant. 60 out of the 63 days must be consecutive compliant days)		

STAGE 2 – 3 SUPERVISION

TREATMENT

MILESTONES

- Orientation to CDTC program with participant manual and signed by participant and CM
- Graduation from Addictions Treatment Program
- Medication regimen documents. List meds in comments (if applicable)
- Appointment made with AB Works
- Attendance at AB Works recommended program completed (if applicable)
- Application for Employment approval to AB Works
- Attended weekly CDTC support group
- Attendance at counselling or mental health treatment (if applicable)
- Relapse Prevention Plan completed and approved by CM
- Successful completion of an addiction treatment program or a treatment program approved by CDTC

STAGE 2

SUPERVISION

- Orientation with Probation completed
- Completed appointments with PO in person or call
- Approved housing acquired

COURT

- 12 weeks in Stage 1
- 4 weeks compliant (if applicable)
- Signed 3 support groups a week (unless in program where you are not able to attend outside meetings)

TREATMENT

MILESTONES

- Medication regimen documented. List meds in comments (if applicable)
- Engaged in counselling or mental health treatment (if applicable)
- Appointment made with AB Works
- Attendance at AB Works recommended program completed (if applicable)
- Application for employment approval to AB Works
- Attended weekly CDTC support group
- Weekly contact with CM
- Wellness plan submitted and reviewed with CM
- Treatment goals for next 2 months written and submitted to CM
- Development of Relapse Prevention Plan and submitted to CM for review
- Full-time, approved work obtained and/or medical release from work obtained

STAGE 3

SUPERVISION

- Weekly contact with Probation as ordered
- Full-time Sponsor with weekly contact
- Bail conditions met
- Sober, supported, approved housing continued
- Weekly contact with CM

COURT

- Minimum of 12 weeks in Stage 2
- 5 weeks compliant behaviour
- Documentation of minimum 3 support groups a week

STAGE 4

TREATMENT

MILESTONES

- Full-time, approved work obtained or medical release from work obtained
- Attended outside counselling appointments (if applicable)
- Attended outside courses as directed (i.e., anger management, relapse prevention – (if applicable)
- Regular attendance at men/women’s group
- Money management course completed
- Budget completed and submitted to CM
- Medication regimen listed and compliance verified. List new medications (if applicable)
- Goals for next 3 months submitted and reviewed with CM
- Wellness Plan updated and approved by CM
- Volunteer hours. Documented 5 hours per month for 3 months
- Home group chosen and attended once a week

**STAGE 4 – 5
SUPERVISION**

- Completed appointments with PO
- Full-time sponsor with weekly contact
- Bail conditions met
- Continuous, approved employment
- Continuous, approved, sober-supported housing
- Weekly contact with CM

COURT

- A minimum of 12 weeks in Stage 3
- 9 Weeks compliant (60 consecutive days prior to request for Stage promotion)
- Documented 3 support groups per week

STAGE 5

TREATMENT

MILESTONES

- Relapse Prevention Plan completed and approved by CM
- Successful completion of an addiction treatment program or a treatment program approved by CDTC

SUPERVISION

- Minimum of 6 consecutive months drug and alcohol-free with negative tests while in the CDTC program
- Minimum of 3 months negative drug and alcohol tests ***immediately prior*** to graduation
- Approved, stable housing in the community
- Weekly contact with CM

COURT

- Minimum one year in CDTC
- No new criminal charges within 6 months immediately prior to graduation
- Weekly contact with Sponsor
- Home Group attendance once per week
- 60 consecutive sanction-free days. Must have 63 days out of 84 days compliant. 60 out of the 63 days must be consecutive, compliant days

5. CDTC TREATMENT OVERVIEW

Your treatment with CDTC is at minimum 12-months long.

At Calgary Drug Treatment Court program we try to be intentional with all our recommendations involving your process. Initially you will attend an addiction's treatment program either on a residential or day program basis. Following this you may also be referred to various programs in the community offering courses such as anger management or Pathways (a weekend program for individuals in recovery). We also make referrals for personal counselling for various issues such relationship issues, healing from sexual abuse and mental health assessments.

While in the CDTC program you will attend the men or women's support groups on Thursdays after Court. You will also attend a Criminal and Addictive Thinking Program lead by the Case Managers at CDTC and from time-to-time other workshops or information sessions may be offered by CDTC treatment staff. As part of treatment you will attend a money management program offered by Alberta Works and you may be referred to employment counselling.

From time to time you will be asked by the Treatment Staff to complete some insight-written assignments. These are an important part of your treatment program. You may also be directed by the Court team to complete some written work or activity as a consequence of some difficulty you are having. Since these are directions from the Court, failure to complete such activities can result in a sanction.

At times it will be hard to believe this fact but we really do want you to have the good life you deserve, free of alcohol, drugs and crime. We work hard at making each request or expectation a therapeutic request although you might not realize it at the time. TRUST THE PROCESS!

RESIDENTIAL PROGRAMS:

You **MUST** graduate from an addiction treatment program to be eligible for graduation.

While attending a residential addiction's treatment facility, your bail order will indicate that you must follow the rules and guidelines of the facility you are attending.

DAY TREATMENT PROGRAM:

The CDTC Treatment Team offers a Day Treatment Program to small groups of men or women who the Treatment Team have assessed as being an appropriate fit for this type of program. The Day Treatment Program is a 12 to 16-week program, gender specific, and it meets three of the five days during the week. Built into the program are Thursdays to attend Court and Wednesdays are free for participants to attend medical, probation and other personal appointments. While attending Day Program, participants reside in the community at approved housing. Attending and graduating from the Day Treatment Program fulfills two requirements for eventual graduation: graduation from an addiction treatment program and completion of the Criminal and Addictive Thinking program.

ADDITIONAL COUNSELLING:

Recent research from the American Drug Courts have indicated that over 70% of Drug Court male participants and approximately 90% of female Drug Court participants have experienced trauma either in their childhood or later as youths and adults. For some individuals, when they are free of drugs and in a treatment program, the impact of the previous trauma or traumas pop up and impact behaviour, thoughts and feelings. The CDTC Treatment Team may refer a participant for additional counselling such as Anger Management, Relapse Prevention, or other specialized counselling (such as Trauma Counselling) with a mental health professional. These referrals are made by the Treatment Team because they feel the extra support would benefit you. If you are referred by your Treatment Team these sessions are mandatory. You will be asked to complete a ***“Consent for Release of Information”*** form so that we may talk to your counsellor or group leader. We make referrals so that we can offer what we call “wrap around services” and since the CDTC Treatment staff cannot provide specialized psychotherapy we refer to resources in the community. Added counselling is recommended when an individual is struggling with issues that could interfere with success in the program. Remember, we want the best for you.

Some individuals are afraid of counselling, of opening old wounds. To help with this we make attendance for ALL scheduled treatment appointments mandatory. The best way to deal with your fear is to face it with support.

Missed treatment appointments must be excused by your treatment agency and made up later. Your attendance and level of participation at counselling sessions will be reported to the team as part of your weekly progress reports. We will not be asking about the content of your sessions as we hope that you will feel comfortable in sharing this with the Treatment Team if you feel it would be helpful. **You MUST contact your Case Manager or your Counsellor if you are unable to attend or if you will be late to a scheduled session. Unexcused misses could result in sanctions.**

12-STEP MEETINGS / SUPPORT MEETINGS

While in CDTC you are expected to attend weekly 12-Step meetings/ Support groups. While you are in a residential program you will follow their expectations about meetings. In Day Treatment Program you will attend 5 meetings a week. After Stage One, you are expected to attend 3 meetings a week and document your attendance.

Meetings can include but are not limited to:		
Cocaine Anonymous	Alcoholic Anonymous	Narcotic's Anonymous

Some other meetings that participants may choose to add are:		
Sex Addicts Anonymous	Gamblers Anonymous	Al-Anon
Overeaters Anonymous	SMART Recovery	
16-Step meetings for women	Refuge Recovery	

Other support group meetings might include, but are not exclusive to, parenting groups, recovery church, sexual abuse survivor groups and anger management groups, for example. These are not courses but on-going groups for men and/or women. Two of the three meetings must be 12-Step meetings and should be meetings identified with your primary addiction.

BACKGROUND TO MEETING REQUIREMENT

Participants are expected to attend 12-Step meetings/support groups while in program for a number of reasons:

1. These meetings have proven to be successful in supporting an individual's chance for long-term recovery

2. Members of 12-Step meetings themselves have or are struggling with some of the same issues you are struggling with. This is a place to get hope and inspiration that you too can have what some of them have... a high level recovery.
3. Meetings are held all over the city at various times of the day. When you see how meetings can help you, you will realize that you can reach out and attend these meetings **whenever** and **wherever** you are. Meetings are held in most cities in the world!
4. One of the most significant challenges for recovering people is the need to change the people, places and things that were involved in their using life. These 12-Step meetings give you an opportunity to meet new people who are also making recovery part of their lives. Through these meetings and your treatment facility, you will see that there are sober dances, conventions, weekend “round ups”, camping trips, etc. Your 12-Step meetings will keep you informed about recovery happenings throughout the city.

As part of your treatment you will be asked to get a Sponsor within one of your 12-Step programs. A Sponsor is someone “who has what you want” and is willing to help guide you to “what works”. You are to advise your Case Manager when you have a Sponsor and inform him/her who your Sponsor is. (Check on your check list for when you need to have a sponsor in place). Also on the check list is an expectation that you will be in weekly contact with this Sponsor. From time to time we might ask you to invite your Sponsor to court, or to a counseling session or to a celebration for Sponsors’ evening. You are also expected to find a Home Group within the variety of 12-Step programs you attend. A Home Group is a meeting that you choose to attend on a weekly basis and is a meeting that you will get involved in. Involvement might mean chairing meetings, attending business meetings for your group and helping out on a regular basis. When you make a commitment to a Home Group you will find that you will be able to get to know some other members on a more personal level as there are others who have made this their Home Group. Again the hope is that you develop new, pro-social contacts and friendship. ***Your weekly meeting list should indicate that you attend your Home Group meeting once a week.***

HOUSING

At some point in the program you may want/need to move into different accommodations. Your Case Manager may be able to help with this as CDTC does work with various agencies in the community that provide housing. All moves MUST be approved by probation and the Pre-Court team. You will be asked to put together a budget to show that you can afford housing. It is important to remember that at this stage you need to have a land line for surveillance calls. A change in housing can include moving from housing within your treatment program to their Phase 2 housing with the same treatment program. Basically, if your address is going to change in any way you need to put in a request to change housing.

HOW TO CHANGE HOUSING:

First talk to your Case Manager about why you want to move and where you would like to move to. Then...

- Prepare a written budget.
- Make sure your housing is not in your “no go zone”.
- Complete a request for Residential Housing Change. Your Case Manager will provide you with the correct form.
- Your Case Manager will present your request to the Pre-Court Team including Probation.
- Make sure you can have a land line where you are moving to and make arrangements for the land line as soon as you have permission to move.
- ***You cannot put in a request if you have had a non-compliant week.***

6. HELPFUL INFORMATION REQUESTS

There are a variety of requests that you can put before the Pre-Court Team. You need to present your requests first to your Case Manager. If your case manager supports the request he/she will bring it to the Pre-Court Team for review. Your Case Manager has all the forms and they are in the main office. Please make sure you take the time to fill

these forms out with some thought behind them. Your requests are sent out to all the Pre-Court Team to read prior to Court. NOTE THE STAGE YOU MUST BE IN TO APPLY FOR VARIOUS REQUESTS.

- *Request for a cell phone.* You must obtain a cell phone that you can afford and that provides a printout or 'read out' of your calls so that Probation can monitor your usage. You must be in stage 3 of the program.
- *Over-night and weekend request.* These are considered on an individual basis. You must be in stage 3 minimum to request this.
- *General requests,* not covered under another request - i.e. a change in curfew to attend a special outing
- *Residential housing* - request to move
- *Request for bi-weekly Court.* You must be in stage 3 to be considered for bi-weekly court appearances.
- *Request for graduation.* Must complete stage 4.
- *Reinstatement request***

DRUG TESTING – IN DEPTH

You will be drug tested a minimum of twice a week. This may increase at any time and there may be times when you could be drug tested daily. Our drug testing kits are quite sophisticated and not only do they mark drug usage, they also record any attempts to "water down" your test.

You must make yourself available for all drug testing. You will be called the morning of your testing thereby giving you enough time to make yourself available. Being late for testing or missing a drug test will be considered a positive test for drugs/alcohol and will be sanctioned. Refusal to submit a urine sample will be reported as refusal to test.

Drug testing can have two parts. To test for drugs you urinate into a test cup. The results will show on the panel for verification. To test for alcohol we use either a breathalyzer or a strip that is used orally.

For your information, all drug testers have been given a drug screening-testing protocol that they MUST follow. That means they have been trained to follow strict guidelines on how to test. Our drug testers are like an arm of the Court and it is in your best interest that all testing is done properly. The results of your tests are documented and provided to the court weekly. These reports document your time drug-free in the CDTC

program. Not following proper procedures can put the number of clean days within our program into question.

Here are a few things you might want to know about the testing procedures:

1. Before you are drug tested you will be asked if you have anything to tell the Support worker. This is your opportunity to be honest and advise the worker if you have used any drugs including alcohol. If your drug test is positive and you did not advise the tester of this, it will be noted in his/her report. Your honesty will be an important consideration for the Pre-Court team when discussing this situation.
2. You will be asked to wash your hands before you touch the test cup. The tester will ask you to lift your top and lower your trousers or skirt and will do a quick pat down. Again this is in your best interest as it verifies that there is nothing on your person that could tamper with the test result.
3. The tester will watch you pee into the cup. Again this is to verify that there is no tampering with the test.

Many of our participants acknowledge that being drug tested was extremely helpful in keeping them drug/alcohol-free until they reached a time where they felt they could make the choice for themselves.

INCIDENTAL ALCOHOL EXPOSURE

Our drug and alcohol tests are sensitive and in rare circumstances exposure to non-beverage alcohol sources **CAN** result in detectable levels of alcohol (or its breakdown products).

It is YOUR responsibility to limit exposure to the products detailed below that contain ethyl alcohol. It is also **YOUR** responsibility to read product labels to know what is contained in the products you use and consume. **When in doubt, don't use, consume or apply to your skin, body or hair.**

Cough Syrups and liquid Medications: All participants are prohibited from using alcohol-containing cough syrups, such as Nyquil. Other cough syrup brands and numerous other liquid medications rely on ethyl alcohol as a solvent. You are required to read product labels carefully to make sure they do **NOT** contain alcohol.

Creams and Topical Products: Many topical creams and gels that you rub into your skin contain alcohol. Make sure you do **NOT** use any that contain any amount of alcohol. You are not allowed to use any topical medications that contain alcohol as an ingredient (hormone, anesthetic or analgesic cream or gel).

Non-Alcoholic Beer and Wine: Although legally considered non-alcoholic, no-alcoholic beers (e.g., O'Douls) and wines do contain a residual amount of alcohol that may result in a positive test result for alcohol, if consumed. You are **NOT** permitted to drink non-alcoholic beer or wine.

Food and other Edible Products: There are numerous other edible products that contain ethyl alcohol that could result in a positive test for alcohol. Flavouring extracts, such as vanilla or almond extract, and liquid herbal extracts such as Ginkgo Biloba could result in a positive test. Foods cooked with wine should be avoided for the same reason. It is important to learn to ask when eating out if the meal was prepared with any ingredient containing alcohol.

Mouthwash and Breath Strips: Most mouthwashes (i.e. Listermint or Cepacol) and breath-cleansing products contain alcohol. The use of these mouthwashes that contain alcohol can result in a positive test. Please read labels. You are **NOT** permitted use of alcohol-containing mouthwash or breath strips. Non-alcoholic mouthwashes are readily available.

Hand Sanitizers: Beware of hand sanitizers such as Purell and other antiseptic gels used to disinfect hands as they can contain up to 70% alcohol. Excessive or repeated use of these products can mean a positive test. Washing with soap and water is just as effective at killing germs.

Hygiene Products: Aftershaves, colognes, hair sprays and other hair care products including certain body washes contain alcohol. Although it is unlikely these would result in a positive test for alcohol, excessive use can affect drug tests. Limiting the amount and use of these products would be in your best interest.

Solvents and Lacquers: Many solvents, lacquers and home repair products used in the construction industry and for home repairs contain alcohol. Excessive inhalation or vapors and chronic exposure to such products can potentially affect a drug test. You need to educate yourself about these products and it would be best to use alcohol-free

(ethyl alcohol-free) items. Again, frequent use and duration of use of alcohol-based ingredients can affect your alcohol test.

Homeopathic or Herbal Products: Many of these products contain unknown ingredients so it is not recommended that you take any of these products without first talking with your doctor or with a pharmacist. Many pharmacists are now trained in herbal product ingredients. Again read the labels, especially for any liquid herbal remedies. ***Your Case Manager should be aware of all homeopathic or herbal remedies you are taking.***

Bug Sprays and Insecticides: Bug sprays such as “Off” as well as others contain alcohol. Read labels carefully.

Remember when in doubt, don't use, consume or apply.

MEDICAL NEEDS

Walk-in clinics are not allowed. Some treatment facilities have their own physician/clinics that they will refer you to and CDTC supports whatever clinic the treatment centers have developed a relationship with.

We expect every participant to have their own family doctor or to attend clinics approved by CDTC (CUPS, for example or the Alex bus, the Sheldon Chumir Center). Your Case Manager can advise you on this. Before you go to any clinic, including dental, outside the recommended ones you **MUST** advise your Case Manager and/or your treatment centre. You will be given a copy of a letter to give your doctor or dentist that advises him/her of your involvement with our program and the need to be cautious about prescribing medication. Your doctor/dentist needs to fill in the form advising us of his/her information and giving us the name and dosage of any medication prescribed.

In an emergency have the hospital contact your Case Manager and/or your treatment centre if possible.

MEDICATION

Your Case Manager and treatment facility should **ALWAYS** be aware of any prescription medication you are taking and/or any over-the-counter medication you are taking. **No medications should be taken without prior permission from your Case Manager.**

You will notice on your Check Sheets that every month there is a space to report any changes in medication - new medication, a change in medication or medication you have stopped taking. Failure to report medication prescribed by a medical professional is extremely concerning and may result in a sanction.

Some of our participants are on medications for a variety of reasons, some mental health reasons and some physical health reasons. Again, as long as your Case Manager, your Treatment Facility and the Team are aware of your medication** needs and that you are taking them as prescribed, there is no problem.

APPROVED OVER-THE-COUNTER (OTC) MEDICATION LIST

For those individuals in a residential treatment program, please read the rules of your program around OTC medication. You do not want to be terminated from your program because of something you took and forgot to advise staff about. For some treatment programs, this includes protein powder.

The following medications have been copied from information received at National Drug Court Conferences and from participant manuals prepared for Drug Court participants in the United States. This is a list of OTC medication for participants to take without prior permission. These medications must be taken at the appropriate dosage listed on the drug's label or a positive urine test could result. **Do not take more than the dosage indicated on the label.** (This OTC list has been approved by Tulsa County Veterans Treatment Court USA).

PAIN: (None of the following can be in the PM formula)	
Acetaminophen 500mg	1 or 2 tablets every 4-6 hours
Ibuprofen 200-800mg	Every 4-6 hours
Aspirin	
Excendrin Migraine	

Flu Symptoms	Cough/Cold	Allergies	Joint Pain
Theraflu	Mucinex(Cannot be D or DM)	Claritin	Tylenol Arthritis
Alka-Selzter		Allegra	Ben Gay Rub/Patch
		Benadryl	Icy Hot Rub/Patch

Stomach	Antacids	Vitamins
Mylanta	Pepcid	Multivitamins
Milk of Magnesia	Tums	Prenatal vitamins
Pepto Bismol	Rolaids	

*** See appendix for documents*

CELL PHONES

Once you are working and have a steady income you may request a cell phone. Having a cell phone is a privilege, not a right while you are in Drug Court. The Pre-Court Team will support your use of a cell phone as a way of acknowledging your commitment and progress in the program. And as a privilege, it can be taken away as a sanction.

You will need to prepare a budget to show that you can afford the phone. It is important to sign up with a cell phone provider where you can get a printout or a computer read of your calls. You must give your cell phone reports to Probation as requested.

BI-WEEKLY COURT ATTENDANCE

Part of being involved in a Drug Court means attending Court on a weekly basis and staying in the courtroom while other CDTC participants are sharing. As a reward for your progress and commitment to this program, you may request to attend Court bi-weekly. You need to be in the program a minimum of 6 months before you can apply and have completed Stage 2 at a minimum. This must be approved by your Case Manager and the Pre-Court Team. If you are approved for bi-weekly, the Crown will advise you about the next date you would return to Court.

EMPLOYMENT AND ALBERTA WORKS

At CDTC we have a dedicated AB Works person on our Team. Once you have completed substance abuse treatment, you are expected to contact the AB Works person and set up a meeting with the worker who will assess your job readiness and will refer, when indicated, to an employment center for skill development. Your AB Works team member has significant experience working with CDTC participants and working with employers in the community. It is important that any employment you pursue is approved by Probation and the AB Works team member **prior to you accepting employment**. AB Works may want to speak to the prospective employer prior to your accepting a position. Your safety is most important to us. We want participants to work in safe places with safe people and we want our participants to work reasonable hours so that they can attend all required expectations such as attending meetings.

For various reasons during Stage 2 of your program, some participants will want to move into different accommodations. Your Case Manager may be able to help with this as CDTC does work with various agencies in the community that provide housing. All moves **MUST** be approved by Probation and the Pre-Court team. You will be asked to put together a budget to show that you can afford housing. It is important to remember that at that stage you need to have a land line for surveillance calls.

REINSTATEMENT REQUEST

Occasionally a CDTC participant will be returned to the Calgary Remand Center. Usually this situation is a consequence of one or more serious violations such as going AWOL. If your bail is revoked and you have been returned to the Remand Center you may ask to be reinstated back into the CDTC program. The reinstatement request form will ask you to view what happened and ask you to identify steps you are willing to take so you will not repeat the problem(s) that brought you back to jail. All reinstatement requests are reviewed by the Pre-Court Team and you will be advised through your lawyer whether or not your request has been successful. Your lawyer is a good resource for you to talk to about what might interfere with you being accepted back into Drug Court.

JUST TO REMIND YOU...

As a participant in Drug Court we expect:

- That you follow the rules of your treatment center as well as following the rules and advice from CDTC Team. Of course you must follow your bail orders. Failure to follow the rules of these places can result in severe consequences such as: removal from the facility, a return to Remand, removal from the treatment program.
- Do not use or possess any drugs or alcohol. All medications (prescribed and over-the-counter) must be reported to your Treatment Facility and your Case Manager. Again, failure to comply can result in serious consequences.
- You need to make yourself available to be drug tested within the time period given to you by our support staff. The support staff will always ask if you have anything to report before you are tested. Honesty will go a long way if you have used.
- Positive drug tests are immediately reported to the Team and the Team will discuss what happens next. Some treatment facilities have a rule that you must be removed immediately if you test positive or are found with unreported medication or other drugs. This may mean a return to Remand as new housing is often not available in a crisis. Attendance at Detox may also be considered dependent on the situation. CDTC does **NOT** sanction (punish) relapses. We understand that substance dependency is a chronic disease of the mid-brain. How you respond or react to relapses may be rewarded or sanctioned. We suggest that you do not run, AWOL, lie or make excuses. As stated above, honesty and accountability at this time are most important. We can then use the relapse as an opportunity to reassess your treatment needs.
- There is zero tolerance for violence. Threats of violence as well as violent behavior are grounds for immediate removal from the program. This pertains to all other participants, all CDTC treatment staff, Pre-Court Team members and other professionals involved with CDTC. Charges may also occur depending on the situation.

- Honesty is one of the foundations of the program. Dishonesty is a serious breach and repeated dishonesty will result in a recommendation for removal. In AA they say that they have rarely seen a person fail who is able to be rigorously honest; those who do not make it are those people who are constitutionally incapable of being honest. There are such people. If you are not capable of being honest this is not the program for you.
- Dress appropriately for court and elsewhere. Remember you represent Calgary Drug Treatment Court. Provocative clothing whether it is sexual or advertising the use of drugs or alcohol are not appropriate and you will be reminded of this if you have difficulty following the guideline. Many participants have had extensive experience with Courts. To remind you, no gum chewing, no sunglasses, no hats/hoodies and no use of cell phones (including texting) while in Court.
- You are expected to pay attention in Court. This is not a time to visit and chat. Cell phones are to be placed on the table at the front of the Court and turned off.
- You need to complete your requests on time so the Team can have time to review your request. Your Case Manager will provide forms for your use and you need to take the time to fill the forms out correctly or they will be returned to you without being submitted. You need to submit your requests at least one full week before the day before Pre-Court. All requests are emailed to the Pre-Court Team on Wednesdays.
- You are expected to treat CDTC treatment staff and all Team members with respect. Lack of co-operation or disrespectful behaviour towards any Team member or other participant will result in sanctions and could result in removal from the program.



The Calgary Drug Treatment Court Team wishes you the best as you journey through this program. If you have any questions or concerns, please remember to reach out for “together, we can do what we cannot do alone”.





Appendix/Requests

MEETINGS ATTENDED

Meeting location: _____

Date: _____ Time: _____ Chr. Person Sig: _____

Topics 1. _____ 2. _____ 3. _____

What I learned: _____

Meeting location: _____

Date: _____ Time: _____ Chr. Person Sig: _____

Topics 1. _____ 2. _____ 3. _____

What I learned: _____

Meeting location: _____

Date: _____ Time: _____ Chr. Person Sig: _____

Topics 1. _____ 2. _____ 3. _____

What I learned: _____

Meeting location: _____

Date: _____ Time: _____ Chr. Person Sig: _____

Topics 1. _____ 2. _____ 3. _____

What I learned: _____



Calgary Drug Treatment Court
Cell Phone Request
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Standard Information

Date: _____

Name: _____

Current Residence: _____

Cell Phone Request

Purpose for Phone: _____

Budget Information

Income:

Expenses:

“I understand and agree to have a cellular phone for which I receive monthly statements in my name. My monthly statement must include a list of all ingoing and outgoing calls. I will provide the probation officer or designate with my monthly cellular telephone billing statement immediately upon demand.”

I also agree to the following:

- 1. I will secure a new phone number and permanently dissolve my old number.**
- 2. If re-utilizing an existing cell phone, I will erase the address book and all contact files/retrieval paths immediately.**
- 3. I will immediately present my cell phone for periodic content review to my CDTC Case Manager upon request to do so.**

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court Residential Housing Request

CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Participant Information

Name: _____

Date: _____

Contact Information

Name: _____

Phone: _____

Cell: _____

Address: _____

Residential Housing Request

Agency/Landlord: _____

New Address: _____

Describe New Residence (apartment, house, other): _____

Will you be living alone? Yes No

If no, identify ALL roommates: _____

Expected Move Date: _____

Describe how this NEW living arrangement will help your recovery:

BUDGET

Income

Expenses

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Identify all your network of supports (be specific): _____

Describe your Relapse Prevention Plans (Be specific): _____

Signature of Participant: _____

Office to complete	
Received by:	Date received:
Date Reviewed by Pre-Court team:	Date Approved by Pre-Court team: Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court
Bi- Weekly Reporting Request
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Standard Information

Date: _____

Name: _____

Current Residence: _____

Have you been in the program a continuous 6 months? Please tick.

___ **NO: STOP! DO NOT submit this request as it will NOT be considered by the Pre-Court Team.**

___ **YES:** I started the program on: _____

Have you dialogued about this request with your treatment team/Case Manger?

___ **NO:** STOP! DO NOT submit this request until after you have talked to your treatment team/Case Manager and they have told you that they are supportive of you going to bi-weekly reporting.

___ **YES:** The treatment team/Case Manager has told me they are supportive of me going to bi-weekly reporting.

Evidence of Positive Performance and Continued Progress

Please provide supporting evidence of your actions, behaviors and accomplishments that demonstrate your positive performance and progress in the program. At minimum, you must comment on each of the following indicators of success:

Secure Sponsor (minimum of 1 month relationship): Who/How long/How often do you meet in person/Describe how this relationship is helping you in your recovery.

Home Group (minimum 1 month relationship): Where/When is your home group/How long have you been attending/How often do you go/ Describe how this relationship is helping you in your recovery.

Attendance at Meetings (AA, NA, GA, Counseling, other): List out the meetings you attend/ How long have you been going/How many times a week do you go/Describe how these meetings are helping you in your recovery.

Completion of Step 5 (if in a 'Step' program): When did you complete step 5/Describe how completing this step has helped you to come to terms with your past behaviors and your sense of self/Describe how you are moving forward in your recovery.

Community of Support: Beyond the Drug Court Team, who are the people you go to for support/What are the other service-supports you have in place/ How often do you use these supports/ Describe how your community of supports is helping you in your recovery.

Stability in Housing and Employment: Describe your level of stability in each of these 2 areas (where are you living/how long/ what is your job/ how long have you had it/ Describe how having this type of stability is helping you in your recovery.

Completion of Courses (i.e. Money Management, Anger Management, Criminal & Addictive Thinking, other): List out all the courses you have successfully complete while in the CDTC program/ What did you learn/Describe how you are using new skills and/or tools to help you in your recovery.

Compliance with Program: Discuss your overall compliance with doing what has been asked of you in the CDTC program / Discus your current level of motivation to be in recovery and how your thoughts and behaviors have changed since you started the program

Additional: Please discuss any other evidence of your positive performance and progress in this program that you feel is important for the Pre Court team to consider in reviewing your request.

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



EMPLOYMENT CONFIRMATION

Employee Name	
Date	

COMPANY INFORMATION	
Name	
Address	
Phone Number	
Name of Personal Representative	
Signature of Personal Representative	

EMPLOYMENT TERMS & CONDITIONS							
Start Date							
Hours per week							
Expected Schedule <small>(Start time – End time)</small>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				COURT			
Expected Duration of Employment							

PAY INFORMATION		
Rate of Pay		
Date of first pay		
Pay Schedule		
FOR THE FOLLOWING QUESTIONS, PLACE A CHECK-MARK (✓) UNDER YES <u>or</u> NO	YES	NO
Will the employee receive a Pay Stub after each pay period?		
Will the employee be contributing to provincial/federal taxes, Employment Insurance (EI), and the Canada Pension Plan (CPP) for each pay period?		

Please affix your firm's rubber stamp or business card in the space provided below



**Calgary Drug Treatment Court
Graduation Application
CDTC Fax: 403-476-4701**

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Client Information

Name: _____

Date: _____

Contact Information: _____

Name: _____

Date: _____

Cell: _____

Address: _____

Graduation Application

CDTC Program Admission Date: _____

Addiction Treatment Completion Date: _____

Where: _____

“Criminal & Addictive Thinking” Completion Date: _____

Additional Courses or Certificates (Please List):

Name of Course:

Date Completed:

Any relapses, incidents or breaches during program:

Date: (Appx)

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Your graduation application and explanation should include reflection, insights and learnings from anything listed above. The application should address the following areas:

Part I:

- **My personal problems of addiction**
- **How my criminal behaviour/thinking affected my life?**
- **How I finally ended up in CDTC?**

Part II:

- **Describe your experience in Drug Court**
- **How did you feel when you first started?**
- **What worked best for you in Drug Treatment Court?**
- **What am I thankful for form my time in CDTC?**

Part III:

- **Describe your Relapse Prevention Plan**
- **What did you learn**
- **What will you struggle with and what will your plan be for dealing with these struggles?**

If additional information required please advise:

Signature of Participant

Date

Office to complete	
Received by:	Date Received:
Application Date:	
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court Medical & Dental Medication Form

Dear Doctor,

_____ is currently a participant in the Calgary Drug Treatment Court program and is a recovering addict. As part of a structured, judicially supervised treatment program, the Calgary Drug Treatment Court participants are frequently subjected to random drug testing. We would respectfully request that all medications and treatment procedures be prescribed with this information in mind.

You or your staff are welcome to call the Clinical Director of Calgary Drug Treatment Court if you have any questions that will aid in your treatment plans. We are aware that to do so will require the participant/ patient to sign a consent form.

Thank you for taking the time to read this memo.

Donna Dupuis MSW, RSW, TEP
Clinical Director
Calgary Drug Treatment Court
Cell: 403-613-1424



Calgary Drug Treatment Court

General Request

(A request that doesn't have its own SPECIFIC form)

CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Standard Information

Date: _____

Name: _____

Current Residence: _____

State Request: _____

Explain Reason for Request:

Identify Supports: _____

Meetings: _____

Dates: _____

Times: _____

Locations: _____

Describe your Safety Plan:

Any Additional Information:

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



Calgary Drug Treatment Court
Overnight/Out of Town Visit / Week-end Visit Request
CDTC Fax: 403-476-4701

Note: All personal information is held securely in accordance with the appropriate legislation, is confidential and treated appropriately.

Standard Information

Date: _____

Name: _____

Current Residence: _____

Overnight Visit/Out of Town Visit/Week-end Visit Request

Temporary Residence – Contact Information

Address: _____

(Unit #, Street, City, Province)

Phone: _____

(Land line phone at address)

Full Name: _____

(Primary resident at above address)

Relationship to Participant: _____

(Parent, spouse, other {please specify})

Transportation Plans: _____

(Mode, Arrival/Departure Schedule)

Emergency Contact: _____

(Name, Phone Number)

Length of Stay – Start Date: _____ **End Date:** _____

Number of Days in Total: _____

Reason for Visit: _____

Identify Supports During Visit: _____

Meetings: _____

Dates: _____

Times: _____

Location: _____

Describe your Safety Plan: _____

Any additional information:

Signature of Participant: _____

Office to complete	
Received by:	Date Received:
Date Reviewed by Pre-Court Team:	Approved by Pre-Court Team Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



**CALGARY DRUG TREATMENT COURT
REINSTATEMENT REQUEST FORM**

Name:	Birthdate:
Were you arrested on a warrant?	
Where were you arrested?	
Do you have any new charges? If so, what are they?	

If you want another chance in Drug Court, you must tell the Drug Court Team why they should take you back into the program. Give us as much information as possible.

- 1. Tell us what happened: What was going on that eventually led you to end up back in custody?*

2. *Did you relapse and use drugs or alcohol?* Yes No

3. *If YES, what led you to make the decision to USE drugs or alcohol?*

4. *If NO, what led you to make the decision to NOT USE drugs or alcohol?*

5. *If you decided to run, tell us why?*

6. *If you decided NOT to run, tell us why.*

7. *If the Drug Court Team takes you back into the program, list 3 things that you will do differently this time? ONLY tell us what you WILL DO and HOW IT WILL HELP.*

Change #1:

Change #2:

Change #3:

8. *Tell the Drug Court Team how you think you did while you were a part of the program. Did you come to court, follow the rules, get a job, go to treatment sessions, volunteer, etc.?*

I am applying for another chance in the Calgary Drug Treatment Court Program.

Signature: _____ ***Date:*** _____



RECEIPT AND REVIEW OF PARTICIPANT HANDBOOK

Date: _____

Name: _____

I, _____, acknowledge the receipt of the Participant Handbook for Calgary drug treatment Court. By my signature below, I attest that I have been provided with a copy of the Participant Handbook. Furthermore, I have been made aware of the CDTC rules through my review with my case manager.

Signature: _____

Print Name: _____

Signature Date: _____

CDTC Staff Signature: _____