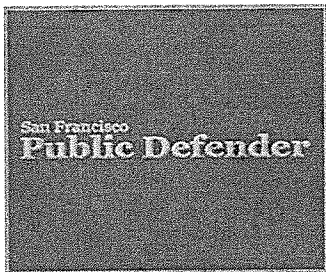
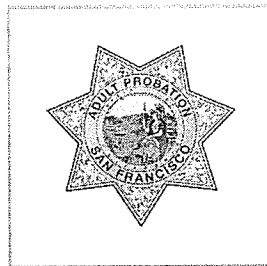
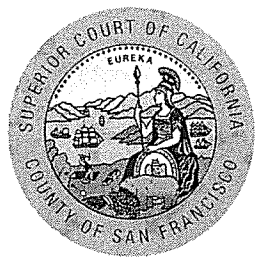
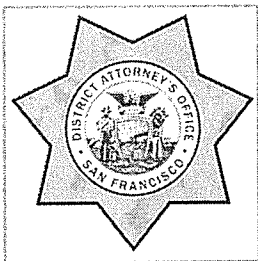


# YOUNG ADULT COURT

## Policies and Procedures Manual

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SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN FRANCISCO

August 2019

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## INTRODUCTION

The last two decades have given rise to a body of research establishing that young adults are fundamentally different from both juveniles and older adults in how they process information and make decisions. The prefrontal cortex of the brain — responsible for our cognitive processing and impulse control — does not fully develop until the early to mid-20s. At the same time that young adults are going through this critical developmental phase, many find themselves facing adulthood without supportive family, housing, education, employment and other critical protective factors that can help them navigate this tumultuous period.

Our traditional justice system is not designed to address cases involving these individuals, who are qualitatively different in development, skills, and needs from both children and older adults. In response, Young Adult Court (YAC) was developed for 18-24 year olds due to the critical development still occurring in the young adult. Many of the participants in YAC have extensive previous and ongoing trauma, inadequate support systems and housing, and minimal educational and employment histories. Some youth also have substance use issues and co-occurring mental health disorders. The program began in August 2015 and is a partnership among the Superior Court of California, San Francisco, Office of the District Attorney, Office of the Public Defender, Adult Probation Department, Felton Institute, Goodwill Industries, Sunset Youth Services and Citywide Forensic Case Management. The Department of Children, Youth and Their Families, Sheriff's Department, Jail Reentry Services, the Department of Public Health and the Department of Homelessness and Supportive Housing also support YAC.

The program is grounded in strategies and practices that are developmentally appropriate and trauma informed, and encourages the participant to make thoughtful decisions about the choices they make on a daily basis. YAC offers eligible participants intensive clinical case management, individual and group counseling, supportive family services, dialectical and cognitive behavior therapy, and connections to substance use treatment, housing, parenting, and academic and vocational support through linkages in the community. Participants are given an opportunity to engage in a therapeutic process to learn new skills as they take their first steps into adulthood, to reduce and recover from alcohol and/or drug (AOD) addiction and to promote physical, mental and emotional well-being.

## MISSION

The mission of Young Adult Court is to work in partnership with young adults, ages 18-24, by supporting them to make a successful transition into adulthood. Our aim is to fortify young people with tools and connections to disrupt the cycle of incarceration and poverty and support healthy communities.

## GOALS

The primary goals of Young Adult Court include:

- Ensuring public safety and reducing recidivism through developmentally appropriate interventions, referrals to social services, education, housing, treatment programs and community supervision.
- Increasing the assets of young adults to help them to transform their lives.
- Providing justice-involved young adults with a meaningful path to reducing/eliminating their criminal record.
- Increasing collaboration between the court, counsel, city agencies, community based programs, and other health treatment services.

## GUIDING PRINCIPLES

The Young Adult Court engages participants by providing judicially supervised treatment and social services, as a voluntary option, to transitional aged young adults as an alternative to conviction and incarceration.

The program embraces a strength-based clinical case management approach, in a structured environment, to ensure that each participant develops a Wellness Care Plan and works toward their goals. YAC utilizes individualized and group interventions to reduce high-risk behaviors while taking into consideration the person's housing, education, employment, substance use, mental health, and physical health challenges. YAC utilizes the strategic use of rewards and negative responses to encourage the success of participants.

YAC makes every effort to identify all reasonably appropriate interventions and treatment options including the following:

- Safe, stable and affordable housing
- School reengagement and alternative education programs
- Workforce development and connections to employment
- Health and mental health services, with an emphasis on trauma-informed care
- Substance use treatment
- Parenting services and support
- Gender specific services
- LGBTQ services

## TEN KEY COMPONENTS

YAC follows the National Association of Drug Court Professionals' principles of problem solving courts called the Ten Key Components which define the basic elements of collaborative court programs.

**YAC integrates social services with justice system case processing.**

Social services are developmentally appropriate, trauma informed and culturally competent.

**Using a non-adversarial approach, prosecution, defense counsel and probation promote public safety while protecting participants' due process rights.**

The DA, PD offices and Adult Probation devote staff to work on YAC. Attorneys are committed to supporting individual wellness plans while also considering public safety and due process rights. The private defense bar also handles cases in YAC.

**Eligible participants are identified early and referred for initial suitability**

**assessment.** The court refers participants to YAC clinical treatment services for an immediate assessment(s).

**YAC provides access to a continuum of treatment and rehabilitation services.**

Participants engage in clinical and case management services, largely provided by Felton Institute, and the Adult Probation's Community Assessment and Service Center (CASC), operated by Citywide Forensic Case Management Services, for mental health and other social service needs. Goodwill Industries provides job readiness, job search support and employment. Sunset Youth Services provides job linkages and family support. Larkin Street Youth Services provides dedicated permanent housing. In addition, the court leverages the broad array of community-based services for TAY in San Francisco, as well as DPH's TAY System of Care for their behavioral health needs. The YAC team is fully trained on the neuroscience of brain development. The team and partner agencies are trauma informed. Cultural competency is always considered in the delivery of case management and social services.

**A coordinated strategy governs YAC responses to participant engagement.**

A series of timely progress reports coupled with court appearances encourage engagement with Wellness Care Plan commitments and judicial mandates. Positive performance results in affirmations or rewards from the judge, leading to reduced supervision and eventual graduation from YAC. Negative responses for non-engagement are imposed based on their therapeutic value.

**Ongoing judicial interaction with each YAC participant is essential.**

YAC participants will appear before the judge weekly, bi-weekly, or monthly depending on their level of engagement and their current phase.

**Abstinence and/or harm reduction is monitored by drug testing.**

For random drug testing, YAC coordinates with treatment providers at the CASC reporting center. This information is provided in weekly YAC progress reports.

**Monitoring and evaluation measures the achievement of program goals and gauges effectiveness.**

YAC utilizes information technology to manage and analyze data and participant referral needs and partners with independent researchers to

evaluate the program and identify areas for ongoing improvement and expansion.

**Promote training and education for effective program planning, implementation, and operation.**

Staff meet professional benchmarks by continuing to educate themselves through local, regional and national training conferences, in addition to current research, with a special focus on young adult development. Procedural fairness is an important program component and all team members are trained accordingly.

**Forges partnerships among collaborative courts, public agencies, and community-based organizations to generate local support and enhance YAC program effectiveness.**

The collaborative structure of YAC requires constant communication among team members and leverages public and community-based resources to share information and enhance YAC effectiveness.

## **PROCEDURAL FAIRNESS**

Procedural fairness is a guiding principle of Young Adult Court. A shared commitment of the YAC team is to ensure that those who experience the YAC program feel that their case was handled through fair procedures and that they received fair treatment. Procedural justice is defined in terms of four issues: voice, neutrality, respect and trust. This means that young adults are afforded the following: an opportunity to be heard; decisions based on facts and program rules that are applied consistently; serious consideration of their concerns; and a program that acts in their best interests. Procedural justice is known to lead to positive views about the legal system and the legitimacy of public institutions, and promotes the well-being of young people through self-esteem, respect and pride. (Tom R. Tyler and Tracey L. Meares, Yale Law School. Webinar through the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, 2016).

## **CULTURAL COMPETENCE**

The YAC team is committed to cultural responsiveness and team members reflect the race, ethnicity and linguistic needs of the diverse population we serve. Developing cultural responsiveness is also an evolving, dynamic process. Trainings on this issue are available on an ongoing basis and as team members change over time.

## **ROLES AND RESPONSIBILITIES**

### **THE YOUNG ADULT COURT TEAM**

#### **Judge**

The YAC judge heads the collaborative treatment team. The judge serves as the leader of the YAC team and maintains an active role in YAC processes. This includes presiding over YAC court proceedings, reviewing progress reports, conducting weekly case conferencing, imposing behavioral rewards and negative responses, and promoting consensus-based problem solving and planning.

#### **District Attorney**

The role of the District Attorney in YAC differs from the traditional adjudication process. In YAC, all parties and counsel share the common goal of helping participants successfully comply with their Wellness Care Plan. The prosecutor reviews new cases to determine legal eligibility pursuant to the established guidelines. The initial eligibility assessment includes a review of the defendant's criminal history, consultation with victims, and determination of the appropriate legal disposition upon the participant's entry into YAC, including plea offers as required. The prosecutor also contacts victims prior to YAC admission. As part of a collaborative team with the judge, defense attorney, and clinical staff, the prosecutor monitors participant progress and can make recommendations regarding rewards and negative responses. If a participant is re-arrested, the prosecutor reviews the new case and assesses the appropriateness of continued participation in conjunction with the judge.

#### **Public Defender/Defense Attorney**

The Public Defender, or defense counsel, represents and counsels the defendant in all court proceedings. The Public Defender, or defense counsel, uses a collaborative approach, with a focus on protecting the participants' constitutional rights, helping the participant to understand YAC expectations and legal posture of their case, and supporting participants' success in treatment to promote health and well-being. The Public Defender, or defense attorney, supports the participant in complying with mandates of the court and navigating their Wellness Care Plan in order to minimize the participants' exposure to incarceration, reduce the risk of recidivism, and mitigate the consequence of a criminal conviction.

#### **Adult Probation Department**

Some YAC participants are on probation during their tenure in the program – either because the case that brought them into the court resolves with a grant of probation, or through a Motion to Revoke Probation (MTR) initiated by the Adult Probation Department (APD). A dedicated YAC Probation Officer from APD's TAY Unit maintains an exclusive YAC caseload and serves as liaison between APD and the court for YAC participants on probation. The Probation Officer is responsible for ensuring compliance with the terms and conditions of probation, public safety, monitoring and modifying probation expiration dates, advancing

YAC participants on calendar, documenting each YAC participant's disposition after each court appearance, connecting participants with additional probation-specific services, establishing contact with victims about restitution and providing this information to the court. Participants are initially assessed via the COMPAS Risk/Needs Assessment tool upon their grant of probation. Probation ensures that individuals are suitably matched to appropriate treatment and interventions are designed to address their identified criminogenic needs.

Additionally, Adult Probation's Interrupt, Predict and Organize (IPO) violence prevention program is also in the TAY unit. The IPO is an employment program that provides eligible participants with Job Readiness Training (JRT) through a community based organization. The participants who successfully complete the JRT are placed at work sites through various city departments: Recreation and Parks, Department of Public Health and San Francisco Public Works.

### **Case Management and Clinical Support**

Community treatment and case management is provided by the Felton Institute or Citywide Forensic case managers depending on a participant's probation status. Felton Institute conducts therapeutic assessments for all YAC participants who enter the program on new cases, and both agencies provide intensive case management that is trauma-informed, strengths-based and participant-centered. In addition, Felton conducts individual therapy, and utilizes a motivational care management approach to offer a 4 month Life Skills and Dialectic Behavioral Therapy skills group for all YAC participants.

### **Community Assessment and Service Center (CASC)**

All YAC participants can access a range of services at the CASC (see page 15 for a list of CASC services), which is operated by Citywide Forensic Case Management, a program of UCSF. A Citywide case manager provides case management and social services to YAC participants who are under probation supervision. Through the CASC, all participants can receive guidance, training, and individualized services supporting emotional, educational and recovery needs. Individualized plans and weekly schedules keep participants engaged even when they are not in the Center. These comprehensive services are essential to achieve positive change and successful community integration.

### **Workforce Development**

Primary workforce development services are provided by Goodwill Industries and Sunset Youth Services who identify job opportunities that match the participant's interests, abilities and career goals. YAC Career Advisor(s) work with participants to identify meaningful and fulfilling employment. Through the creation of an Individual Career Development Plan (ICDP), the YAC Career Advisor(s) assess the participant's strengths and needs to assist them in creating short and long term career goals which could include developing a resumé, prepping for an interview, or providing employment related supportive services (e.g. clothing vouchers or transportation cards). The YAC Career Advisor(s) provide retention support to assist with any issues that may arise on the job.



### **Community Providers**

YAC maintains an extensive network of community-based services including Larkin Street Youth Services for shelter and transitional housing, Healthright360 for substance use treatment, and a broad range of other community-based services. The YAC team refers participants to specific programs based on their social service needs, the program's capacity to provide developmentally and culturally appropriate services, and the program's ability to comply with the court's reporting requirements. The YAC clinical case managers maintain close communication with community providers who provide input to the court on a participant's engagement in their services and programs. At times, a community provider will appear in court to report on the progress or non-compliance of a YAC participant.

### **Collaborative Justice Programs, Superior Court**

The goal of San Francisco Superior Court's Collaborative Justice Programs department is to enhance the efficiency and sustainability of collaborative justice programs, to increase public knowledge about problem-solving courts and to strengthen inter-organizational relations. Office staff assists with the day-to-day court operations of all collaborative court programs. Staff serve as a liaison with other team agencies and community programs and are responsible for data collection and analysis, grant writing, resource development, and public outreach and information.

## **LEGAL ELIGIBILITY**

YAC is intended for participants, 18-24 years, with a moderate-high to high risk of recidivism and high level of criminogenic needs. Participants with a felony offense who are at risk of incarceration are given priority for admission.

**Eligibility** is a legal determination based on the nature and type of charges filed against a defendant as well as that defendant's prior criminal history. Pursuant to existing Collaborative Court Eligibility guidelines, the District Attorney confirms legal eligibility and provides waivers, when appropriate, for participants who are not eligible according to the guidelines or seek a modified legal disposition. Felony cases will be prioritized over misdemeanor cases. Priority is given to individuals with connections to San Francisco, including family and other supports, due to YAC'S limited capacity.

The Office of the District Attorney requires its staff to obtain approval from a Managing Attorney to refer cases in the following situations:

- Any case that cannot be referred as an open matter (e.g. not eligible on a pre-plea or DEJ basis) per YAC eligibility guidelines;
- Any case with disqualifying conditions per YAC eligibility guidelines;
- Any case referred post-preliminary hearing in which there is a named victim.

When a participant is determined by the District Attorney to be ineligible under these guidelines, defense counsel may, on a case-by-case basis, petition the

managing attorney to waive the criteria that rendered the defendant ineligible. Defense counsel is invited to provide any other information relevant to the defendant's case.

## **CASE OUTCOMES**

Pre-Plea cases will be dismissed on motion of the District Attorney pursuant to Penal Code Section 1000.5 or 1000.8 and the arrest will be cleared pursuant to Penal Code Section 851.90. This means that it will not be accessible to individuals or agencies outside of law enforcement.

### Deferred Entry of Judgment Cases

- Defendant will be allowed to withdraw the previously entered plea of guilty.
- Case will be dismissed on motion of the District Attorney pursuant to Penal Code Section 1000.3 s/b 1000.5 or 1000.8 and the arrest will be cleared pursuant to Penal Code Section 851.90.

### Motions to Revoke Probation Cases

- Probation will be completed and successfully terminated, unless there is specific agreement to the contrary at the time of entry into YAC or newly added terms during participation in YAC. If there remains outstanding restitution, a CR110 judgement will be entered. A motion under Penal Code Section 1203.4 will be granted.

## **PAYMENT OF FEES, FINES AND RESTITUTION**

Payment of restitution is an important part of a participant's responsibilities. Participants may be required to make restitution payments, when appropriate, and as ordered by the judge. A CR 110 will be issued for any restitution that remains outstanding at graduation. All fines and fees will be suspended upon successful completion of the YAC program.

## **ASSESSMENT AND ADMITTANCE**

The clinical screening and assessment process takes into consideration the following: (a) the participant's background and social service needs, (b) the participant's openness and motivation to obtain training, education and social services including substance use and mental health treatment, if appropriate and, (c) the suitability of the participant for entering the YAC program.

**Suitability** is determined by the court in consultation with the YAC clinical team. The court will consider the results of a YAC clinical screening and assessment, a criminal history proffered by the District Attorney, Police Department and the Adult Probation Department, and any other relevant information. Suitability measures, among other considerations, the prospective participant's willingness and capacity to participate in and complete the YAC program. The initial suitability process assesses risk and needs and considers factors that may impact

a participant's ability to participate in YAC. Participants should not be excluded from admission solely because of prior treatment failures or a current lack of demonstrated motivation for treatment. YAC uses motivational enhancement strategies to engage participants and keep them in treatment.

For the suitability assessment, Felton interviews each referred participant to compose a comprehensive bio-psycho-social and criminogenic assessment. Every summary includes a history (MHS 140) of psychological services rendered; a family systems summary; strengths (protective factors and coping strategies); participant barriers (risk factors and coping strategies); and a summary of test results utilizing nationally recognized assessment tools for depression, anxiety, trauma, substance abuse, and others.

## **ADMITTANCE**

Upon completion of the initial suitability assessment, the participant must review the terms of the YAC program with their attorney. In some cases, based upon the legal eligibility criteria and negotiation between counsel, participants will be required to enter a plea in order to participate in the program. The clinical case manager(s) and Deputy Probation Officer ensure that participants view the Orientation Video and the "Commitment to Participate in Young Adult Court," located in the Participant Handbook. This agreement will be signed and co-signed by the case manager and the participant once the orientation is completed. In some cases, participants will have been in custody and will work with Felton and/or Probation on their release plan.

The Participant Handbook sets forth program expectations and requirements including:

- Legal advantages to completing YAC
- Length of program, phases, and treatment services
- Clear written guidelines identifying rewards and responses and how those responses will be utilized
- Drug testing information
- Conditions of program termination
- Graduation criteria
- Substance Use Agreement (to be signed)
- Travel Agreement (to be signed)
- Dress Guidelines Agreement (to be signed)
- Commitment to Participate (to be signed)
- Contact information

# CLINICAL CASE MANAGEMENT

## WELLNESS CARE PLANS

Community treatment and clinical case management for non-probation YAC participants is provided by the Felton Institute, who uses a Motivational Care Management (MCM) model of care. This approach utilizes motivational interviewing and is participant centered, collaborative, strength based, culturally relevant, data driven, and trauma informed. Services include clinical assessments, intensive case management, individual therapy, Life Skills and Dialectical Behavioral Therapy skills groups. Wellness Care Plans (WCP) are individualized, developed jointly with the YAC participant and case manager and serves as a participant's map to success. Together, clinical case managers and participants identify seven categories of barriers that must be addressed to achieve stabilization and completion of the YAC program. Some of these barriers include right to work documents (California ID or social security cards), housing support, therapeutic and/or substance use support, education, employment, medical or psychiatric support. Participants are ideally engaged in YAC for a period of one year to 18 months by transitioning through four phases, with an ongoing relationship of care in the areas of job readiness, housing, educational support and parenting.

## THERAPEUTIC CARE

**Clinical Case Management** All YAC participants work closely with their assigned clinical case manager or CCM. The CCM supports participants with navigating each phase of the program, attends court with the participants weekly, provides linkage and resources and can also hold therapeutic space for the participant. The CCM works with the participant collaboratively and accounts for the participant's priorities and readiness to access support. The CCM may simultaneously be working psychotherapeutically with the participant, collaborating with a community-based provider, medical personnel and consulting with families and residential providers. CCMs also spend time with participants in the field, supporting them to navigate various systems.

**Motivational Interviewing** utilizes a collaborative guiding style of conversation to elicit participants' own motivation for change while maintaining participant autonomy. Clinical case managers use open ended questions, positive affirmations, and reflections, to support participants' change processes.

The process of Motivational Interviewing involves:

1. Engaging with a participant at their current stage of change
2. Focusing on participant goals for change
3. Evoking reasons for change
4. Supporting a participant's plan to achieve their goal

**Cognitive Behavioral Therapy (CBT)** is a short-term, goal-oriented psychotherapy and a practical approach to problem-solving. Its goal is to change patterns of thinking or behavior. It is used to treat a wide range of issues, from sleeping difficulties or relationship problems, to drug and alcohol use or anxiety and depression. CBT supports individuals with change by focusing on the thoughts, images, beliefs and attitudes that are held (a person's cognitive processes) and how these processes relate to the way a person behaves and the impact it has on their emotional well-being.

### **Groups**

Groups are available to all YAC participants regardless of their probation status. Emphasis is placed on both CBT and DBT which are two forms of psychotherapy or "talk therapy." CBT is structured, short-term, goal-oriented and focuses on the present. DBT is based on CBT, with greater focus on emotional and social aspects. DBT may include frequent check-ins and a mix of one-on-one sessions and group sessions. YAC participants learn skills around managing emotions, building relationships with others, coping well with problems or distress, acceptance, and mindfulness.

**Dialectical Behavioral Therapy (DBT)** emphasizes the psychosocial aspects of treatment. The DBT inspired skills group is an 8 week class that teaches participants mindfulness, distress tolerance, emotion regulation and interpersonal effectiveness. These skill based classes are centered on effective communication and decision making. More specifically, DBT is:

- Support-oriented: It helps a person identify and build on their strengths so that the person can be more effective in their life.
- Cognitive-based: DBT helps identify thoughts, beliefs, and assumptions that make life harder: "I have to be perfect at everything." "If I get angry, I'm a terrible person" and helps participants to learn different ways of thinking.
- Collaborative: DBT asks participants to role-play new ways of interacting with others and to practice skills such as soothing yourself when upset. These skills are taught in weekly lectures, reviewed in individual case management meetings and referred to in nearly every group. The individual therapist helps the person to learn, apply and master the DBT skills.

**Life Skills Group** is a two month class that supports participants with their Wellness Care Plan management. Participants will increase their awareness of expectations, time-management and resource acquisition, and be introduced to both the theory and process of change. The YAC clinical team is also committed to engaging participants in both financial literacy and employability skills.

## COMMUNITY SUPERVISION

The San Francisco Adult Probation Department is an integral partner in the City's criminal justice system and contributes to public safety through its court services, supervision and treatment referral functions. The Transitional Aged Youth (TAY) unit serves the needs of participants between the ages of 18-25. All YAC participants who are on probation are supervised by APD's TAY Unit, and the unit dedicates a probation officer to serve on the YAC team. YAC participants are provided services, including, but not limited to mental health, education, barrier removal and cognitive behavioral programs.

### PROBATION REFERRALS

#### Department 22

Clients with pending MTR's in Department 22 can be referred to the Young Adult Court for eligibility as part of the recommendation.

#### Direct Referral to Dept 05 via Individualized Treatment & Rehabilitation Plan (ITRP)

APD will identify possible new referrals and do direct referral to YAC through the MTR process. APD will review client's progress on probation and determine their appropriateness for the program. The client must agree to participate in YAC in consultation with his/her attorney. Clients are referred to Young Adult Court for additional court oversight and as an incentive to complete their probation term early with satisfactory participation. Clients will participate and complete Young Adult Court as part of his/her ITRP. This may include but is not limited to: failing to comply with their case plan; failure to report; new law violations or increased drug use.

### RISK NEEDS ASSESSMENTS

All candidates referred the Young Adult Court by the Adult Probation Department are screened by an APD Officer, using the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). The COMPAS uses principals of evidence-based rehabilitation that (a) targets the highest risk offenders; (b) assesses the offenders' needs and, (c) assists the probation officer with identifying responsivity issues or characteristics that interfere or facilitate an offender's ability and motivation to learn. The results of the screening are forwarded to a supervision officer in the Transitional Aged Youth Unit (TAY) who, in collaboration with the defendant, develops an Individualized Treatment and Rehabilitation Plan (ITRP). The ITRP identifies goals targeting specific criminogenic needs. Once the goals are identified, tasks are assigned, and referrals are made to meet those goals. The role of the ITRP is to give both the participant and the probation officer a "road map" for successful re-entry back into the community. The ITRPs are updated every 6 months or as needed and modified based on the participant's progress.

## COMMUNITY ASSESSMENT AND SERVICE CENTER (CASC)

The Community Assessment and Service Center was created in partnership with the San Francisco Adult Probation Department to meet the needs of justice-involved adults and to assist them with a smooth transition back into their communities and off supervision. YAC participants who are serving a probation term receive case management from a dedicated TAY Citywide case manager at the CASC – but all YAC participants are eligible to receive a broad range of services. The CASC provides onsite services 6 days a week.

### A Sample of Services at the CASC (August 2019)

SERVICE	DESCRIPTION
<i>Anger Management*</i>	Treatment model with a cognitive behavioral therapy approach that employs cognitive, communication, and relaxation skills. <i>*This is available for Adult Probation clients with a referral only.</i>
<i>Art Club</i>	Art Club is a therapeutic form of expressive therapy that uses the creative process of making art to improve a person’s physical, mental, and emotional well-being.
<i>Benefits Assessments</i>	An HSA staff member will assess eligibility and help participants enroll in CAAP, CalFresh, and Medi-Cal.
<i>Breaking Barz</i>	This is a coed support and performance group for TAY youth that focuses on how incarceration effects the mental health of the formerly incarcerated.
<i>Changing Your Mind*</i>	Changing Your Mind is a cognitive behavioral therapy group for participants with mental health disorders. Participants learn how to work with their thoughts, feelings, and behaviors to help them change their lives.
<i>Client Planning Committee</i>	Participants will take part in a planning committee, which will help oversee the roll out of services, groups, celebrations, and other milieu activities at the new CASC.

<b><i>Emotion Regulation: A DBT Skills Group</i></b>	Managing Your Emotions is a skills building group for clients who struggle with mood regulation.
<b><i>Fathers Matter</i></b>	Provides support, information, and motivation in life skills, parenthood, relationships, and health.
<b><i>Five Keys Charter School</i></b>	Classes provided to obtain a GED or high school diploma.
<b><i>Goodwill Industries</i></b>	Employment readiness classes, job search assistance, referrals, direct placement, and follow-up support.
<b><i>Housing Resource Workshop Tenderloin Housing Clinic</i></b>	Monthly workshop supplies information on housing resources
<b><i>Harm Reduction Group</i></b>	Group that compassionately explores stages of behavior change as it relates to high risk behaviors and addiction.
<b><i>LGBTQIA Support Group</i></b>	Group that creates a safe space for individuals who identify as LGBTQIA.
<b><i>Manalive*</i></b>	Three-stage domestic violence curriculum designed to explore roots of violence and provide tools necessary to stop the cycle.  <b><i>*This is available for Adult Probation clients with a referral only.</i></b>
<b><i>Mental Health Process Group</i></b>	Semi-structured process group where participants experiencing symptoms of mental illness can speak about their issues in a safe environment and get feedback from both clinical staff and peers.



<b>Raw Talk</b>	Series of programs that address barriers that participants face during post-release transition back into the community.
<b>Seeds</b>	A post-release employment workshop hosted by Federal Probation.
<b>Seeking Safety</b>	Present-focused therapy that helps participants attain safety from trauma (including PTSD) and substance use by emphasizing coping skills, grounding techniques, and education.
<b>Sister's Circle</b>	Educates and empowers women to move to the next level of recovery and to overcome the barriers of homelessness, domestic violence, substance use and chronic illnesses.
<b>Spanish Speaking Process Group*</b>	Support and skill based group for individuals who are monolingual. <i>*This is available for Adult Probation clients with a referral only.</i>
<b>STOP*</b>	STOP (Substance Treatment Outpatient Program) is designed for clients with severe and persisting mental illness. Targeted, structured daily groups as well as 1:1 support available. <i>*This is available for Adult Probation clients with a referral only.</i>
<b>TAY Group</b>	Support group for transitional age youth which helps them achieve the tools to succeed in adult hood—life skills, coping tools, healthy communication, and managing emotions.
<b>Thinking for a Change (T4C)*</b>	Cognitive behavioral change model to increase awareness that thinking controls behavior. Learning skills to replace past risk thinking with new, pro- social thinking to eliminate or minimize negative consequences. <i>*This is available for Adult Probation clients with a referral only. *</i>
<b>Transformative Life Coaching (TLC)</b>	A 5 week program for formerly incarcerated men with the goal of bridging ancient wisdom and their modern lives.

## ENGAGEMENT and ACCOUNTABILITY

Young Adult Court builds on the collaborative court model which has demonstrated its effectiveness in supporting and promoting positive behavior change. Collaborative courts include the use of incentives and sanctions that are (a) certain, (b) swift, (c) perceived as fair, (d) appropriate in magnitude, and, (e) immediate. However, while YAC employs this principle it does so with intentional differences in terminology that are designed to engage our participants at their unique developmental level. YAC uses the verbiage of "engagement" or "commitment" rather than "compliance," "reward" instead of "incentive," "negative response" instead of "sanction."

Of the goals identified with each participant, the team will determine which are proximal goals (goals that are achievable in the short run) and which are distal goals (long term goals, like sobriety). Proximal and distal goals are different for different participants and change over time. Suggested targeted behaviors include: attending scheduled appointments; reduced substance use; compliance with court orders; pro-social behaviors such as education, employment, anger management or parenting. Both positive and negative behaviors are addressed.

Participants are subject to rewards or negative responses based on their program engagement. Positive engagement is recognized through a rewards system. Failure to engage in the program or to support one's Wellness Plan are responded to accordingly. **Rewards** recognize participants for their efforts in treatment and to reinforce their positive behaviors, and are granted on an *as-earned* basis. **Responses** are imposed immediately based on non-engagement. The judge considers the severity of the current behavior, the number of previous negative responses, the participant's current phase level, and the participant's attitude and willingness to accept responsibility for the behavior. While *consequences* for non engagement must be consistent, they may need to be individualized as necessary to increase effectiveness for particular participants. When a *response* is individualized, the reason for doing so should be communicated to the participant to lessen the chance that he or she, or his or her peers, will perceive the response as unfair. Additionally, it is important that the judge convey to the participant that any consequence for non engagement is separate from any change in treatment intensity. Increased treatment intensity is based upon clinical need and not imposed as a response to non engagement. Research has shown that successive *responses* imposed on a participant should be graduated to increase their effectiveness.

YAC has developed an inventory of graduated rewards and negative responses to target behavior. The judge and the team may choose from the list below based on an individual's behavior.

## RESPONSES TO BEHAVIOR

Achievements	→	Rewards
<ul style="list-style-type: none"> <li>▪ Attending all court appearances</li> <li>▪ Attendance and participation in treatment</li> <li>▪ Attendance and participation in support meetings</li> <li>▪ Completion of GED</li> <li>▪ Negative drug test results for period of time</li> <li>▪ Enrollment in vocational training</li> <li>▪ Engagement in employment or pursuit of employment</li> <li>▪ Compliance with treatment/supervision plan</li> <li>▪ Phase Advancement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recognition and praise by the judge</li> <li>▪ Order of case called</li> <li>▪ Courtroom recognition</li> <li>▪ Certificates of achievement</li> <li>▪ Movie tickets, gift cards or other recognition</li> <li>▪ Decrease court appearances</li> <li>▪ Decrease Probation visits</li> <li>▪ Clothing assistance</li> <li>▪ Certificates for Phase Advancement</li> </ul>
Negative Choices	→	Negative Responses
<ul style="list-style-type: none"> <li>▪ Missed court appearances</li> <li>▪ Missed appointment with probation officer</li> <li>▪ Missed support meetings or treatment</li> <li>▪ Noncompliance with treatment plan</li> <li>▪ Violation of court order</li> <li>▪ Positive drug test</li> <li>▪ Missed drug test (considered a positive drug test)</li> <li>▪ Tampered drug test</li> <li>▪ Inappropriate behavior/non-engagement</li> <li>▪ New offense</li> <li>▪ Driving while license suspended/revoked</li> <li>▪ Failure to perform sanction</li> <li>▪ Dishonest</li> </ul>		<ul style="list-style-type: none"> <li>▪ Reprimand from the judge</li> <li>▪ Essay presented to judge</li> <li>▪ Increased court appearances</li> <li>▪ Increase Probation visits</li> <li>▪ Increased drug testing</li> <li>▪ Additional SWAP hours</li> <li>▪ Area/Association Restriction</li> <li>▪ Delay in Phase change</li> <li>▪ Placement on GPS (final step before in-custody)</li> <li>▪ Remand</li> <li>▪ Termination from YAC program</li> </ul>

## SUBSTANCE USE

YAC utilizes a harm reduction approach when addressing substance use. Harm reduction is a model that seeks to mitigate harm associated with substance use in a manner that is participant centered. YAC participants are expected to manage substance use appropriately. If a participant arrives for any YAC related activity (case management meetings, court, group, hiring events, meetings with other providers through YAC) under the influence of substances, at staff discretion they may be asked to leave and/or reschedule.

## Drug Testing

Drug testing is a component of YAC that allows the participant, the case management team and the collaborative to gain insight into a participant's substance use. All participants undergo baseline testing. Additional testing may occur at any time during participation in YAC. Drug testing occurs at the CASC located at 564 6<sup>th</sup> Street.

CASC has agreed to provide drug testing for YAC participants at whatever frequency of testing is required.

- The scope of the testing must be sufficiently broad to detect the participant's primary drug of choice as well as other potential drugs of abuse including alcohol.
- CASC must have specific, detailed, written procedures regarding all aspects of testing, sample analysis and result reporting.
- CASC must have written procedures for verifying accuracy when test results are contested.
- Urine analysis tests are conducted at CASC. Sample collections must be directly observed.
- CASC provides a report of all scheduled testing results.

Note: Participants must have a profile in Redwood Toxicology, the testing services provider. This profile must be created by the referring case manager if the participant does not already have an active profile.

## Intervention and Responses for Substance Use

Participants who test positive for substances are ordered by the court to have conversations with their case manager around their use. As substance use is subjective and individualized, an appropriate response can be formulated utilizing input from the participants, their case manager, and the collaborative.

Factors to consider when considering responses/interventions:

- Participant's current level of substance use
- Type of drug being used
- Participant's history of substance use
- Impact of substance use on participant's ability to manage factors in Wellness Care Plan such as employment, housing, parenting or education.

Possible Responses

- Increased frequency of drug testing
- Outpatient groups
- Medication Assisted Treatment (Suboxone, methadone, etc.)
- Community Detox
- Residential treatment or possible referral to Drug Court

For participants who tamper with drug tests or refuse to test, the following responses are considered:

- An appropriate response from the court based on participant's current and past behavior
- Increased frequency in court

- SWAP
- Remand
- Termination from YAC after multiple tampers

### **THE USE OF SUBSTANCES DURING COURT SESSIONS**

Coming to court under the influence of any substances is explicitly prohibited for all participants involved in the Young Adult Court program. If a YAC participant is under the influence of any substances during court, graduated responses will occur. The following procedure is outlined in the Participant Handbook.

#### **First time**

If a participant shows up in court under the influence of any substances, the case will be called last. If the case is called and the participant approaches the bench and the collaborative becomes aware of substance use, the participant will be asked to return to their seat and will be called last. The following day the participant will meet with their case manager to discuss possible outpatient support, coping strategies, or interventions, and to review rules to ensure that appropriate behavior and accountability to program commitments is understood.

#### **Second time**

Participant receives a referral to the Community Assessment and Service Center (CASC) for a drug screen(s). The court will refer to collaborative members for recommendations about a response in addition to the drug screens. One example is a two to three paragraph essay that allows a participant to reflect on appropriate/inappropriate court behavior. SWAP or increased court dates is another alternative.

#### **Third time**

Participant receives a referral to outpatient programming and continues to be drug tested. The YAC team may recommend increased or changed program expectations in order for the participant to continue in YAC.

## GUIDELINES FOR PROFESSIONAL DRESS IN COURT

One part of Young Adult Court is developing skills to succeed in many different environments. The court is a "professional" environment, and a place where participants are expected to practice dressing more formally, for job opportunities or other occasions. Personal hygiene is also essential in the work place. Smelling of smoke, heavy perfume or cologne are not permitted in most work places and can impact whether or not people take you seriously.

YAC clinical case managers distribute a *Professional Clothing and Accessories Guideline* as part of the program agreement. Dress is just one part of the "presentation of self." It is also about accountability to agreements, professionalism, and establishing the habits one needs for future success.

Flashing gang signs, making gang-related statements, and wearing gang-related clothing and accessories are prohibited in the court room, the Hall of Justice, and surrounding property to maintain the safety of all participants, and maintain a professional environment.

Professional Clothing and Accessories	Items That are Not Professional
<ul style="list-style-type: none"> <li>➤ Tops &amp; bottoms that cover the midriff (stomach) and the hips/underwear</li> <li>➤ Tee-shirts that are plain</li> <li>➤ Pants without holes, rips or tears</li> <li>➤ Skirts without rips or tears</li> <li>➤ Shirts with a collar</li> <li>➤ Sneakers (ok for some work environments)</li> <li>➤ Shoes with a closed toe</li> <li>➤ Shoes with an open toe (ok for some work environments)</li> <li>➤ Belt/suspenders</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flip flops, some sandals, shower shoes, house slippers</li> <li>➤ Clothing that shows the midriff or underwear</li> <li>➤ Shorts of any length</li> <li>➤ Hats/hoods over the head</li> <li>➤ Halter or tube tops</li> <li>➤ See-through tops</li> <li>➤ Ripped or torn jeans</li> <li>➤ Baggy pants that fall below the hips</li> <li>➤ Clothing with an emblem or wording that promotes illegal or inappropriate activity</li> <li>➤ Clothing that depicts or promotes violence, sex acts, illegal drug use or profanity</li> <li>➤ Gang colors on any item of clothing or accessories</li> <li>➤ In Memoriam pictures and messages, lanyards,</li> <li>➤ Pajamas or sleepwear</li> </ul>

## PROGRAM PHASES

The Young Adult Court program is a four-phased highly structured program lasting from 10-18 months. The length of time varies depending upon a participant's engagement and progress. Each phase includes activities and accomplishments that the participant demonstrates to move into the next phase. The participant, case manager or probation officer, as well as the YAC team, will determine readiness for phase advancement based on each person's goals.

The focus of Phase 1 is **Engagement and Assessment**. Participants are expected to demonstrate initial willingness to participate in YAC activities; show ability to meet the expectations for participation in YAC; establish an initial therapeutic relationship; and commit to a plan for active engagement. If drug dependence is an issue, harm reduction is an expectation.

The focus of Phase 2 is **Stability and Accountability**. Participants are expected to develop an understanding and applicability of the following: recovery tools; cognitive restructuring of criminal/risk thinking; the use of a support systems; positive life roles which includes education or work and responsible family relations. If applicable, they are also expected to demonstrate continued efforts at meeting the goals of harm reduction.

The focus of Phase 3 is **Wellness and Community Connection**. Participants are expected to develop further cognitive skills such as anger management, negotiation, problem-solving and decision making, and financial and time management; connect with other community treatment or rehabilitative services matched to identified criminogenic needs; and demonstrate continued effective performance of socially-accepted life roles. If applicable, they are also expected to demonstrate abstinence; demonstrate competence in using relapse prevention, recovery, and cognitive restructuring skills, in progressively more challenging situations. At this phase, the team will assess a participant's readiness for graduation and will ensure that all accountability requirements are completed by the end of Phase 4.

The focus of Phase 4 is **Program Transition** that demonstrates pro-social skills, supports and recovery. Participants are expected to demonstrate a range of internalized skills with minimal program support; maintain abstinence if applicable, and contribute to and support the development of others in earlier phases of the YAC program.

A YAC participant will extend the length of time in their current phase due to inconsistent engagement, relapse or if criminal behavior is repeated. The participant will not return to a former phase.

## PHASE ONE – ENGAGEMENT AND ASSESSMENT

Participants are expected to demonstrate initial willingness to participate in treatment activities; show ability to meet the expectations for participation in YAC; establish an initial therapeutic relationship; and commit to a plan for active engagement. If drug dependence is an issue, harm reduction is an expectation.

<b>Objectives</b>	Intake, assessment and orientation; meet with case manager; develop Wellness Care Plan; attend group and/or individual therapy sessions; meet immediate needs
<b>Expected Length of Phase</b>	2-3 months
<b>Expectations</b>	<ul style="list-style-type: none"> <li>&gt; Weekly court hearings</li> <li>&gt; Meet immediate stabilization needs</li> <li>&gt; Create individualized Wellness Care Plan goals (housing and employment for example) and begin working on them</li> <li>&gt; Attend support groups as directed</li> <li>&gt; Comply with the terms and conditions of probation (if applicable)</li> <li>&gt; Initial baseline drug testing will be required</li> <li>&gt; Drug testing based on identified needs</li> </ul>
<b>Advancement</b>	<ul style="list-style-type: none"> <li>&gt; No Motions to Revoke probation or probation sanctions</li> <li>&gt; Satisfactory treatment progress or</li> <li>&gt; Satisfactory engagement with all program requirements</li> <li>&gt; Agreement of YAC Team</li> </ul>



## PHASE TWO – STABILITY AND ACCOUNTABILITY

Participants are expected to develop an understanding and applicability of the following: recovery tools; cognitive restructuring of criminal/risk thinking; the use of a support systems; positive life roles which includes education or work and responsible family relations. If applicable, they are also expected to demonstrate continued efforts at meeting the goals of harm reduction.

<b>Objectives</b>	Continue Wellness Care Plan
<b>Expected Length of Phase</b>	2-5 months
<b>Expectations</b>	<ul style="list-style-type: none"> <li>&gt; Attend required court hearings</li> <li>&gt; Ongoing review and updating of individualized Wellness Care Plan with goals accomplished (including housing, employment or educational goals)</li> <li>&gt; Comply with the terms and conditions of probation (if applicable)</li> <li>&gt; Group, individual and/or family therapy</li> <li>&gt; Attendance of support groups as directed</li> <li>&gt; Random drug testing as directed</li> </ul>
<b>Advancement</b>	<ul style="list-style-type: none"> <li>&gt; No Motions to Revoke probation or probation sanctions</li> <li>&gt; Satisfactory treatment progress or completion</li> <li>&gt; Satisfactory engagement with all program requirements</li> <li>&gt; Agreement of YAC Team</li> </ul>

### PHASE THREE – WELLNESS AND COMMUNITY CONNECTION

Participants are expected to develop further cognitive skills such as anger management, negotiation, problem-solving and decision making, and financial and time management; connect with other community treatment or rehabilitative services matched to identified criminogenic needs; and demonstrate continued effective performance of socially-accepted life roles. If applicable, they are also expected to demonstrate abstinence; demonstrate competence in using relapse prevention, recovery, and cognitive restructuring skills, in progressively more challenging situations. At this phase, the team will assess a participant's readiness for graduation and will ensure that all accountability requirements are completed by the end of Phase 4.

<b>Objectives</b>	Wellness, pursuit of education and/or vocational goals, connect with the community at large
<b>Expected Length of Phase</b>	4-6 months
<b>Expectations</b>	<ul style="list-style-type: none"> <li>➤ Attend required court hearings</li> <li>➤ Ongoing review and updating of individualized Wellness care Plan with goals accomplished (including housing, employment or educational goals)</li> <li>➤ Group, individual and/or family therapy</li> <li>➤ Attendance of support groups as directed</li> <li>➤ Stable housing arrangements</li> <li>➤ Comply with terms and conditions of probation (if applicable)</li> <li>➤ Random drug testing as directed</li> </ul>
<b>Advancement</b>	<ul style="list-style-type: none"> <li>➤ No Motions to Revoke probation or probation sanctions</li> <li>➤ Satisfactory treatment progress or completion</li> <li>➤ Satisfactory engagement with all program requirements</li> <li>➤ Agreement of YAC Team</li> </ul>

## PHASE FOUR – PROGRAM TRANSITION

Participants are expected to demonstrate a range of internalized skills with minimal program support; maintain abstinence if applicable, and contribute to and support the development of others in earlier phases of the YAC program.

<b>Objectives</b>	Transition from YAC while maintaining wellness and positive community connections
<b>Expected Length of Phase</b>	Minimum of 2-4 months
<b>Expectations</b>	<ul style="list-style-type: none"> <li>➤ Attend required court hearings</li> <li>➤ Completion of all individualized Wellness Care Plan goals</li> <li>➤ Develop a Transitional Care Plan with case manager</li> <li>➤ Group, individual and/or family treatment</li> <li>➤ Attendance of support groups as directed</li> <li>➤ Maintain employment or participation in an educational/vocational program</li> <li>➤ Stable housing arrangements</li> <li>➤ Comply with terms and conditions of probation (if applicable)</li> <li>➤ Random drug testing if applicable</li> </ul>
<b>(Advancement) GRADUATION</b>	<ul style="list-style-type: none"> <li>➤ Completion of Transitional Care Plan</li> <li>➤ No Motion to Revoke probation or probation sanctions</li> <li>➤ Successful completion of program expectations</li> <li>➤ Agreement of YAC Team</li> </ul>

## CASE CONFERENCING

Case conferencing or status hearings are a central feature of YAC. Prior to court, YAC has a status conference for all cases on the calendar that morning or afternoon. The Felton Institute clinical case managers, the Adult Probation Officer and the Citywide case manager provide a written clinical and/or probation report for their respective case in advance of case conferencing, and use the session to share insights on a participant's progress. The reports identify the engagement level, recommend appropriate rewards or negative responses, and provides updates on phase advancement. It is the goal of YAC to identify areas of need and provide appropriate support, or escalating responses, to

support participants in achieving their goals. During the status hearing, the court is provided with any additional program status reports and other information from a variety of sources.

The determinations of appropriate rewards or negative responses, or changes to individualized plans are typically made by consensus and with input from the participant. The general team approach is non-adversarial. Ultimately, the Judge will make the final determination in each situation.

APD and the clinical team use a flag system, which reflects the Stages of Change model. This is identified on the progress report. Flags include Red (return weekly for intensive support); Yellow (return two to three weeks since participant still needs close supervision); or Green (return to court once a month since participant needs less supervision).

### **Verification**

For services provided through Felton, Goodwill or CASC, each provider will verify attendance to the court. For YAC participants who are working, pursuing their GED, attending school or have specific tasks required for completion (going to DMV for their license for example), documentation is either provided to the case manager in advance or brought to court or the next court date. For YAC participants who are employed, this includes providing a copy of a pay stub and work schedule. For school attendance, a participant will provide a sign in sheet for the teacher to confirm attendance and/or copies of the class schedule and term grades. The judge, in addition to the case managers, will remind the participant to provide documentation during each court session.

## **SUCCESSFUL COMPLETION**

### **Graduation**

A ceremony is held to commemorate participants who have completed YAC's four phases and have met the graduation requirements. In Phase Three, the YAC team begins working with the participant regarding transition to graduate status. This includes the preparation of a Transitional Care Plan which is presented to the court prior to graduation. The goal for each participant is to have a plan in place that supports stable housing, education or a steady source of income, and connection to ongoing social supports.

A participant can connect with clinical services at any time for six months post graduation for aftercare services. The clinical case managers provide a laminated card of contact numbers and referral agencies at graduation. Graduates will also be invited to attend future graduations as inspirational speakers and to serve as mentors to current participants.

Except in unusual circumstances, graduation criteria shall include at a minimum:

- Successful completion of Phases 1-4
- Successful completion of the goals of each participant's Wellness Care Plan

- Maintenance of positive vocational or educational status for a reasonable period of time
- Adherence to the city's harm reduction policy or a period of abstinence if this is the agreement prior to graduation

## UNSUCCESSFUL TERMINATION

**Unsuccessful Program Exit:** Participants should be given advanced verbal warnings for continual non-compliance in the collaborative court program. The process for termination is articulated in the Participant Handbook. Due process protection will be afforded to individuals who may be terminated from the program.<sup>1</sup>

The court may terminate a participant based on facts provided by the case manager, probation officer and/or district attorney. When a decision of termination has been made, the YAC judge will impose the deferred entry of judgement in applicable cases.

### Types of Termination

Self-Termination: A participant may self-terminate from YAC at any time.

Court Termination: The court, at the request of a YAC team member, or on its own motion, may terminate a YAC participant from the program. The seriousness of a new violation, or prolonged and repeated failures to engage in program activities and expectations may result in court termination.

- Re-entry following court termination will require a new eligibility determination and may require a new assessment by the clinical team.
- The court may, in its discretion, refuse re-entry to any participant that is consistent with the legal eligibility criteria. Those reasons will be stated on the record.
- At the time of court termination, the court, in its discretion and with advice from the DA's office and other team members, may establish conditions for re-entry that are consistent with the eligibility guidelines. Any re-entry conditions will be clearly noted in the case file and forwarded to counsel.

### Grounds for Termination – New Allegations

New Allegation of a Felony or Violent Misdemeanor: The court may terminate a YAC defendant on motion of the District Attorney if the participant is arrested and charged with a violent misdemeanor, or any new felony, in any jurisdiction

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<sup>1</sup> **Case Law for Program Exit:** (*Kramer v. Municipal Court* (1975) 49 Cal.App.3d 418, 420 [drug diversion].) *People v. Anderson*, 833 N.E.2d 390 (Ill. App. Ct. 2005) [Drug court termination requires hearing.] *State v. Perkins*, 661 S.E.2d 366 (S.C. App. 2008) [Drug court termination required notice and hearing.] *State v. Rogers*, 144 Idaho 738; 170 P.3d 881 (2007). The Idaho Supreme Court required the same rights as those accorded a probationer facing revocation.

any time after entry into YAC IF the new charge renders the participant ineligible for YAC per the guidelines.

Violation of a Stay Away Order: Violation of a stay away order issued pursuant to Section 4.2 herein by a participant in YAC may result in termination from YAC on motion of the District Attorney. Alternately, the court may impose other conditions, including a period of incarceration, as a stipulation of further participation in YAC.

## **CONFIDENTIALITY**

No statement or information procured from statements made by the participant or potential participant to any Probation Officer, collaborative court staff, program case manager, service provider, or any member of the collaborative court team, including the Judge and District Attorney, that is made during the course of referral to or participation in a collaborative court, shall be admissible in the current or any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court. Additionally, drug testing results shall not be used in any subsequent action or criminal proceeding in this jurisdiction or shared with any individual, agency, or entity outside of the collaborative court. Disclosures required under the law (e.g. Tarasoff warnings) are exempted from this provision.

## **DATA COLLECTION AND DATABASE**

YAC collects data and conducts performance evaluations and surveys to assess its operations and progress toward program goals.

- **YAC Electronic Database:** All clinical and court operations are recorded in the YAC database principally by the YAC Coordinator during court sessions. The database, accessible by the YAC team, provides information regarding participants' offenses, scheduled court dates, court orders, treatment plans, community service, group attendance, and case dispositions.
- **Performance Evaluation:** Statistics on clinical and court operations are compiled from the YAC database to assess strengths and weaknesses and improve operations and policy development.

### **Closing Participant Records/Ending YAC Episodes in the Database**

Participant database records should be closed when the current YAC episode has ended. This occurs when the participant is no longer at the YAC (for one of the reasons listed below). Closing a case is completed by the YAC Coordinator and/or the Program Analyst for collaborative courts.

- **Successful Completion:** When a participant has successfully completed the required number of phases and any conditions of probation, meets the relevant Successful Completion Criteria, the case has been disposed, and the participant has no further YAC obligations.

- **Unsuccessful Termination:** When a participant has failed to engage in treatment and failed to meet the obligations of the YAC, and the case is returned to criminal court or otherwise resolved in YAC.
- **No Contact (180 Days or More):** When a participant has had no contact with the clinical staff for 180 or more days, the clinical staff will close the episode. Includes participants who are on Bench Warrant status for more than 180 days (6 months).
- **Return to HOJ Processing:** When a participant wishes to fight the MTR or go to trial, and the case is returned to the criminal court.
- **New Charge/ Ineligible:** When a participant is charged with a new case that is not legally eligible for the YAC or does not agree to the required terms of eligibility.

**No Contact:** It is the policy of the assigned YAC case manager to close a treatment episode if there has been no contact between clinical provider and participant for **180 days or more**.

- Clinical providers should review their caseload on a monthly basis to assess records to be closed.
- Prior to closing probationer records for no contact, the clinician should check in with the DPO.

# APPENDICES

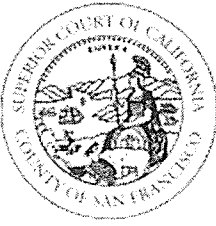
Media Response Plan

Initial Suitability Assessment

Sample Court Report

Stages of Change





## San Francisco Young Adult Court Media Response Plan – August 2019

The Media Response Plan is divided into two sections: **Media Response Plan** and **Key Talking Points**.

### MEDIA RESPONSE PLAN – STEP BY STEP

- Step 1** A reporter contacts a YAC team member and is interested in doing a story. Or, a story involving a YAC client reaches the media. A reporter may call for a comment. Without confirming any details about the participant or precipitating event, get the reporter's full name, find out what publication the reporter is reporting for, ask about the deadline then communicate this information via email to the entire team. Inform the reporter that someone will get back to him/her as soon as possible.
- If a reporter wants to speak directly to a participant refer the reporter to the participant's attorney. Release forms should not be provided to the participant for signature by anyone. The attorney will handle all aspects of the request to speak to his/her client, including providing legal advice regarding the signing of a release.
- Step 2** An email will be generated (by the first person who is aware of an incident) to the entire YAC team that includes all known information (media source, client, a description of the media inquiry.)
- Step 3** If departmental communications staff is unaware of the story details, YAC team members must inform their internal staff and supervisors. (i.e., Director of Collaborative Courts Program reports to YAC Judge. See YAC Team members list and Media Contacts that follow on page 2.)
- Step 4** The YAC Judge will call a meeting with the full YAC team to discuss possible next steps. If departmental communications staff is contacted first, they will share very general information about YAC [see talking points below] but will indicate "further information will be available shortly" (i.e. within a few hours maximum).
- Step 5** The Judge and/or communications representative for the agency receiving the media inquiry will compose information from database about client. Again, use **Media Response Plan: Key Talking Points** below to complete information. Do not include confidential information. Confidential information is clinically and medically related. Responders to the media should only include that the person is in YAC which is a program monitored by the court, for young adults facing a variety of criminal charges.

## **CRISIS RESPONSE PLAN: KEY TALKING POINTS**

1. Do not confirm whether the person is a YAC client. Rather, the YAC team will meet as requested by the Judge to discuss details of the situation.
2. Refer the reporter to the District Attorney's Office for confirmation of current and new charge(s), and for any information on the alleged crime(s) and/or investigation.
3. If the reporter wants a copy of court records, refer the reporter to SF Superior Court Communications Director who will facilitate access to public court documents.
4. Provide background information on YAC, including:

The last two decades have given rise to a body of research establishing that young adults are fundamentally different from both juveniles and older adults in how they process information and make decisions. The prefrontal cortex of the brain — responsible for our cognitive processing and impulse control — does not fully develop until the early to mid-20s. At the same time that young adults are going through this critical developmental phase, many find themselves facing adulthood without supportive family, housing, education, employment and other critical protective factors that can help them navigate this tumultuous period. Our traditional justice system is not designed to address cases involving these individuals, who are qualitatively different in development, skills, and needs from both children and older adults.

Young Adult Court (YAC) in San Francisco was established in summer 2015 for eligible young adults, ages 18-24. The court strives to align opportunities for accountability and transformation with the unique needs and developmental stage of this age group. The case load is approximately 80 clients. Partner agencies include the Superior Court, Office of the District Attorney, Office of the Public Defender, Department of Public Health, Adult Probation Department (including staff at the Community Assessment and Services Center, Department of Children, Youth and their Families, Department of Homelessness and Supportive Housing, Felton Institute, Goodwill Industries, Sunset Services, and Larkin Street Youth Services.

Community treatment and case management is provided by the Felton Institute and the TAY unit at the Community Assessment and Service Center which use a developmentally-appropriate, trauma-informed model for service delivery including intensive case management and therapeutic assessments for clients who are facing misdemeanor or felony crimes. YAC provides a strengths-based and client-centered approach with youth who also are challenged by substance abuse and co-occurring disorders and are deemed high-risk to reoffend in the community. Clients are ideally engaged in YAC for a period of at least one year by transitioning through four phases, with an ongoing relationship of care in the areas of job readiness, housing, educational support and parenting.

**For media inquires regarding the program or any non-crisis inquiries, please contact the YAC Judge.**

# Young Adult Court Initial Suitability Assessment

## Assessment Method and Process

## Description of Process

An Initial Suitability Assessment (ISA) is conducted in two to four sessions, ranging from 1 to 2 hours each. Clinical Case Managers conduct a clinical interview utilizing motivational interviewing skills to gather relevant bio-psycho-social history and administer a small battery of tests to explore the impact of complex trauma, depression, anxiety and substance use on client's current level of functioning. Clinicians also gather information on client's criminogenic history, family constellation and history, and community influence through use of a genogram and personal timeline. Additionally, clinicians explore client's insight into maladaptive behaviors, thought patterns and coping skills. Clinical Case Managers ascertain a potential participant's ability and willingness to engage with Young Adult Court and work towards a successful completion of the program.

## Initial Suitability Assessment Tool List

The ISA utilizes the following tools to gather information about the potential client.

### Required Documents to be completed during Initial Assessment

- YAC Wellness and Transitional Care Plan Formulation Questionnaire
- Devereux Adult Resilience Survey (DARS)
- Primary Care PTSD Screen for DSM-5 (PC-PTSD5)
- Genogram
- Patient Health Questionnaire: Somatic, Anxiety, Depressive Symptoms (PHQ-SADS)
- Adverse Childhood Experiences Checklist (ACES)
- Brief Mood Survey
- Timeline
- Life Events Checklist (LEC)
- Multidimensional Scale of Perceived Social Support (MSPSS)
- Readiness Ruler

### Supplemental Documents

- Beck's Depression Inventory
- DAST-10
- PCL-C
- Mood Disorder Questionnaire
- Beck's Anxiety Inventory

## Initial Suitability Assessment Tool Descriptions

### YAC Wellness and Transitional Care Plan (WTCP) Formulation Questionnaire

This questionnaire can be used as a client self-report tool or a case manager interview tool. The purpose of this questionnaire is to determine what the client is currently managing and to begin to identify possible goals for the client's Wellness and Transitional Care Plan. The WTCP is broken down into nine categories: self-organization, housing, education, employment/career, financial, parenting, substance, therapeutic support, and stress management. This questionnaire also asks client to explain their understanding of Young Adult Court and to identify any potential barriers to their successful completion of the program.

### **Patient Health Questionnaire-Somatic, Anxiety and Depressive Symptoms – PHQ-SADS**

The Patient Health Questionnaire (PHQ) is a diagnostic tool for mental health disorders used by health care professionals that is quick and easy for patients to complete. The version used by YAC Clinical Case Managers is PHQ-SADS; this includes the PHQ-9 (depression), GAD-7 (anxiety) and PHQ-15 (somatic) measures, plus panic measure from original PHQ. According to the PHQ Screeners Instruction Manual, “most primary care patients with depressive or anxiety disorders present with somatic complaints and cooccurrence of somatic, anxiety, and depressive symptoms (the SAD triad) is exceptionally common.”

### **Life Events Checklist (LEC)**

The LEC is 17 item self-report tool that screens for potentially traumatic events with known potential to result in significant distress or PTSD. For each item, the respondent checks: Happened to me; Witnessed it; Learned about it; Part of my job; Not sure; or Doesn't apply.

### **Devereux Adult Resilience Survey (DARS)**

The Devereux Adult Resilience Survey (DARS) is a 23-item reflective checklist that provides adults with information about their person strengths, such as creativity and setting limits, so that they can better cope with adversity and the stresses of daily life.

### **Adverse Childhood Experience (ACE)**

The ACE checklist identifies 10 types of childhood trauma. Five are personal — physical abuse, verbal abuse, sexual abuse, physical neglect, and emotional neglect. Five are related to other family members: a parent who's an alcoholic, a mother who's a victim of domestic violence, a family member in jail, a family member diagnosed with a mental illness, and the disappearance of a parent through divorce, death or abandonment. The initial ACE study found high correlation between childhood trauma and chronic health conditions.

### **Multidimensional Scale of Perceived Social Support (MSPSS)**

The MSPSS instructs individuals to rate their perception of the social support they receive from family, friends and significant others.

### **Primary Care PTSD Screen for DSM5 (PC-PTSD5)**

The PC-PTSD-5 was designed to identify respondents with probable PTSD. The measure begins with an item designed to assess whether the respondent has had any exposure to traumatic events. If a respondent denies exposure, the PC-PTSD-5 is complete with a score of 0. However, if a respondent indicates that they have experienced a traumatic event over the course of their life, the respondent is instructed to respond to five additional yes/no questions about how that trauma exposure has affected them over the past month.

### **Brief Mood Survey**

The Brief Mood Survey assesses current levels of depression, suicidal urges, anxiety, anger and violent urges.

### **Center on Alcoholism, Substance Abuse and Addictions Readiness Ruler**

The Readiness Ruler assesses the client's readiness to change drug and alcohol use.

### **Timeline**

The timeline maps the client's history from zero to their current age. The timeline notes significant life events, positive and negative. This process highlights client insight into their own life story and their perspective on how events occurred and the impact.

### **Genogram**

The genogram visually displays information about family members over at least three generations. The genogram includes information about relationships between family members, significant events in the life of the family, mental and physical health, occupations, patterns of behavior, themes, rule and myths of previous generations. This can provide an understanding of the issues currently facing the family system.

### **Beck's Depression Inventory (BDI)**

The BDI is a 21 item self-report inventory that measures characteristic attitudes and symptoms of depression.

### **PTSD Checklist: Civilian Version (PCL-C)**

The PCL is a standardized self-report rating scale for PTSD comprising 17 items that correspond to the key symptoms of PTSD. The self-report scale asks clients to consider symptoms from the past month.

### **Beck's Anxiety Inventory (BAI)**

The BAI is a 21 item self-report measure of anxiety. The scale asks clients to consider symptoms for the past week.

### **Drug Abuse Screening Test (DAST-10)**

The DAST-10 is a 10-item self-report instrument that has been condensed from the 28-item DAST. The measure assesses substance use within the last 12 months.

### **Mood Disorder Questionnaire (MDQ)**

The MDQ addresses the need for timely and accurate evaluation of bipolar disorder. The tool is a brief self-report screening tool.

# San Francisco Young Adult Court

Court Reports: Thursday, February 07, 2019

Start Date

Phase Type

2/2/2019

Phase 4: Continued Recovery and Assessment

## Sample, Sample

Age: 20	First Appearance: 1/10/2019	Court No.	Primary Charge	Type
SF No: 123456	Last Court Date: 2/7/2019	111000000	243	Felony
Pronoun: He	Referral Status: Accepted to Participate			

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Incurring new police contact:	<u>No</u>	Motivation:	1
Demonstrated effort/progress:	<u>Needs improve</u>	Stage of Change:	Precontemplation
Attended scheduled appointments:	<u>No</u>	Flag:	Red
Attended scheduled classes:	<u>No</u>	Highlight:	None
Making progress toward Wellness Care Plan:	<u>Needs improve</u>	Current Housing:	SRO Hotel

Participant received the following reward/response: extra meeting with case manager

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**Next Requested Court Date: 2/14/2019**

Notes: Deliverables from last court date (1.20.2019):

- Client will attend 1:1 with CM (complete)
- Client will attend life skills on 1.20.2019 (complete)
- Client will show proof of employment (incomplete)
- Recommendation: FSA recommends the court ask client "Why haven't you been able to get a copy of your paycheck stub", and emphasize that client needs to show proof of employment before being advanced to the next phase.

Deliverables for next court date:

- Client will show proof of employment (incomplete since 1.24.2019)
- Client will attend 1:1 with CM
- Client will attend life skills
- Client will re-engage with 5 keys charter school and show proof of engagement to CM (letter from the school administrator or teachers).

Narrative:

Client was on time and attended 1:1 session with CM. Client also attended life skills. Client was asked to show proof of employment by 1.24.2019 and has not done so.

Employment: Client maintaining 20 hours/week. Client reports enjoying the job.

Self-organization: Client lost their ID and needs to obtain replacement. No fee voucher provided to client.

