

Comal County
County Court at Law No. 2
Judge Charles A. Stephens, II

Veterans Treatment Court



Participant Handbook



Table of Contents

Welcome and Introduction	3
History and Purpose.....	3
Goals	3
Confidentiality.....	4
Veteran Mentors.....	4
Rights and Responsibilities	5
Court Review.....	6
Supervision.....	6
Alcohol and Drug Testing	6
Medications	7
Treatment	7
Program Fees	7
Program Structure	8
Phase Advancement	8
Phase I	9
Phase II	10
Phase III	11
Phase IV.....	12
Graduation	13
Community Transition	13
Incentives and Sanctions	14
Termination.....	14
Handbook Receipt Acknowledgement	15

Appendix

Definitions.....	A-1
Contacts	A-2
Phase Contracts	A-3
Phase Advancement Request	A-7
Approved Over-the-Counter Medication List	A-8
Medication Form.....	A-9
Fee Payment Schedule.....	A-10
Savings Schedule	A-11
Monitoring Companies and Devices	A-12
Confidentiality Statement and Agreement.....	A-13
Consent for Disclosure of Confidential Substance Abuse Information	A-14
Non-Discrimination Policy.....	A-15



Welcome and Introduction

Welcome to the Comal County Veterans Treatment Court (VTC). This handbook is designed to be an overview of what to expect as a participant in VTC. It 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. You are expected to read the handbook and review it often so that you can easily comply with VTC's mission of promoting a healthy and productive lifestyle.

As a participant of VTC, you will be expected to follow the instructions given to you by the Judge and the VTC Team. You will also be expected to follow all supervision and program rules and complete the treatment plan developed by you and your assigned treatment provider.

You are encouraged to share this handbook with your family, significant other, and friends (people in your support system) so they can support you in achieving your goals. They are also welcome to attend your scheduled court sessions with you.

History and Purpose

The VTC was established on August 13th, 2015 by the Commissioners Court of Comal County. The innovator behind the VTC is Judge Charles Stephens of the County Court at Law No. 2. Judge Stephens saw a need to provide military veterans with an alternative to the traditional criminal justice system. Thus, the mission of the VTC is:

To help Justice Involved Veterans by diverting them from the traditional criminal justice system and providing them with the tools they need to reintegrate into a productive, law-abiding lifestyle through a collaborative effort of support, treatment, and accountability that leaves no veteran behind.

VTC is designed to reduce arrests, promote self-sufficiency through sobriety, employment and education, and to help you remain in the community as a productive and responsible member of society. VTC strives to assist you in making positive changes in your life. It is your dedication to the VTC's goals and rules that will enable you to effect that change.

Goals

1. Provide each participant with a judicially-supervised treatment program using a variety of methods and treatment options.
2. Promote the achievement of educational, employment, and social goals that promote a healthy and productive lifestyle.
3. Help each participant become a productive citizen in our community.
4. Help each participant abstain from the abuse of substances by treating addiction and other underlying factors, thereby reducing contact with the criminal justice system.



Confidentiality

All VTC participant records are protected by federal and state laws regarding confidentiality. We cannot release written or verbal information without your written, signed consent. However, you cannot participate in VTC without a "Release of Information" which allows the VTC Team to discuss your case and progress. Team members sign confidentiality statements and are bound by such. Persons outside the VTC Team will not be provided information about you or your progress unless there is an emergency or legal circumstance that requires release of information, such as:

- The disclosure is allowed by a court order or for an audit.
- The disclosure is made to medical personnel in a medical emergency.
- The participant commits or threatens to commit a crime.
- The participant is suspected of child abuse or elder abuse.
- The participant is threatening suicide or homicide.

Anything you say concerning your prior or current drug use while in the Veterans Treatment Court program cannot be used against you in prosecution of this case. However, your statements and information about your treatment will be shared with the VTC Team, which includes the Judge, Court Administrator, Assistant Criminal District Attorney, defense attorneys, probation officers, and representatives from the VA and Mental Health. This information may be used to evaluate your current compliance with the program and to determine appropriate treatment or other actions.

Veteran Mentors (Battle Buddies)

Veteran Mentors/Battle Buddies act as a coach, guide, role model, advocate, and support for the participants. Mentors encourage, guide, and support each participant through the court process. This includes listening to the concerns of participants and making general suggestions, assisting with determining needs, and acting as a support. Mentors must be a veteran of one of the branches of the US Armed Forces, including the Army, Navy, Marine Corps, Air Force, Coast Guard, or their corresponding Reserve and Guard branches.

Veteran Mentors are not members of the VTC Team. They will not participate in discussions of participants' cases or make reports to the Team regarding participants. Only in emergency situations will a mentor report to the Team about something happening with a participant. However, mentors will encourage participants to talk openly with the Team about problems they are having or relapses in progress.

You are strongly encouraged to utilize the mentor program and interact with the mentor who volunteers to work with you. However, your mentor should not be a crutch. He or she is not allowed to give you rides, money, or other things of value.



Participant Rights

All participants have the right to courteous, dignified and reliable delivery of service. Participation in VTC is voluntary. Participants will be informed of changes in the program, rules and policies as early as possible. Equal treatment and services will be delivered without regard to age, race, color, sex, sexual orientation, religion, national origin, ancestry, or physical disability.

Participant Responsibilities

It is your duty to comply with your responsibilities as a participant in VTC. A violation of any of your responsibilities may result in sanctions, including your termination from the program. Listed below are some of the responsibilities you must adhere to. This list is not all-inclusive, but should serve as a guide to help you achieve success in VTC. This handbook and the Participant Performance Contract you sign when you enter VTC details your full responsibilities.

1. You must not violate any law;
2. You must not use or possess any controlled substance, dangerous drug, marijuana, or prescription drug not specifically prescribed to you by lawful prescription with approval from your treatment provider;
3. You must not consume or possess alcoholic beverages;
4. You must attend all court sessions and required appointments and be on time;
5. You must reschedule appointments as early as possible and have a valid reason supported by documentation;
6. You must exhibit appropriate behavior in the courtroom as well as at all sessions, appointments, meetings, and interactions with other participants and the Team;
7. You must dress appropriately for court as well as for other VTC appointments; no midriff shirts, sleeveless shirts, shorts, short skirts, clothing with drug or alcohol related themes, or flip-flops will be allowed;
8. You must submit to any medical, psychiatric, educational, vocational, or substance abuse treatment programs, up to and including residential treatment, as directed;
9. You must submit to urinalysis or other drug testing, randomly and upon demand;
10. You must not leave Comal or contiguous counties without written permission from VTC;
11. You must contact your community supervision officer or the court administrator within 24 hours regarding any change in address, telephone number, or employment;
12. You must pay all fines, court costs, treatment fees, restitution costs, assessment fees, and laboratory fees as ordered;
13. You must be respectful to yourself and others.



Court Reviews

You are required to attend the VTC review docket to discuss your progress. Dockets are held on Mondays at 4:00 p.m. in County Court at Law No. 2, located at 150 N. Seguin Ave., Ste. 301, New Braunfels, TX 78130.

Based on your progress in the program, you may be required to appear for court reviews more or less often. Typically, participants are required to appear as follows:

- Phase I – first two weeks consecutively and then every two weeks
- Phase II – every two weeks
- Phase III – every three weeks
- Phase IV – every four weeks
- Community Transition – periodically

Prior to each court review, the Team will meet to discuss participants' progress in the program and make recommendations to the Judge regarding any action that needs to be taken.

Supervision

You are required to meet with your assigned probation officer as directed by the Judge in addition to court appearances. The frequency of these visits depends on your progress in the program. Your probation officer will discuss the conditions of your supervision with you initially and as you advance through the program. VTC probation officers will also make home and work visits on a random schedule or as needed based on your individual situation.

You may also be required to have a portable monitoring device. These devices are typically either an ankle bracelet or handheld device and are used to monitor alcohol use. See the appendix for a list of the local companies and devices used in Comal County.

Alcohol and Drug Testing

It is the goal of VTC to help you maintain sobriety not only to succeed in the program but also to succeed in life after the program. Therefore, we use frequent and random drug/alcohol testing to promote this goal. You may be required to pay all fees associated with testing.

You will have two hours from the time you are notified to provide a specimen for testing. If you fail to appear or cannot provide a specimen, the Team will consider this as a failed test and sanctions may be applied.

The Comal County Community Supervision and Corrections Department (Probation) will administer the drug/alcohol tests. If the test indicates a positive result, and you don't agree with it, your specimen may be forwarded to the laboratory under contract with Probation to verify the result.



Medications

All medications must be pre-approved by your treatment provider prior to taking them. When going to the doctor or dentist, please make sure to bring the *Medical/Dental Medications Form* (see Appendix) for your physician to sign. If an emergency room visit is necessary, it is important that you identify yourself as a VTC participant and request non-narcotic and non-alcoholic medications. It is your responsibility to know what is contained in the medications you consume. The only exceptions to the pre-approval rule are the over-the-counter medications listed on the *Approved OTC Medication List* (see Appendix).

Treatment

Substance abuse and mental health treatment is provided by state-funded treatment agencies or the federally funded Veterans Health Administration. The treatment agency to which you are assigned will coordinate your treatment and may refer you to additional treatment and/or mental health services if needed. Most treatment providers charge a fee based on your income. After your intake session, you and your counselor will develop a treatment plan that may involve both group and individual counseling as well as either in-patient or out-patient treatment. The schedule will be determined by the treatment provider, and attendance is required. You may be required to attend more groups or individual sessions depending upon your treatment plan. Each treatment plan is individualized to best meet your particular needs.

As part of your treatment plan, you will be required to participate in all forms of recommended treatment. Together they are designed to help you develop self-awareness, realize self-worth, and practice self-discipline. The individual and group counseling sessions will include problem identification and alternative solutions.

You are responsible for attending all scheduled appointments. Treatment misses must be excused by your treatment agency and made up later. Your attendance and level of participation at counseling sessions will be reported to the team as part of your weekly progress reports. You must contact your case manager or your counselor if you are unable to attend or will be late to a scheduled session. Unexcused misses could result in sanctions.

Fees

You are responsible for paying all program costs. There is a \$500 program fee which you will pay on a payment plan throughout the first three phases (see Appendix for the minimum payment schedule). However, circumstances may change during the course of VTC that require you to pay additional amounts, such as the Judge ordering you to have a monitoring device (see Appendix for current costs). Payment information will be reported to the Judge as part of your regular progress reports and nonpayment may result in more frequent court attendance. Inability/failure to pay will not automatically result in termination from the program. Some or all fees could be waived depending upon your financial situation and ability to work.



Program Structure

The VTC Program offers a four-phased structured approach plus community transition with the first phase focusing on stabilization, orientation and engagement, and the last focused on participant independence and community reintegration. The program is divided into two tracks: Track One is a pre-trial diversion track with successful completion resulting in a dismissal and Track Two is a probation track where participants are on either regular or deferred probation. The program will progress in the same manner regardless of which track you are on.

A minimum of 52 weeks of active treatment and participation are required for you to complete the VTC program. Each phase includes supervision requirements and addresses specific treatment and recovery goals with therapeutic interventions and rehabilitative directives to be completed in order to advance to the next phase. A final term of community transition will be determined on a case-by-case basis prior to graduation.

Phase	Weeks in Phase	Court Review
Phase I: Orientation and Stabilization	8 weeks minimum	Every 2 weeks
Phase II: Intensive Treatment	8 weeks minimum	Every 2 weeks
Phase III: Recovery Skills Development	20 weeks minimum	Every 3 weeks
Phase IV: Practical Application	16 weeks minimum	Every 4 weeks
Community Transition	24 weeks maximum	To be determined

Phase Advancement and Promotion

In order to advance to the next phase, you have the primary responsibility of completing all phase requirements in collaboration with treatment and supervision and requesting permission to phase up. The time it will take to complete VTC depends upon your progress through the phases. If you do not complete all of the components of a phase, you will spend more time in that phase. Each phase will be specifically tailored to you, but all participants will have the same basic components.

To be considered for phase advancement, you must submit a request in writing to the VTC Team. The Team will review progress, sanctions, completion of required conditions, and verify that you have met the requirements as well as progressed sufficiently to advance to the next phase. The final decision on phase advancement is made by the Judge after considering the input of the Team. Merely showing up for the required number of court reviews does not guarantee advancement. You must show progress in achieving short term and long term goals while being attentive to your treatment plan.

Once you have been approved for phase advancement, you will present a short written statement at the court review. This statement is a personal reflection on what you have learned during your current phase, the short term goal(s) you have achieved, the progress you have made toward your long term goal(s), and what you will continue to do to achieve those goal(s).



Phase I: Orientation and Stabilization
(minimum 8 weeks)

Phase Requirements

- Attend VTC Court Reviews every two weeks
- Meet with your probation officer every week
- Meet with your VJO once a month
- Submit to weekly and/or random Urinalysis (UA)
- Complete a SASSI-3 or a Substance Abuse Evaluation & Assessment
- Identify Goals (short-term and long-term)
- Create a Goal Achievement Plan (GAP)
- Enroll in and attend treatment as required by your GAP
- Create a schedule and maintain a weekly planner
- Create a personal budget with a savings plan
- Make minimum payments toward VTC fees

Advancement Criteria

- Fulfillment of at least one short-term goal
- Substance free (no positive UAs) for 14 consecutive days prior to advancement
- Sanction free for 14 consecutive days prior to advancement
- No unexcused absences from scheduled VTC requirements
- Employed or enrolled in school or actively seeking either
- Paid \$120.00 (\$15/week) toward VTC fee



Phase II: Intensive Treatment
(minimum 8 weeks)

Phase Requirements

- Attend VTC Court Reviews every two weeks
- Meet with your probation officer every two weeks
- Meet with your VJO once a month
- Submit to weekly and random Urinalysis (UA)
- Complete required treatment in accordance with recommended level of care
- Attend a minimum of two mutual support meetings per week (AA/NA, etc.)
- Attend additional treatment/support sessions as directed
- Review and update your GAP and treatment plans
- Review and update schedule/weekly planner and budget

Advancement Criteria

- Fulfillment of at least one short-term goal
- Progress towards long-term goal(s)
- Substance free (no positive UAs) for 30 consecutive days prior to advancement
- Sanction free for 30 consecutive days prior to advancement
- Demonstrated positive adjustment to treatment
- No unexcused absences from scheduled VTC requirements
- Employed or enrolled in approved educational pursuit
- Stable housing arrangements
- Paid \$160.00 (\$20/week) toward VTC fee (total paid now \$280.00)



Phase III: Recovery Skills Development (minimum 20 weeks)

Phase Requirements

- Attend VTC Court Reviews every three weeks
- Meet with your probation officer every two weeks
- Meet with your VJO once a month
- Submit to weekly and random Urinalysis (UA)
- Complete required treatment in accordance with recommended level of care
- Attend a minimum of three mutual support meetings per week (AA/NA, etc.)
- Review and update GAP and treatment plans
- Review and update schedule/weekly planner and budget
- Enroll in and attend GED classes (if applicable)

Advancement Criteria

- Fulfillment of at least two short-term goals
- Progress towards long-term goal(s)
- Substance free (no positive UAs) for 90 consecutive days prior to promotion
- Sanction free for 90 consecutive days prior to promotion
- Demonstrated positive adjustment to treatment
- No unexcused absences from scheduled VTC requirements
- Employed or enrolled in approved educational pursuit
- Stable and sober housing arrangements
- Paid \$220.00 (\$20/week for first 11 weeks) toward VTC fee (total paid now \$500.00)
- Accumulated \$225 in savings (\$25/week for last 9 weeks)



Phase IV: Practical Application
(minimum 16 weeks)

Phase Requirements

- Attend VTC Court Reviews every four weeks
- Meet with your probation officer every two weeks
- Meet with your VJO once a month
- Submit to random Urinalysis (UA)
- Complete all required treatment and counseling sessions
- Attend a minimum of three mutual support meetings per week (AA/NA, etc.)
- Earn your GED (if applicable)
- Review and update GAP
- Review and update schedule/weekly planner and budget

Graduation Criteria

- Fulfillment of two long-term goals
- Substance free (no positive UAs) for 90 consecutive days
- Sanction free for 90 consecutive days
- Demonstrated positive adjustment to treatment
- No unexcused absences from scheduled VTC requirements
- Employed/Enrolled in approved educational pursuit
- Stable and sober housing arrangements
- Accumulated a minimum of \$500 in savings (\$25/week)



Graduation

Once all requirements for VTC have been met, including payments, treatment, and being substance-free, you will graduate from VTC with a sense of pride knowing that you have completed a rigorous program to enable yourself to make healthy decisions in your life. You will have achieved the goal of remaining substance free and essentially starting your and your family's lives over again.

At your graduation, you will be recognized by the VTC Team and presented with a token of your success. You will also be given the opportunity to speak to the other participants about your journey and what you've experienced and learned throughout the course of the program.

After graduation, you will be required to maintain some level of involvement with VTC for a period of time up to six months. This Community Transition period will be structured for each participant on an individual basis. During this time, you are encouraged to support the participants still going through the phases and attend court meetings to share your story. You also have the option to apply to be a Veteran Mentor.

The main goals for each participant during the Community Transition period is to remain substance-free, maintain stable housing and employment, and make good choices to keep your life headed in the right direction.

Community Transition (maximum 24 weeks)

Requirements

- Attend VTC Court Reviews periodically
- Attend a minimum of one mutual support meeting per week (AA/NA, etc.)
- Check in with your probation officer once each month
- Maintain stable housing and employment
- Abide by all laws and stay out of trouble

Conclusion of VTC

Once you have successfully completed the Community Transition period, you will be done with all requirements of VTC. If you were on Track One, your case will be dismissed and you can seek to have the charge expunged from your record. If you were on Track Two – deferred adjudication probation, your case will also be dismissed, and you can seek to have in non-disclosed from your record. If you were on Track Two – regular probation, you will be released from all conditions of probation.



Incentives and Sanctions

VTC provides incentives to encourage your progress. Incentives maybe received for excellent participation, clean holiday time, a new job, college attendance, driver's license reinstatement, etc. Incentives are given to recognize successes you have achieved in the VTC program.

If you fail to comply with the Veterans Treatment Court Program rules, you may be sanctioned. Sanctions are progressive and become stiffer for repeat violations. In higher phases, the expectation is that 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 other VTC participants.

Incentives include:

- Verbal recognition
- Decreased supervision
- Community service hour forgiveness
- Awards/Certificates
- Gift Cards
- Any other incentive deemed appropriate for the participant's positive actions

Sanctions include:

- Verbal admonishment
- Increased supervision
- Written assignments
- Repeated phases
- Jail commitment
- Any other sanction deemed appropriate for the participant's actions or lack thereof

Termination

Warrants, new arrests, or noncompliance could result in you being terminated from the Veterans Treatment Court Program and sentenced on your pending charge(s).

Noncompliance violations which could result in termination include consistently missing drug tests or testing positive, missing treatment or supervision appointments, repeatedly breaking the program rules, and violence or threats of violence directed at other participants, treatment staff, or other VTC team members. Driving while your license is invalid may also result in your revocation.



Comal County
Veterans Treatment Court
Participant Handbook

Receipt and Review of Participant Handbook

Name: _____ Cause No.: _____

I, _____, acknowledge the receipt of the Comal County Veterans Treatment Court Participant Handbook. By my signature below, I attest that I have been provided with a copy of the Participant Handbook and that I have reviewed it prior to agreeing to participate in the Veterans Treatment Court. Furthermore, I acknowledge that I have been made aware of the Veterans Treatment Court program rules and my responsibilities.

Participant Signature

Participant Printed Name

Date

Defense Attorney Signature



Appendix



Definitions

Abstinence: To be totally free of drugs (including illegal drugs and prescription medications) and alcohol; abstaining from substance use.

Community Integration/Re-integration: Involvement in your community as a productive and responsible member of society. In order to become integrated into your community, VTC promotes self-sufficiency and helps you to reach your education and employment goals.

Participant: A person who has agreed to the conditions of the Comal County VTC and has pled into the program.

Participant Handbook: A manual that contains basic rules, expectations, and guidelines for participants of Comal County VTC.

Phases: The VTC Program is based on a phase system, each of which is designed to correspond with specific therapeutic objectives. Each phase has specific treatment and supervision requirements that must be met in order to attain promotion to the next phase in the program. Phase promotion is based on your individual progress, engagement in all aspects of VTC, and the discretion of the VTC Team.

Recovery: A regaining of something lost (a return to health); a process of attempting to change dysfunctional behavior, as by abstaining from an addictive substance. Recovery involves changes to biological (physical), psychological/emotional, social, and spiritual dimensions of your life.

Supervision/Supervision Officer: Probation department and probation officers.

Treatment Provider: The agency where you will be engaged in substance abuse or mental health treatment programming throughout the VTC program.

Treatment Plan: The written plan developed by you and your treatment provider that includes your specific and individualized goals and objectives for treatment. The plan may be revised and updated to include changes or progress you make in each phase of the program.

VTC Team: The group of professional persons involved in your treatment in the Comal County Veterans Treatment Court. The Team is made up of the Judge, Court Administrator, Assistant Criminal District Attorney, defense attorneys, probation officers, and representatives from the VA and Mental Health.



Contacts

VTC Court Coordinator – Jacquelyn Dixon.....(830) 221-1122

County Court at Law No. 2 – Ashley Evans(830) 221-1180

Comal County Probation – Michael Hufschmid.....(830) 221-1160

Veteran Justice Outreach Specialist – Candace Shepherd(210) 616-9915, ext. 64631

Hill Country MVPN Coordinator – Gene Hooper(512) 392-7155

Hill Country MVPN Jail Diversion Specialist – Laly Cholak(512) 392-7155, ext. 1288

Hill Country MHDD.....(830) 620-6221

Comal County Veterans Service Officer – Michelle Davis(830) 221-1170

Defense Attorneys

 Marilee Brown(830) 629-6955

 John Esman(830) 832-7154

 Joseph Garcia(830) 627-8868

 Gina Jones(830) 625-5454

 Courtney Miller(830) 629-6955

 Caroline Moore(830) 730-7020

 Brooke Rudeloff(830) 282-9138

 Deborah Wigington.....(830) 627-7300

Texas Veterans Commission Regional Outreach Coordinator – Joe Ramirez(210) 582-1647

Texas Workforce Commission – Joel Hart(830) 629-2010

Draeger Safety Diagnostics(830) 629-9886

LifeSafer Interlock(210) 824-0010

SCRAM (Recovery Healthcare).....(210) 229-1495

Smart Start(800) 831-3299

Soberlink(714) 975-7200



Phase Responsibility Contract – Phase I

I, the undersigned Veterans Treatment Court Participant, acknowledge that *in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase I Program Requirements **before I am permitted to advance to Phase II:**

1. I will attend VTC court sessions as directed and meet with my probation officer each week.
2. I will attend all treatment and counseling sessions with my assigned treatment provider as directed.
3. I will create a Goal Achievement Plan (GAP).
4. I will identify short term and long term goals to be completed during my time in VTC.
5. I will achieve at least one short-term goal.
6. I will create a schedule and maintain a weekly planner.
7. I will create a personal budget with a savings plan.
8. I will promptly submit to drug or alcohol testing upon request of any member of the VTC team.
9. I will only take over-the-counter medication as listed on the “Approved Over-the-Counter Medications” list, provided in the VTC Handbook. I will have all other medications approved by my treatment provider.
10. I will take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the VTC at my next court date.
11. I will pay \$15.00 per week (\$120.00 total) towards my VTC program fee.
12. I will remain in Phase I until all milestones have been met. I must be sanction-free and substance-free for at least fourteen (14) consecutive days prior to promotion to Phase II.

PARTICIPANT SIGNATURE

DATE



Phase Responsibility Contract – Phase II

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase II Program Requirements **before I am permitted to promote to Phase III:**

1. I will attend VTC court sessions every two weeks or as directed and meet with my probation officer every two weeks.
2. I will attend all treatment and counseling sessions with my assigned treatment provider as directed.
3. I will attend a minimum of two mutual support meetings per week.
4. I will achieve at least one short-term goal and make progress toward one long-term goal.
5. I will maintain a schedule and continue to maintain a weekly planner.
6. I will conform to my personal budget.
7. I will be employed or enrolled in an approved educational program.
8. I will promptly submit to drug or alcohol testing upon request of any member of the VTC team.
9. I will only take over-the-counter medication as listed on the “Approved Over-the-Counter Medications” list, provided in the VTC Handbook. I will have all other medications approved by my treatment provider.
10. I will take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the VTC at my next court date.
11. I will pay \$20.00 per week (\$160.00 total) towards my VTC program fee.
12. I will remain in Phase II until all milestones have been met. I must be sanction-free and substance-free for at least thirty (30) consecutive days prior to promotion to Phase III.

PARTICIPANT SIGNATURE

DATE



Phase Responsibility Contract – Phase III

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase III Program Requirements **before I am permitted to promote to Phase IV:**

1. I will attend VTC court sessions every three weeks or as directed and meet with my probation officer every two weeks.
2. I will attend all treatment and counseling sessions with my assigned treatment provider as directed.
3. I will attend a minimum of three mutual support meetings per week.
4. I will achieve at least two short-term goals and make progress toward long-term goals.
5. I will maintain a schedule and continue to maintain a weekly planner.
6. I will conform to my personal budget.
7. I will be employed or enrolled in an approved educational program.
8. I will promptly submit to drug or alcohol testing upon request of any member of the VTC team.
9. I will only take over-the-counter medication as listed on the “Approved Over-the-Counter Medications” list, provided in the VTC Handbook. I will have all other medications approved by my treatment provider.
10. I will take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the VTC at my next court date.
11. I will pay \$20.00 per week (first 11 weeks; \$220.00 total) towards my VTC program fee.
12. I will pay \$25.00 per week (last 9 weeks; \$225.00 total) to my savings.
13. I will remain in Phase III until all milestones have been met. I must be sanction-free and substance-free for at least sixty (60) consecutive days prior to promotion to Phase IV.

PARTICIPANT SIGNATURE

DATE



Phase Responsibility Contract – Phase IV

I, the undersigned Veterans Treatment Court Participant, acknowledge *that in addition to complying with my Veterans Treatment Court Performance Contract and Supervision Rules*, I will complete the following minimum Phase IV Program Requirements **before I am permitted to graduate.**

1. I will attend VTC court sessions every four weeks or as directed and meet with my probation officer every two weeks.
2. I will attend all treatment and counseling sessions with my assigned treatment provider as directed.
3. I will attend a minimum of three mutual support meetings per week.
4. I will achieve two long-term goals.
5. I will maintain a schedule and continue to maintain a weekly planner.
6. I will conform to my personal budget.
7. I will be employed or enrolled in an approved educational program.
8. I will promptly submit to drug or alcohol testing upon request of any member of the VTC team.
9. I will only take over-the-counter medication as listed on the “Approved Over-the-Counter Medications” list, provided in the VTC Handbook. I will have all other medications approved by my treatment provider.
10. I will take a Medical Release Form to any dental, medical, or psychiatric provider and turn in the completed original to the VTC at my next court date.
11. I will pay \$25.00 per week (\$400.00, for a total of \$625.00) to my savings.
12. I will remain in Phase IV until all milestones have been met. I must be sanction-free and substance-free for at least ninety (90) consecutive days prior to graduation.

PARTICIPANT SIGNATURE

DATE



Comal County
Veterans Treatment Court
Participant Handbook

REQUEST FOR ADVANCEMENT TO NEXT PHASE

I, _____, hereby request that I be promoted to the next phase of the Veterans Treatment Court. In support of my request, I affirm the following are true:

1. I am currently in Phase _____ of VTC;
2. I have completed all of the requirements of my current phase;
3. I have been substance and sanction free for the required amount of time;
4. I am current with my fee payment schedule;
5. I wish to advance to Phase _____.

Signed this _____ day of _____, 20____.

Signature

Printed Name



Approved Over-the-Counter Medications

The following medications are approved for VTC 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!

If you have any questions, please contact your supervision officer or treatment provider for clarification. Each drug listed below must be taken as listed and without any other additives (i.e. no Tylenol Cold or Tylenol Nighttime).

PAIN (not PM formula)

Acetaminophen 500 mg
Ibuprofen 200-800mg
Aspirin
Excedrin Migraine

JOINT PAIN

Tylenol Arthritis
Ben Gay muscle rub & thermal patches
Icy Hot muscle rub & thermal patches

STOMACH

Mylanta
Milk of Magnesia
Pepto Bismol

ANTACIDS

Zantac
Pepcid
Prilosec
Tums/Roloids

VITAMINS

Multivitamins
Prenatal Vitamins

COUGH/COLD

Delsym (non-alcoholic/pediatric)
Mucinex (not D or DM)

FLU SYMPTOMS

Theraflu
Alka-Seltzer

ALLERGIES (not D or DM)

Claritin
Allegra
Benadryl



Medical/Dental Medication Form

_____ MEDICAL FACILITY / CLINIC			
_____ PHYSICIAN'S NAME (PLEASE PRINT)			
_____ STREET ADDRESS	_____ CITY	_____ STATE	_____ ZIP CODE
_____ TELEPHONE NUMBER		_____ FAX NUMBER	

This notification is to inform you that _____ is currently a Comal County Veterans Treatment Court participant. As part of a structured, judicially supervised treatment program, the Veterans Treatment Court participants are frequently subjected to random drug testing. **Therefore, all medications and treatment procedures should be prescribed with this information in mind.**

Diagnosis / Treatment: _____

Prescription: _____
PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

Prescription: _____
PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

Prescription: _____
PLEASE SPECIFY MEDICATION TYPE AND DOSAGE

SIGNATURE OF PHYSICIAN

DATE

"The small expense of restoring an individual to health and usefulness is returned manifold."
--- Dr. Charles H. Mayo



Minimum Fee Payment Schedule

Week Number	Amount Due	Total Amount Paid
<i>Phase I</i>		
Week 1	\$15	\$15
Week 2	\$15	\$30
Week 3	\$15	\$45
Week 4	\$15	\$60
Week 5	\$15	\$75
Week 6	\$15	\$90
Week 7	\$15	\$105
Week 8	\$15	\$120
<i>Phase II</i>		
Week 9	\$20	\$140
Week 10	\$20	\$160
Week 11	\$20	\$180
Week 12	\$20	\$200
Week 13	\$20	\$220
Week 14	\$20	\$240
Week 15	\$20	\$260
Week 16	\$20	\$280
<i>Phase III</i>		
Week 17	\$20	\$300
Week 18	\$20	\$320
Week 19	\$20	\$340
Week 20	\$20	\$360
Week 21	\$20	\$380
Week 22	\$20	\$400
Week 23	\$20	\$420
Week 24	\$20	\$440
Week 25	\$20	\$460
Week 26	\$20	\$480
Week 27	\$20	\$500



Savings Schedule

Week Number	Amount	Total Saved
<i>Phase III</i>		
Week 28	\$25	\$25
Week 29	\$25	\$50
Week 30	\$25	\$75
Week 31	\$25	\$100
Week 32	\$25	\$125
Week 33	\$25	\$150
Week 34	\$25	\$175
Week 35	\$25	\$200
Week 36	\$25	\$225
<i>Phase IV</i>		
Week 37	\$25	\$250
Week 38	\$25	\$275
Week 39	\$25	\$300
Week 40	\$25	\$325
Week 41	\$25	\$350
Week 42	\$25	\$375
Week 43	\$25	\$400
Week 44	\$25	\$425
Week 45	\$25	\$450
Week 46	\$25	\$475
Week 47	\$25	\$500
Week 48	\$25	\$525
Week 49	\$25	\$550
Week 50	\$25	\$575
Week 51	\$25	\$600
Week 52	\$25	\$625



Local Monitoring Companies and Devices

Company	Device	Cost Per Month	Installation Fee
<i>Vehicle Interlock Devices</i>			
Smart Start	Interlock w/Camera	\$74.50	free
LifeSafer	Interlock w/Camera	\$79.00	free
Drager	Interlock w/Camera	\$80.00	free
<i>Portable/In-Home Devices</i>			
Smart Start	In-Home w/Camera	\$74.50	\$30.00
Smart Start	Smart Mobile Device	\$99.00	\$129.00
Soberlink (Recovery Healthcare)	Portable w/Camera	\$180.00	\$75.00
SCRAM (Recovery Healthcare)	Alcohol Ankle Monitor	\$360.00	\$75.00
Recovery Healthcare	GPS Ankle Monitor Passive	\$240.00	\$75.00
Recovery Healthcare	GPS Ankle Monitor Active	\$300.00	\$75.00



Confidentiality Statement and Agreement

I, _____, as a participant, team member, or guest of the Comal County Veterans Treatment Court (VTC), duly recognize my responsibility to the confidentiality of all of the information, data and findings derived as a function of or on behalf of VTC and its activities. Accordingly, I hereby agree that:

1. Any information discussed at a VTC staffing shall remain confidential and will not be revealed or disseminated to anyone who is not a member of the VTC Team;
2. Names, addresses, contact information, and/or other identifying information of program participants shall remain confidential and will not be revealed or disseminated to anyone who is not a member of the VTC Team;
3. Unless the information reasonably relates to the commission of a new or different offense, any information garnered, obtained, or derived as a function of or on behalf of VTC and its activities shall remain confidential and will not be revealed or disseminated to anyone who is not a member of the VTC Team;
4. All information, data, and findings contained in VTC files shall remain confidential and will not be revealed or disseminated to anyone that is not a member of the VTC Team; and
5. It is understood that arrest warrants, supporting affidavits, or other information required by law to be public information or to be maintained for statistical purposes is not confidential.

Date: _____

Signed: _____

Printed Name: _____

This form is intended to comply with requirements of Title 42 of the Code of Federal Regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records.



Comal County
Veterans Treatment Court
Participant Handbook

Consent for Disclosure of Confidential Substance Abuse Information

Participant's Name: _____ Case No.: _____

Notice to Patients pursuant to 42 C.F.R. § 2.22

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser unless:

- (1) The patient consents in writing;
- (2) The disclosure is allowed by a court order; or
- (3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit or program evaluation.

Violation of federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations. Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

After consulting with my attorney, I, _____, have read and/or understood the legal requirements regarding Notice to Patients pursuant to 42 C.F.R. § 2.22 regarding the disclosure of my substance abuse treatment information and hereby consent to the release of necessary and approved substance abuse treatment information between any and all substance abuse treatment providers/counselors, etc. and the Comal County Veterans Treatment Court (VTC), including its member agencies and departments and their assigned or authorized representatives.

The purpose of and need for this disclosure is to inform VTC of my eligibility and/or acceptability for substance abuse treatment services and my treatment attendance, prognosis, compliance, and progress in accordance with VTC's monitoring criteria. This information may be released through verbal, written or electronic communication.

I understand that this consent will remain in effect and cannot be revoked as long as I remain in VTC.

I understand that any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations, which governs the confidentiality of substance abuse patient records and that recipients of the information may re-disclose it only in connection with their official duties.

Date: _____ Signed: _____



Comal County
Veterans Treatment Court
Participant Handbook

Non-Discrimination Policy

The Comal County Veterans Treatment Court does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in the delivery of services.

The Comal County Veterans Treatment Court complies with the Equal Treatment for Faith-Based Organizations guidelines as noted in 28 CFR 38. This program does not discriminate against participants on the basis of religion or religious belief.

If you feel that you have been discriminated against, you may file a complaint with the Federal Office for Civil Rights. Complaints may be filed online or by mail, fax, or email.

Office for Civil Rights – Region VI
U.S. Department of Health and Human Services
Jorge Lozano, Regional Manager
1301 Young Street, Suite 1169
Dallas, TX 75202

(800) 368-1019 Phone
(800) 537-7697 TDD
(214) 767-0432 Fax

OCRComplaint@hhs.gov

<http://www.hhs.gov/ocr/civilrights/complaints/index.html>