

# **Dodge County Drug Treatment Court**

## **Participant Handbook**



**DODGE COUNTY**  

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**W I S C O N S I N**

**Guidelines and Program Information**

\*Revised March 2025

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## **WELCOME TO THE DODGE COUNTY DRUG TREATMENT COURT PROGRAM**

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You are here because you have decided to empower yourself with tools to move forward towards positive change. Congratulations on taking the first step. This journey will be difficult and stressful at times, but also empowering. The Drug Treatment Court team is an experienced, compassionate group of professionals who look forward to supporting you during this phase of your life. Use the time in this program to welcome the provided support and make the required changes to move on with your drug and alcohol-free future.

### **OVERVIEW**

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Dodge County DTC is a five-phase intervention program for adults who have pled guilty to one or more offenses related to alcohol and/or drug addiction and who are having difficulty leading a sober life. It is a collaborative effort between the Dodge County criminal justice system and our drug and alcohol treatment community. By working together, we seek to provide a variety of programs and supervision that support and help you maintain a drug and alcohol-free life.

DTC involves frequent court appearances, random drug testing, case management, community supervision, and alcohol and drug counseling. Staff working with DTC will assist you in understanding what is expected of you, and we encourage you to maintain consistent and open lines of communication with all parties. We are here to support and help you learn to live a sober life!

### **DTC PROGRAM RULES**

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As a participant you will be required to follow the rules outlined in the participant contract, including, but not limited to the following:

1. **BE HONEST** The intention of this program is to make positive change and that can only be done through honesty and integrity.
2. Completely abstain from the use of illegal and prohibited drugs and alcohol.
3. Inform your treating physicians that you are a participant in a Treatment Court program and may not take narcotic or addictive medications or drugs.
4. Complete all required paperwork.
5. Attend court sessions and treatment sessions as scheduled and on time.
6. Submit to random alcohol and drug testing.
7. Do not associate with people who use or possess drugs.
8. Report to your probation agent and your DTC case manager as directed.
9. Pay all outstanding fines and obey all laws.
10. Follow the treatment plan made with your counselor and the case plan made with your case manager.

11. Update the team of any address or phone number changes immediately.
12. Comply with Probation rules.
13. Report all police contact within 24 hours of the occurrence.
14. Dress appropriately for court and treatment sessions. Clothes should be clean and look nice. Hats must be removed during court. Ask your case manager if you have any questions about appropriate clothing.
15. Stay in the courtroom until all participants are called. If you need to leave early, you must get permission from your case manager before court begins.
16. Entering a bar or tavern is prohibited.
17. Abide by all other rules and regulations imposed by the DTC Team and its members.
18. Complete all necessary Releases of Information (ROI).
19. Maintain prosocial associates and living environment. Report to you case manager any change to roommates or living arrangements.

### **ELIGIBILITY CRITERIA**

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This program is designed to serve both high risk/high need individuals who have significant substance abuse problems. To be eligible to participate in DTC, a defendant must meet the following criteria:

- 18 years of age or older.
- Dodge County resident upon admission and for the duration of the program.
  - “Residence” is defined as a home, condominium, residential hotel, or a mobile home on a fixed site within Dodge County. A car, motorized vehicle, or emergency or temporary shelters are not considered county residence.
- Cannot be a violent offender based on Federal definition grant and adopted by Dodge County.
- Be evaluated as having a severe substance use disorder using a validated substance use disorder screening, assessment, or diagnostic tool such as, TCU II and COMPAS Risk/Needs assessment.
- Be evaluated as medium to high criminogenic risk and need using a validated risk and needs assessment tool such as TCU II and COMPAS Risk/Needs assessment.
- Approval from District Attorney’s office to offer the program.
- If probation is deemed appropriate by the courts, you must remain on probation. Being revoked from probation, whether voluntarily or involuntarily, will result in termination from the program.
- Voluntarily agree to participate in the Dodge County Drug Treatment Court program.
- Cannot have an open criminal case with a sentence that conflicts with Dodge County DTC Drug Treatment Court Program.
- Convicted of a mandatory exclusionary charge in which program admission is barred regardless of the age of the conviction.

- Repeat participation is at the discretion of the Treatment Court Team and is subject to program capacity.

## **DRUG COURT TEAM MEMBERS AND ROLES**

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The team members for the Dodge County Treatment Court include the overseeing Drug Court Judge, the DTC/IDC Program Director, DTC Case Managers, a District Attorney/Paralegal, a Defense Attorney, a Treatment Provider, a Community Corrections Officer, and a Law Enforcement Liaison. Each member of the team has a role and area of expertise that enhances the program effectiveness.

**Drug Court Judge:** Plays a continuous role in reviewing participant progress and responds to participant's positive efforts and noncompliance. The judge presides over DTC status hearings and team staffings and is actively involved in determining appropriate sanctions and incentives.

**Prosecutor:** District Attorney's Office makes the initial referral and assists in determining eligibility of each participant. Ensures community safety concerns are met by maintaining eligibility standards and will participate fully as a DTC team member.

**Defense Attorney:** Ensures the constitutional rights of participants are protected and will participate fully as a DTC team member. The team's public defense representative does not serve as an attorney for any participants.

**Coordinator:** Provides general oversight to the treatment court including grant reporting, budget detail, program support, funding solicitation, and community outreach. The coordinator participates fully as a DTC team member.

**Case Manager:** Provides comprehensive case management services for participants and participates fully as a DTC team member.

**Probation Agent:** Provides supervision on behalf of the Department of Corrections for participants and participates fully as a DTC team member.

**Law Enforcement Liaison:** Serves as a link between law enforcement agencies and the treatment court team in monitoring participants.

**Treatment Provider:** Provides evidence-based treatment services to participants, reports progress in treatment to the team and advises on appropriate therapeutic behavior responses. The treatment provider participates fully as a DTC team member.

## **DTC HEARINGS**

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As a DTC participant, you will be required to appear in court on a regular basis. The number of times you must appear depends upon the phase you are in currently as well as progress towards

your agreement. Failure to appear will result in a warrant being issued for your arrest and detention in jail until you can appear before the court. If you have questions about your court appearance, contact your case manager or your attorney.

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### **PROGRESS REPORTS**

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Before your DTC hearing, the Judge and Treatment Court team will be given a progress report prepared by your case manager. The progress report will discuss your drug testing results, attendance, participation and cooperation in the treatment program, employment, or other requirements of the case plan. This report will be discussed by the team and high level positive and negative interventions will be determined at that time. The outcome of your court hearing will be based on your progress and behavior.

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### **TREATMENT**

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Treatment consists of the following: assessment and treatment planning, individual and/or group counseling for substance use and other needs, regular attendance at community self-help support meetings, and assistance with meeting individual needs, such as education, life skills, parenting, financial and employment issues. You may seek AODA treatment outside of the Dodge County Health and Human Services Department; however, DTC reserves the right to require an alternative AODA treatment route if communication from the provider is unsatisfactory.

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### **FEES**

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You will be charged a \$50 fee to participate in the program. All participants are expected to pay the fee and establish a payment plan for court costs prior to graduation from the program. The participants will set up a payment plan with the DTC Case Manager by Phase 3.

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### **PHASES OF DTC PROGRAM**

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Each of the 5 phase structures define the minimum requirements that need to be met to advance to the next phase; however, individual requirements may be moved to a different phase or added to meet participant's needs. In such cases, the participant will be notified in advance and will be given a reasonable time to comply.

#### **PHASE ONE *Establish stability* (minimum of 60 days)**

Phase one is designed to help you engage in the program and understand the expectations. You will start treatment and develop a case plan with your case manager. You are expected to attend all appointments, drug test on the days you are scheduled, and attend court hearings weekly. The focus of this phase is to build trust between yourself and the treatment team. It's imperative to be honest as you navigate this program but especially the beginning stages of your recovery.

Expectations are but not limited to:

- Weekly office visits with Case Manager
- Weekly office visits with Probation Agent
- Weekly Court appearances
- Call drug test line daily and report between 8:30-11:45am or 1:15-4:00pm if you are scheduled

- Schedule and complete an AODA assessment
- Begin AODA treatment and provide verification to case manager
- Obtain a sobriety date
- Maintain sobriety for 15 consecutive days to advance to phase 2
- **HONESTY**

**PHASE TWO *Treatment engagement and positive life change (minimum of 90 days)***

You will continue with Phase 1 requirements and expectations. In addition, phase two will also include:

- Meetings as scheduled with case manager and Probation Agent
- Review of your case plan
- Attend 2 community support meetings a week
- Obtain a sponsor
- Job search and obtaining employment
- Demonstrate behavior change (people, places, things)
- Make a plan to pay fees and fines
- Maintain sobriety for 30 consecutive days to advance to phase 3
- Attend court hearings every 2 weeks or as needed
- **HONESTY**

**PHASE THREE *Community Support and overall wellness (minimum of 90 days)***

Additions and Changes in phase three include:

- Meetings with case manager and Probation Agent
- Review of your case plan
- Maintain employment or complete community service and job search logs
- Enroll in T4C or MRT
- Attend 2 community support groups
- Establish a recovery network
- Establish healthy social and leisure activities
- Maintain sobriety for 45 consecutive days to advance to phase 4
- Court every 3 weeks or as needed
- **HONESTY**

**PHASE FOUR *Continuation of life skill building and recovery tools (minimum of 90 days)***

Additions and Changes in phase four include:

- Meetings with case manager and Probation Agent
- Maintain employment or complete community service and job search logs
- Attend 2 community support groups
- Start T4C or MRT
- Maintain 60 consecutive days of sobriety to advance to phase 5
- Monthly court session

- **HONESTY**

**PHASE FIVE *Independence to demonstrate long-term success in recovery* (minimum of 90 days)**

- Continuation of previous phase requirements
- Demonstrate solid recovery
- Maintain sobriety for 90 consecutive days
- Monthly court session
- **HONESTY**

**YOU SHOULD EXPECT THAT YOUR DTC COURT PROGRAM WILL LAST 14-18 MONTHS.**

### **SANCTIONS AND INCENTIVES**

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**Incentives** are rewards that you receive for good performance in Drug Court.

“Good Performance” in Drug Court means:

- Producing negative urinalysis tests (not using drugs and alcohol).
- Arriving on time for Court hearings, treatment, and probation appointments.
- Following the Judge’s orders.
- Following the rules and requirements of Drug Treatment Court.
- Following your treatment plan.
- Obtaining/Maintaining Employment or Schooling.
- Exhibiting prosocial behaviors and thinking patterns.

Incentives in Dodge County DTC may include but are not limited to:

- Applause/Special Recognition
- Gift Cards
- Certificates of recognition and/or completion
- Fishbowl Drawings
- Advancement to the next DTC phase
- Program recognition ceremony
- Sobriety and drug free living
- Priority during court

**Sanctions** are the imposition of consequences for your behavior to keep you on track so you can succeed. Sanctions are recommended to the Judge by the Treatment Team, for poor performance in Drug Court.

Sanctions in Dodge County DTC may include, but are not limited to:

- Cognitive behavioral intervention that is behavior specific
- An essay writing assignment or workbook

- Increased case management contacts or DTC Court Sessions
- Increased drug testing
- Reset Sobriety Date
- Community service assignments
- Team round table with team
- Verbal or written apology to judge and group
- Verbal warning by the Judge
- Jail time
- Dismissal from the DTC Court program

**\*Behaviors are responded to by using a behavior matrix. Your case manager will provide you with a copy of this matrix so that you are aware of potential responses based on the level of infraction or prosocial behavior. \***

### **JAIL SANCTION PROCEDURE**

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If the team’s recommendation is a jail sanction, the court (or district attorney) will explain the sanction being requested and the conduct/behavior that is the basis for the sanction. When necessary, the participant will be asked if they deny whether the conduct occurred. If the conduct is not disputed, or the participant is willing to accept the proposed sanction without a hearing and waive counsel, the Court will decide the sanction.

If the conduct is disputed, and the participant wants to challenge the proposed jail sanction with an attorney, a non-compliance denial hearing will be scheduled. The participant may request a public defender (if the participant does not qualify for a public defender, the participant can hire their own attorney at their own expense, or request a court appointed attorney, which will likely require reimbursement of the cost.) The Court may issue a non-jail sanction to the participant in the meantime, even if the conduct is disputed by the participant.

**Example 1:** A participant repeatedly misses random drug testing or treatment sessions. They can’t dispute the factual basis of the missed test or appointments. They are not entitled to an attorney, and the Court can immediately proceed to decide the jail sanction.

**Example 2:** A participant engages in misconduct in the community; a jail sanction is recommended by the team. The participant can dispute the conduct and the sanction. The participant may request an Attorney, and a hearing will be set on the conduct/jail sanction. The court may provide non-jail sanctions for the conduct while waiting for the hearing.

**Example 3:** Same as Example 2, except the participant is willing to waive counsel and accept the sanction without a hearing. The Court will proceed with the jail sanction immediately.

NOTE: If the participant is on probation, the probation agent has additional authority to order jail holds or sanctions separate from Drug Treatment Court’s decision.

	<b><u>DTC Phase 1</u></b> <b>60 days-Stabilization</b>	<b><u>DTC Phase 2</u></b> <b>90 days-Engage in Treatment-Continue Recovery</b>	<b><u>DTC Phase 3</u></b> <b>90 days-Continuation of Treatment-Establish Community Support</b>	<b><u>DTC Phase 4</u></b> <b>90 days-Completion of Treatment-Maintenance of Recovery-Solidify Support</b>	<b><u>DTC Phase 5</u></b> <b>90 days-Maintenance of Recovery and Support-Program Exit</b>
	<i>Phase time does not begin until participants establish a <b><u>Sobriety Date</u></b> by submitting a clean alcohol and drug screen.</i>				
Court	Weekly	Every 2 weeks (more as needed)	Every 3 weeks (more as needed)	Every 3-4 weeks (more as needed)	Every 4 weeks (more as needed)
Supervision & Monitoring Requirements	Meet with Case Manager & Probation Weekly  Random Drug Testing (Minimum 2 per week)	Meet with Case Manager weekly & Probation every 1-2 weeks  Random Drug Testing (Minimum 2 per week)	Meet with Case Manager & Probation every 3 weeks  Random Drug Testing (Minimum 2 per week)	Meet with Case Manager & Probation every 3-4 weeks  Random Drug Testing (Minimum 2 per week)	Meet with Case Manager & Probation every 4 weeks  Random Drug Testing (Minimum 2 per week)
Treatment Requirements	Schedule Initial Assessment and attend treatment planning with DCHS or Private Provider	Continue recommended treatment programming  Participate in recommended treatment programming	Continue recommended treatment programming  Select a start date for Thinking for Change (T4C)	Continue/Complete treatment programming & Begin Aftercare/Relapse Prevention  Participate in T4C	Attend Aftercare/Relapse Prevention Programming as recommended  Complete T4C
Employment, , Community Support, Community Service, Other	Community support meeting preparation  Identify potential support sponsor  Create Sober Contact Card	Obtain and Maintain employment  4 hours of community service/week or amount assigned by the court if not working  2 Support Meetings per week  Obtain Sponsor and meet weekly  Establish payment plan	Obtain and Maintain employment  4 hours of community service/week or amount assigned by the court if not working  2 support meeting per week  Weekly contact with Sponsor  Remain compliant with payment plan	Maintain employment  8 hours of community service/week or amount assigned by the court if not working  2 support meetings per week  Weekly contact with Sponsor  Remain compliant with payment plan	Maintain employment  8 hours of community service/week or amount assigned by the court if not working  2 support meetings per week  Weekly contact with Sponsor  Remain compliant with payment plan  Pre-Graduation Exit Interview and letter
Sobriety	15 days Sobriety to Advance	30 days Sobriety to Advance	45 days Sobriety to Advance	60 days Sobriety to Advance	90 Days Sobriety to Advance

## **TERMINATION FROM DTC PROGRAM**

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Termination from the Dodge County DTC, may occur for various reasons including, but not limited to:

- Refusal to comply with rules and procedures of the program.
- Tampering with your drug test.
- Arrest and/or conviction on new charges. In general, assaultive, or violent crimes or behaviors will result in termination. However, a new arrest and/or conviction will be determined on a case-by-case basis, staffed by the DTC team with the ultimate decision made by the Judge
- Supplying drugs to and/or using drugs with other participants.
- Continued Medium/High level infractions.
- Persistent inability to meet phase requirements for advancement.
- Habitual dishonesty.

\*Each case will be determined on an individual basis by the DTC Team.

## **DRUG TESTING**

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You will be drug tested randomly throughout your DTC Program.

### **Remember:**

- Come prepared to provide a urine sample.
- You will be observed to ensure freedom from errors.
- If you miss a test, it will count as a positive test.
- 3 diluted tests will count as a positive test.
- If you have a positive test in any DTC phase, your sobriety date will be reset which will delay your phase advancement.
- It is best to be honest **PRIOR** to testing if there has been new use.

## **FRATERNIZATION**

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If issues arise, the Treatment Court team reserves the ability to limit a participant's contact with another participant. Transportation arrangements between participants and any contact outside of treatment or support meetings/activities requires case manager and probation agent notification.

## **CONFIDENTIALITY**

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State and Federal laws require that your identity and privacy be protected. In response to these regulations, DTC has developed policies and procedures that guard your privacy. You will be asked to sign Consent for Disclosure of Confidential Information. This disclosure of information is for the sole purpose of hearings and reports concerning your specific DTC case.

## **GRADUATION**

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Upon your successful completion of an AODA treatment program and satisfaction of all other court requirements, you will graduate from DTC. A payment plan for all fines and fees must be established prior to graduation unless other arrangements are approved by the DTC team.

Graduation from the DTC Program is recognized as a very important event. Your loved ones will be invited to join you at a special ceremony as the DTC Team congratulates you for successfully completing all Phases of the DTC Program and achieving your goal to establish a drug-free life.

### **CONCLUSION**

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The goal of the Dodge County Drug Treatment Court Program is to help you achieve a life free of dependence on mood-altering substances. The Judge, court staff, and the DTC Team are here to guide and assist you, but the final responsibility is yours. To succeed, you must be motivated to make this commitment to a drug-free life.

\*This manual is subject to change.

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office in person, at least once per week, and/or as directed by your case manager.
2. Schedule and attend an AODA assessment at Dodge County Health and Human Services or a private provider within 5 business days of intake and follow through with all recommendations.
3. Submit to random urinalysis and/or breath testing at least three times per week, or as directed by your case manager and/or treatment provider.
4. Attend Drug Treatment Court weekly, or as directed by your case manager.  
(Please dress appropriately!!)
5. Prepare to begin attending community support meetings and identify a sponsor.
6. Provide completed medication verification form.

I understand and agree to abide by all conditions and rules of the Phase I Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

To advance to Phase II, you must have 15 days of consecutive sobriety.

I understand that I will follow all conditions outlined in my signed Drug Treatment Court Contract with the Court.

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Participant

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Date

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Case Manager

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Date

**Dodge County Drug Treatment Court**  
**Phase II Contract**  
**Engage in Treatment-Continue Recovery (90 days)**

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office, in person at least once biweekly, and/or as directed by your case manager.
2. Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
3. Submit to random urinalysis and/or breath tests at least two times weekly, or as directed by your case manager and/or treatment provider.
4. Attend Drug Treatment Court every two weeks, or as directed by your case manager. (Please dress appropriately!!)
5. Attend at least two self-help support meetings per week and provide written verification to your case manager.
6. Obtain a sponsor, meet weekly, and provide written verification as directed by your case manager.
7. Obtain and maintain employment or complete 4 hours of community service or amount assigned by the court if unemployed.
8. Participant must establish a payment plan for financial obligations, including but not limited to: all court costs, and program fees that apply.

I understand and agree to abide by all conditions and rules of the Phase II Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

To advance to Phase III, you must have 30 days of consecutive sobriety.

I understand that I will follow all conditions outlined in my signed Drug Treatment Court Contract with the Court.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager

\_\_\_\_\_  
Date

**Dodge County Drug Treatment Court**  
**Phase III Contract**  
Continuation of Treatment-Establish Community Support (90 days)

In addition to the rules listed previously, you will also be required to:

1. Report to your case manager's office, in person every 3 weeks, and/or as directed by your case manager.
2. Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
3. Submit to random urinalysis and/or breath tests at least twice a week, or as directed by your case manager and/or treatment provider.
4. Attend Drug Treatment Court every three weeks, or as directed by your case manager. (Please dress appropriately!!)
5. Attend at least 2 community support meetings per week and provide written verification as directed by your case manager.
6. Maintain weekly contact with your sponsor week and provide written verification as directed by your case manager.
7. Maintain employment or complete 4 hours of community service or amount assigned by the court if unemployed.
8. Participant must stay current with financial obligations, including but not limited to: all court costs, and program fees that apply.

I understand and agree to abide by all conditions and rules of the Phase III Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

To advance to Phase IV, you must have 45 days of consecutive sobriety.

I understand that I will follow all conditions outlined in my signed Drug Treatment Court Contract with the Court.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager

\_\_\_\_\_  
Date

# Dodge County Drug Treatment Court Phase IV Contract

## Completion of Treatment-Maintenance of Recovery-Solidify Support (90 days)

In addition to the rules listed previously, you will also be required to:

- Report to your case manager's office, in person every 3-4 weeks, and/or as directed by your case manager.
- Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
- Submit to random urinalysis and/or breath tests at least twice a week, or as directed by your case manager and/or treatment provider.
- Attend Drug Treatment Court every 3-4 weeks, or as directed by your case manager. (Please dress appropriately!!)
- Attend at least 2 community support meetings per week and provide written verification as directed by your case manager.
- Maintain weekly contact with your sponsor week and provide written verification as directed by your case manager.
- Participate in Thinking for A Change or Moral Reconciliation Therapy.
- Maintain employment or complete 8 hours of community service or amount assigned by the court if unemployed.
- Participant must stay current with financial obligations, including but not limited to: all court costs, and program fees that apply.

I understand and agree to abide by all conditions and rules of the Phase III Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

To advance to Phase V, you must have 60 days of consecutive sobriety.

I understand that I will follow all conditions outlined in my signed Drug Treatment Court Contract with the Court.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager

\_\_\_\_\_  
Date

# Dodge County Drug Treatment Court Phase V Contract

## Completion of Treatment-Maintenance of Recovery and Support- Program Exit (90 days)

In addition to the rules listed previously, you will also be required to:

- Report to your case manager's office, in person every 4 weeks, and/or as directed by your case manager.
- Attend substance abuse counseling and/or group sessions as directed by your treatment provider.
- Submit to random urinalysis and/or breath tests at least twice a week, or as directed by your case manager and/or treatment provider.
- Attend Drug Treatment Court every 4 weeks, or as directed by your case manager. (Please dress appropriately!!)
- Attend at least 2 community support meetings per week and provide written verification as directed by your case manager.
- Maintain weekly contact with your sponsor week and provide written verification as directed by your case manager.
- Complete Thinking for A Change or Moral Reconciliation Therapy.
- Maintain employment or complete 8 hours of community service or amount assigned by the court if unemployed.
- All financial obligations, including but not limited to: all court costs, and program fees that apply must be paid in full.

I understand and agree to abide by all conditions and rules of the Phase III Contract. Any violation of these conditions may result in sanctions, incarceration, or expulsion from the program.

To graduate, you must have 90 days of consecutive sobriety.

I understand that I will follow all conditions outlined in my signed Drug Treatment Court Contract with the Court.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager

\_\_\_\_\_  
Date

## **Tips on How to Succeed**

Be Honest. Honesty is essential to recovery.

- Keep all appointments and make all court appearances. Keeping appointments is as important as coming to court.
- Bring all your verification sheets to your case management meetings.
- You will be busy with appointments and court dates. It'll be very beneficial to keep a calendar with all your appointments. If this is an area you'd like to work on then be sure to ask your case manager for assistance.
- You must plan your schedule (work, school, treatment) in advance.
- If you have a crisis that prevents you from attending an appointment or court appearance, you must **call in advance** to inform your case manager and/or counselor.
- You must plan for transportation and have a back up plan to avoid transportation problems.
- Ask for help.

***Take one day at a time...***