



SAN FRANCISCO COLLABORATIVE COURTS

Drug Court Treatment Center (DCTC) Participant Agreement



San Francisco Health Network
Behavioral Health Services



Welcome to San Francisco Drug Court & Drug Court Treatment Center

Your agreement to participate in San Francisco Drug Court and Drug Court Treatment Center means you have made two decisions:

- You have acknowledged that there is a challenge in your life.
- You have chosen to move forward towards positive change.

It is not easy to make changes in your life and start your journey towards recovery. This path might be challenging, stressful, and difficult at times, but it can also be empowering and can lead to some meaningful changes. The San Francisco Drug Court is an intensive program that combines treatment and court supervision.

The Drug Court Treatment Center (DCTC) staff and the San Francisco Drug Court (DC) Collaborative Court team is an experienced, multicultural, bilingual, and compassionate group of professionals who will support you during this important time. The DC Collaborative Court team includes a Judge, District Attorney, Public Defender, Probation Officer, and DCTC Case Managers.

The goal of Drug Court is to help you meet your personal goals. Allow yourself to use this support to make the changes you want in your life. Drug Court is a voluntary program. You may choose to leave Drug Court at any time and return to criminal court.

Drug Court utilizes a multi-faceted approach. The program consists of:

- Frequent appearances before the Drug Court Judge
- Participation in DCTC programming
- Regular attendance of a community recovery and/or self-help group
- Other treatment groups that fit your needs
- Random drug testing

Expectations of San Francisco Drug Court

- Be on time for all court dates, treatment, and case manager/probation appointments.
- Follow your treatment plan as directed by the clinical treatment team.
- Complete drug testing as required.
- Provide documentation as requested.
- Remain arrest free.
- Stop using all drugs and alcohol in order to advance through the four phases and graduate.
- Make victim restitution payments, or pay fines and fees, if required.

Drug Court Treatment Center Program Eligibility

Drug Court Treatment Center is not available to the public and can only accept clients referred to the program via Drug Court. The Judge, Public Defender or your private counsel, and the District Attorney will determine your legal eligibility for Drug Court. After meeting legal eligibility, DCTC clinical staff will meet with you to determine whether you have a substance use disorder, meet medical necessity for services, and determine your level of care service needs. You must have a primary substance use disorder diagnosis in order to participate at DCTC. If you leave Drug Court, you will also be terminated from DCTC. We can refer you to another substance use treatment program if you would like to continue with your recovery.

No Fees for Drug Court Treatment Center

DCTC services are free of cost to Drug Court participants. There is no co-pay, any fees, or payments for participation in the program. DCTC does not have a payment schedule or refund policy since services are provided free of cost.

Termination from San Francisco Drug Court

- Clients may self-terminate from San Francisco Drug Court at any time and return back to Criminal Court.
- Client may be court-terminated if they no longer meet legal eligibility, is no longer interested in substance use treatment, or is assaultive towards staff or other clients.
- Client are terminated from Drug Court when they have graduated from program.
- Termination from Drug Court results in termination from Drug Court Treatment Center services.

Drug Court Location, Hours, and Days

- If you are in custody, Court is held at Department 15 at the Hall of Justice, 850 Bryant St at 9:00 AM on Monday and Friday. Tuesday and Thursday, Court is held in Department 18 at 9:00 AM.
- If you are out of custody, Court is held at the Polk Street Annex, 575 Polk Street between Elm and Polk St at 2:00 PM on Monday and Thursday.

575 Polk St Court Security Information

You are required to pass through airport-style security when entering the courthouse. Items that are not allowed in the courthouse include: weapons and items construed to be weapons; firearms; knives; scissors; pepper spray; sharp tools or objects; tasers; flammable materials; spray paint; skateboards; scooters; drugs and alcohol, and other large/bulky items. You may not enter the courthouse with these or any items that security staff deem

unacceptable. There is no storage available to store any items at Court or at 555 Polk St.



San Francisco Health Network
Behavioral Health Services

Community Justice Service Center (CJSC) 555 Polk St

There are various programs at Community Justice Service Center including Drug Court Treatment Center (DCTC), Community Justice Center (CJC), Mental Health Diversion (MHD), and Assisted Outpatient Treatment (AOT). In addition, member of the collaborative court may also be on site including Judges, District Attorneys, Public Defenders, and Adult Probation.

555 Polk Street, San Francisco, CA 94102

Front Desk: (628)217-6400

Fax: (415)292-2030

UA Desk: (628)217-6417

Hours of Operation for DCTC Clients: Monday to Friday 8AM-4:30PM

Drug & Alcohol Testing Hours*: Monday to Friday 9:00AM-4:30PM (*Last test at 4:15PM*)

**Other testing days/times may be arranged by Collaborative Court staff's request.*

Drug Court Treatment Center (DCTC) offers a variety of outpatient recovery and treatment groups at the CJSC. You will be released by Drug Court into a treatment program that meets your service need. This may be to a residential program, intensive outpatient program, or a dual diagnosis program. If you require intensive outpatient program at DCTC, you will be required to attend 9-19 hours of programming at 555 Polk St per week. This typically includes various recovery focused treatment groups on Monday to Friday from 9:00 AM – 11:00 AM and other groups as assigned in your treatment plan. As you progress through out treatment, your treatment plan and groups may change to support your recovery and personal goals. This may include transitioning down to being in DCTC outpatient program where you will be required to attend 1-8 hours of programming per week. Please talk to your DCTC Case Manager about these groups as well as other resources available in the community to best support your needs.

Clients' Responsibilities at CJSC 555 Polk St

General expectations of behavior and conducts at Community Justice Service Center:

- Be respectful of all staff, other clients, and all individuals at CJSC. This includes no violence or threat of violence, any verbal abusive behavior such as yelling, racist, sexist, homophobic, or other personal insults.
- Do not bring any weapons, dangerous objects and substances, or any drugs or

alcohol on-site.

- If you show up intoxicated or under the influence and are unable to meaningfully participate in services, you may be asked to leave for the day.
- You must keep your personal items with you at all times. CJSC Staff is not allowed to store any items for you. Any items left unattended will be discarded.
- CJSC is a fragrance-free environment. Please do not use any heavy perfumes, colognes, scented sprays on site or before coming here.
- Please do not abuse, damage or theft of property belonging to the CJSC Staff or to other clients.
- Contact your Case Manager and advise in advance if you are not able to attend an appointment, meeting, court, UA testing, treatment group, and other services pertaining to your treatment plan.
- Advise your DCTC Staff if there is any changes to your contact information.

Clients' Rights at CJSC 555 Polk St

As a Client of SF Department of Public Health, you have the right to:

- Be treated respectfully, and with dignity, no matter what your gender, culture, language, appearance, sexual orientation, race, disability and transportation ability is.
- Have the meaning and limits of confidentiality explained to you and have e confidential records, except when disclosure is required by law or permitted in writing by you.
- Privacy and the need to maintain confidentiality of your information as provided for by HIPPA and Title 42, Code of Federal Regulations, Part 2.
- Receive information about DPH BHS, our services, our practitioners and providers and your rights and responsibilities.
- Have a candid discussion of appropriate treatment options regardless of cost or benefit coverage and receive information on available treatment options and alternatives, presented in a manner appropriate to your condition and ability to understand
- Receive linguistic services and information documents translated into threshold languages (English, Spanish, Chinese, Tagalog, Vietnamese, Russian).
- Receive written informing materials in alternative formats, including braille, large size print, and audio format upon request.
- To be informed by the program of the procedures to file a grievance or appeal discharge.
- Be free from verbal, emotional, physical abuse and/or inappropriate sexual behavior.
- To be accorded safe, healthful and comfortable accommodations to meet needs.
- Be accorded access to his or her file.

DCTC Staff Conduct at CJSC 555 Polk St

DCTC Staff follow's a strict code of conduct and goes through annual trainings to review staff expectations, code of conduct, privacy and compliance as expected by all staff employed by, volunteering at, or interning at programs within City and County of San Francisco, Department of Public Health. You should expect that DCTC staff will **not** conduct personal or business relationships with any clients, use any alcohol and/or drugs on the premise and when off the premise, have a conflict of interest with a client or with the program, maintain confidentiality and follow all local, state and federal regulations. In addition, DCTC staff is **prohibited** from having sexual contact with clients, engage in any sexual harassment behavior or remarks with clients and with co-workers, engage in any verbal, emotional, and/or physical abuse with clients and with co-workers, and can not engage in unlawful discrimination.

Non-Discrimination Notice

Discrimination is against the law. San Francisco Department of Public Health Behavioral Health Services (BHS) Drug Court Treatment Center follows Federal civil rights laws. DCTC does not discriminate, exclude people, or treat them differently because of race, ethnic/national origin, legal status, age, religion, disability, gender, and sexual orientation.

San Francisco Behavioral Health Services Drug Court Treatment Center provides:

- Free aids and services to people with disabilities to help them communicate better, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats).
- Free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

Please let staff know if you require any of the above accommodations or have other reasonable accommodations.



How to File a Grievance

If you believe that San Francisco Behavioral Health Services has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with San Francisco Behavioral Health Services. You can file a grievance by phone, in writing, or in person:

- **By phone:** Contact the Behavioral Health Access Center 24 hours a day, 7 days a week by calling 1-888-246-3333. Or, if you cannot hear or speak well, please call TDD: 1-888-484-7200.
- **In writing:** Fill out a grievance form, or write a letter and send it to:
San Francisco BHS Grievance/Appeal Office
1380 Howard St, 2nd Floor, SF CA 94103
- **In person:** Visit your provider's office or the Behavioral Health Access Center at 1380 Howard St, SF CA 94103 and say you want to file a grievance.

OFFICE OF CIVIL RIGHTS

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights by phone, in writing, or electronically:

- **By phone:** Call 1-800-368-1019. If you cannot speak or hear well, please call TTY/TDD 1-800-537-7697.
- **In writing:** Fill out a complaint form or send a letter to:
U.S. Department of Health and Human Services 200 Independence Avenue, SW
Room 509F, HHH Building Washington, D.C. 20201
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.
- **Electronically:** Visit the Office for Civil Rights Complaint Portal at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>.

DCTC Urinalysis (UA)/Drug/Alcohol Testing

Drug testing is one aspect of the Court's monitoring of your progress in treatment. Drug testing is held on a random basis, one to three times a week. Testing occurs on Monday to Friday from 9:00AM to 4:30PM.

- Urinalysis/drug/alcohol testing are observed by DCTC Staff and you can indicate which available staff you prefer to observe you in this process. If there is no DCTC staff present of the correct gender, then the test may be unobserved.
- You must follow testing instructions given to you by DCTC Staff and provide an unobstructed view for the observation (e.g. lifting up a long shirt). Failure to do so will be reported as a "positive" per Drug Court program guidelines.

- The results of all urinalysis/drug/alcohol testing are reported to the DC Collaborative Court Team.
- There may be instances where the Judge orders additional urinalysis/drug/alcohol testing outside of the days and times listed above. You will need to show up for testing as indicated.
- Failure to show up for urinalysis/drug/alcohol testing will be recorded as a “no show” and will be counted as a positive test.
- Tampering or falsifying urinalysis/drug/alcohol tests include providing a fake, diluted, or altered test sample. Tampering will lead to sanctions with the Court and may include remand into custody. Multiple tampers may result in termination from Drug Court.

DC Incentives and Sanctions

Drug Court will support your positive progress for doing well. Drug Court will also hold you accountable for certain negative behaviors and for violating Drug Court rules.

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

Good performance in Drug Court means:

- Reducing or eliminating substance and/or alcohol use.
- Arriving on time for court and DCTC case manager and/or probation appointments.
- Following the Judge’s orders.
- Following the requirements of the Drug Court Treatment Center.
- Participating in Treatment groups; following your treatment plan
- Maintaining a positive attitude toward others and in your own treatment.
- Actively seeking stable housing in a sober environment.
- Seeking a job or volunteering in the community.
- Enrolling in school to graduate from high school, college or a vocational training program, or obtaining your GED.
- Making payments on restitution or fine and fees if applicable.

Incentives rewards include:

- Receiving public praise and recognition for your achievements.
- Choosing from the *fishbowl* for prizes.
- Decreasing frequency of court appearances.
- Decreasing treatment demands when recommended by the treatment providers.
- Reducing your fines and fees.
- Getting permission to go outside the county or state for a special occasion.
- Other incentives rewards as arranged with your DCTC Case Manager.
- Promoting you to the next phase of treatment with gift card and certificate.

* Sanctions are consequences given to a participant who chooses not to comply with the Drug Court program. Sanctions are always about supporting you to change your behavior toward achieving your recovery goals.

Sanctions in Drug Court are given when:

- Participants repeatedly fail to engage in treatment.
- Missing or being late for Court hearings, treatment, or probation appointments.
- Breaking the DCTC rules, county jail rules, probation conditions, or the rules of your other treatment programs.
- Not engaged in treatment or participating in treatment groups.
- AWOL or leaving treatment or residential treatment programs without Court approval.
- Violating “stay away” or other protective orders.
- Failing to provide a drug test as indicated or providing a falsified sample.
- Getting arrested.

Sanctions include:

- Writing a letter to the Court and the Judge.
- Coming to Court more often.
- Increase supervision.
- Staying longer in your current phase.
- Community service or SWAP (Sheriff’s Work Alternative Program)
- Time in Jail.
- Termination from Drug Court.

Sanctions are not given for relapse or for positive UA tests for substances. Relapse is part of the recovery process. Your DCTC Case Manager is here to support you through your relapses, reduce harm and consequences of relapse, help you identify triggers, coping skills, and support systems. This is achieved by open conversations with your DCTC Case Manager, paying attention to your internal thoughts, reviewing your actions and your response to the external world, and at times, facing some of the difficult feelings and thoughts that your use of substances help you avoid or forget those memories. Continued positive UA tests however, may negatively impact your ability to advance from one phase of Drug Court to the next phase.

Drug Court Phases I, II, III & IV

Drug Court has four phases of treatment that usually last from **8-24 months**. You will advance from one phase of treatment to the next when you complete the requirements of that phase. Poor performance during any phase of treatment may result in more intensive monitoring and restrictions.

Phase I: Establish the Foundation for Recovery

Think of Phase I as your adjustment period in getting to understand what your path towards recovery look like. You will be working with your DCTC Case Managers on your treatment plan and other service needs. You will be starting to build the foundation and learn tools and skills towards recovery at this phase.

Phase I Requirements for Outpatient Treatment Program

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Begin to reduce and eliminate substance and/or alcohol use.
- Test substance free from *primary drug of choice* for a minimum of **30 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery-oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.

Phase I Requirements for Residential Treatment Program

- Actively participate in the treatment program and follow all rules of the program.
- Participate in a step down or outpatient program when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

Participant must complete phase advancement application and petition to Drug Court to advance to Phase II:

- Describe your progress during this phase and some of the challenges you encountered.
- Describe why recovery and treatment is important to you.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.
- List your treatment goals for the next phase.

Phase II: Find Positive Ways to Change Your Life

After establishing a foundation in Phase I, you are now more stable and is applying and adapting the tools and skills you learned previously towards your recovery. You are exploring life outside of substances and figuring out new goals and how to repair some of the losses that you may have experience while using.

Phase II Requirements for Outpatient Treatment Program

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Begin to reduce and eliminate substance and/or alcohol use.
- Test substance free for a minimum of **45 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery-oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Works towards obtaining a sponsor or other community mentor.
- Works on plan for source of income if not working or have benefits.
- Work on plan for stable residence if not housed.
- Work on plan for employment, school/education, vocational training, or volunteering if not already engaged.
- Maintain in good standing with the Probation Department, if on Adult Probation.

Phase II Requirements for Residential Treatment Program

- Actively participate in the treatment program and follow all rules of the program.
- Participate in residential step down or outpatient treatment when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

Participant must complete phase advancement application and petition to Drug Court to advance to Phase III:

- Describe your progress during this phase and some of the challenges you encountered.
- Identify what you need to support your recovery and explain how you will get those needs met to support your recovery.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.
- List your treatment goals for the next phase.

Phase III: Embrace Recovery and Wellness

At Phase III, you are stable in recovery, have maintained a period of sobriety from all drugs and alcohol and have made progress towards your treatment and personal goals. You are building a life outside of use and gained confidence in your ability to maintain your sobriety.

Phase III Requirements for Outpatient Treatment Program

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Test substance free for a minimum of **60 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery-oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Obtain your sponsor or other community mentor.
- Obtain source of income if not working or have benefits.
- Have plan for stable residence if not housed.
- Have plan for employment, school/education, vocational training, or volunteering if not already engaged.
- Maintain in good standing with the Probation Department, if on Adult Probation.
- Identify a support system of clean & sober people and community activities.
- Complete your Wellness Recovery Action Plan with your DCTC case manager.

Phase III Requirements for Residential Treatment Program

- Actively participate in the residential treatment program and follow all rules of the program.
- Participate in residential step down or outpatient treatment when you have completed residential treatment.
- Continue to drug test as indicated.
- Keep your DCTC Case Manager informed of any changes to your treatment.

Participant must complete phase advancement application and petition to Drug Court to advance to Phase IV:

- Describe your progress during this phase and some of the challenges you encountered.
- Describe the importance of outside support and explain how you have strengthened your support system.
- List your accomplishments in this phase and explain why you feel ready to progress to the next phase.

Phase IV: Continued Recovery and Assessment

Congratulations, at Phase IV, you are getting ready to graduate from Drug Court. You have remained abstinent, have established a strong support system, and have achieved most of your treatment goals. You have built a lifestyle free of substances and have great skills and tools to cope with triggers, cravings, and other risk factors that may contribute to relapse.

Phase IV Requirements for Outpatient Treatment Program or for Residential Step Down Treatment Program

- Participate in treatment as determined by your treatment team.
- Meet with your DCTC case manager and/or your probation officer as directed.
- Attend Court as directed.
- Submit to random drug testing as indicated.
- Test substance free for a minimum of **90 consecutive days** before petitioning for phase advancement.
- Attend a minimum of three (3) approved recovery-oriented community meetings per week and bring your attendance sign in sheet to court.
- Follow all curfew and “stay away” orders if applicable.
- Consistently meet with your sponsor or other community mentor.
- Have a stable source of income.
- Have stable living situation.
- Have employment, school/education, vocational training, or volunteering.
- Maintain in good standing with the Probation Department, if on Adult Probation.
- Have a support system of clean & sober people and community activities.
- Update your Wellness Recovery Action Plan with your DCTC case manager if needed.
- Complete any obligation regarding restitution, fines, or fees.

Participant must complete graduation advancement application and petition to Drug Court at least 4 weeks prior to requested graduation date. This is typically the first Monday of the graduation month:

- How is your life different now as compared to when you first started Drug Court? What changed?
- What are some challenges you will have after Drug Court and how do you plan on dealing with those challenges?
- Explain why you are ready to graduate now and not at a later date.
- What are your motivations are for staying sober and what your plans after graduation?

After you are found to be eligible for graduation:

- Attend the exit seminar with your discharge aftercare plan which is typically the second Monday of the graduating month.
- Attend your DC graduation which is typically the last Monday of every other month.

Graduation

There is a big difference between being sober and being in recovery. We want you to be fully into the recovery process before you graduate. This requires a deeper healing process of change in your life. This process requires help from others. Reach out to your case manager, your sober support system, other community resources, and chosen family member that help promote your recovery. Stay firm in your commitment to remain clean and sober, and surround yourself with people, places, and things that will help promote your goal.

Graduation is a time to celebrate your accomplishments. You may invite your family, friends and support community to join you at your Drug Court graduation.

Legal Benefits of Completing Drug Court

When you successfully complete Drug Court, your probation may be terminated early, your charges may be reduced, or your case may be dismissed. Please discuss the possible outcome of your case with your attorney. Outcomes vary based on your particular legal situation.

Agreement to Participate in Drug Court Treatment Center (Client Copy)

I understand my rights and consent to participation in Drug Court Treatment Center and agree to the following:

- *I agree to follow the San Francisco Drug Court phase system and guidelines to graduate from San Francisco Drug Court.
- *I understand that my Treatment Providers will share information about my progress, treatment plan, attendance, and participation in the program to the Judge and will be sharing information during Case Conferencing with member of the Drug Court Team. In order to remain in the program, I must allow my treatment providers to speak to and provide updates to the Drug Court Team.
- *I agree to follow the treatment plan designed with me by Drug Court Treatment Center and represented members of the Treatment team.
- *I agree to follow the program rules that are presented to me for outpatient treatment program and/or residential treatment program where I receive treatment.
- *I agree to not tamper with urinalysis testing and will show up for testing during days and times indicated by treatment staff or by the Judge.
- *I will follow the expectations and conducts of behavior set forth by the Drug Court Treatment Center and other programs or services that I need to attend as part of Drug Court and of my treatment plan.
- *Participation in the Drug Court Program and Drug Court Treatment Center is VOLUNTARY. I am free to withdraw from it at any time. I understand that the information that is discussed and shared by the treatment team, the Attorneys, and the Judge cannot be used against me at any time if I cease to participate in this treatment court.

Date of Review: _____

By signing below, I agree to participate in Drug Court Treatment Center and is admitted to the program.

_____	_____	_____
Client Signature	Client's Name (Printed)	Date
_____	_____	_____
Drug Court Staff Signature	Drug Court Staff Name (Printed)	Date

Agreement to Participate in Drug Court Treatment Center (DCTC Copy)

I understand my rights and consent to participation in Drug Court Treatment Center and agree to the following:

- *I agree to follow the San Francisco Drug Court phase system and guidelines to graduate from San Francisco Drug Court.
- *I understand that my Treatment Providers will share information about my progress, treatment plan, attendance, and participation in the program to the Judge and will be sharing information during Case Conferencing with member of the Drug Court Team. In order to remain in the program, I must allow my treatment providers to speak to and provide updates to the Drug Court Team.
- *I agree to follow the treatment plan designed with me by Drug Court Treatment Center and represented members of the Treatment team.
- *I agree to follow the program rules that are presented to me for outpatient treatment program and/or residential treatment program where I receive treatment.
- *I agree to not tamper with urinalysis testing and will show up for testing during days and times indicated by treatment staff or by the Judge.
- *I will follow the expectations and conducts of behavior set forth by the Drug Court Treatment Center and other programs or services that I need to attend as part of Drug Court and of my treatment plan.
- *Participation in the Drug Court Program and Drug Court Treatment Center is VOLUNTARY. I am free to withdraw from it at any time. I understand that the information that is discussed and shared by the treatment team, the Attorneys, and the Judge cannot be used against me at any time if I cease to participate in this treatment court.

Date of Review: _____

By signing below, I agree to participate in Drug Court Treatment Center and is admitted to the program.

_____ Client Signature	_____ Client's Name (Printed)	_____ Date
_____ Drug Court Staff Signature	_____ Drug Court Staff Name (Printed)	_____ Date