

# Grafton County Drug Treatment Court



Participant Handbook

Revised September 2025

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## **Introduction**

Dear Prospective Participant,

You are being considered as a potential participant or have already been accepted into the Grafton County Drug Treatment Court. The Grafton County Drug Treatment Court Team is committed to working with individuals who choose to participate in the program and who are willing to work toward making healthy lifestyle changes in their recovery.

This handbook is for you to keep. Please take the time to review the handbook. Hopefully, it will answer some questions about the program and how it works. The Grafton County Drug Treatment Court Team evaluates the program rules and requirements on a regular basis, and this handbook is subject to change when the need arises.

Reading and understanding the expectations of the Grafton County Drug Treatment Court program should help you decide if the Drug Treatment Court program is the right fit for you. This is a challenging program. If you are willing to make the commitment, we think you will find it well worth your effort.

If you have not already been accepted into the program and you have any specific questions or concerns, please direct those questions to your lawyer. If you have already been accepted into the program, please direct questions to the assigned probation officer, case manager, or treatment counselor. We look forward to your participation and success.

Sincerely,

Honorable Lawrence Macleod  
Presiding Grafton County Drug Treatment Court Judge

### **Emergency Contact Information**

**If you are experiencing a medical emergency, please contact 911 for assistance.**

- **NH Rapid Response**- Statewide Number and Mobile Crisis Response Teams
  - Services available through call, text, and chat anywhere in New Hampshire and across the lifespan
  - Phone Number- (833)-710-6477
  - Email- [www.nh988.com](http://www.nh988.com)
- **211**- Call for emergency housing and placement needs. Will need to complete intake to receive services
- **988**- Mental Health Support and Resources
  - Call or text 24 hours a day
- **Crisis Text Line**
  - Text 741741 to chat with a trained crisis counselor
- **Recovery Hub New Hampshire**- [www.nhrecoveryhub.org](http://www.nhrecoveryhub.org)
- **SAMHSA National Hotline Treatment Referral**- 1-800-662-4357

## **Mission of the Grafton County Drug Treatment Court Program**

**Mission Statement:** The mission of the Grafton County Drug Treatment Court (DTC) is to improve our community through enhanced public safety by providing judicially supervised treatment to substance abusing offenders, thereby reducing the social and economic cost of criminal activity.

### **Program Description**

The DTC provides intensive substance use disorder treatment and community supervision. Key components of the program include:

- Substance abuse treatment
- Case Management
- Frequent and random Urinalysis testing that is observed
- Intensive community supervision
- Frequent status hearings proceeded by Drug Treatment Court Judge to report on compliance and progress in the program
- Utilization of sanctions and incentives to promote positive behavioral changes throughout program

### **Participation in Drug Treatment Court**

The Drug Treatment Court is a voluntary program for persons who have met legal eligibility requirements, have a severe substance use disorder, and who are at risk of engaging in new criminal activity without intensive treatment and supervision.

It is important to understand that when you participate in Drug Treatment Court (DTC), you will be expected to follow program rules as well as recommendations made by the DTC team. Please take the time to review this handbook carefully with your attorney as you determine whether DTC is right for you.

To participate in Drug Treatment Court:

- You must give permission to the Drug Treatment Court team members to share information about you, your treatment, and your progress with other members of the Drug Treatment Court Team.

- You must authorize the Drug Treatment Court Team members to share and obtain information from your healthcare providers, treatment providers, and other service providers to ensure effective treatment coordination.
- Releases are required to be signed upon acceptance into the Drug Treatment Court Program and will remain in effect throughout the program. Refusal to sign releases or revoking releases at anytime during the program is considered noncompliance and will result in sanctions, up to and including termination from the program.

### **Drug Treatment Court Team Members**

Drug Treatment Court team members represent local law enforcement, criminal justice, and substance use treatment and recovery organizations. Team members, despite their unique roles, share the common goal of promoting treatment and recovery for each participant.

The Drug Treatment Court team is comprised of a judge, prosecutor, defense attorney, probation and parole, treatment personnel, coordinator, case managers, and a program administrator. The team is responsible for providing the services and supervision necessary for you to successfully complete the program. The Drug Treatment Court judge is responsible for making the final decisions concerning your case.

- *Superior Court Judge* – The judge presides over the court proceedings and monitors the appropriate use of treatment, community supervision, sanctions and incentives, while maintaining the integrity of the court.
- *Superior Court Clerk* – The clerk is responsible for scheduling all legal proceedings such as pleas and status hearings, as well as processing all orders of the court.
- *County Prosecutor* – The county prosecutor’s rule is to promote community safety and ensure that justice is being served. In a collaborative way, the prosecutor monitors participant progress and makes recommendations regarding supervision, incentives, and sanctions.
- *Public Defender* – The public defender’s role is to promote the legal rights of participants as well as advocate for the appropriate supervision, incentives, and sanctions to support the participant in his or her recovery and rehabilitation.
- *Probation/Parole Officer* – The PPO is responsible for community supervision of participants and monitoring their compliance with drug treatment court and probation requirements. The PPO works in a collaborative manner with the team and makes recommendations regarding treatment, incentives, and sanctions.
- *Local Law Enforcement* – The police officers are a liaison between the drug treatment court and their respective departments. They are responsible for disseminating information to their colleagues to support officers and participants in home visits and

curfew checks as well as non-planned contacts. The police officers also provide important information to the drug treatment court team regarding community and policing issues that could potentially impact the progress of any participant.

- *Treatment Providers* – Treatment providers are responsible for providing assessment and treatment planning to participants as well as facilitating treatment recommendations, substance treatment groups, and individual therapy. The treatment providers provide information and updates to the team regarding a participant's treatment needs, mental health concerns and adherence to treatment.
- *Case Manager* – The case manager works in a collaborative way with the participant and the treatment providers to provide assessment and service planning to support participants in their treatment and their long-term recovery. The case manager provides referrals to other services and agencies in the community such as social services, housing, and medical services. The case manager provides information and updates to the rest of the team regarding the participants' compliance with program rules, their overall progress toward goals, and any barriers they face.
- *Coordinator* – The coordinator oversees the drug treatment court program, making sure that the team provides quality services and maintains best practice standards.

### **Supervision**

As part of your conditions into be accepted into the Grafton County Drug Treatment Court, you will be sentenced to probation. You will be required to meet the conditions of your probation supervision, as well as any parole supervision assigned to you.

This means that you must:

- Maintain good behavior by abstaining from committing any local, state or federal crimes
- Abide by your given curfew- Curfews vary by phase which participant is an and are subject to change based on your progress in the program and recommendations by parole and probation as well as treatment providers.
- Obtain prior authorization from Parole and Probation for housing, travel plans and employment. You are expected to keep parole and probation updated on your intentions of changing housing as well as employment. Travel plans should be submitted to Parole and Probation, no less than one (1) week in writing.
- You must attend all scheduled meetings with Parole and Probation
- You must make a good faith effort in payment towards any restitution, fines, or fees as ordered by the Court. You may be eligible for a payment plan, which will be approved by Parole and Probation on a case-by-case basis.

### **Home Visits and Curfew Compliance Checks**

Parole and Probation will conduct both scheduled and unannounced home visits. Home visits are important to provide accountability and to better understand your living situation. Information about these circumstances will be shared with members of the Drug Treatment Court Team to help you address any issues that could potentially impact your health, safety, and recovery.

Local Police Departments provide additional support to Parole and Probation by conducting brief curfew checks at your home. These Police Officers are specially trained by the Drug Treatment Court team and help to provide accountability to ensure you are at home during your curfew. Through brief conversations with you at the curfew check, they also provide the team with general updates on how you are doing in the community.

### **Personal and Property Searches**

Your Parole and Probation Officer may inspect and/or search your belongings, including your living space, car, and cell phone. This is a part of their responsibility for supervising probationers in the community. Failure to comply with your Parole and Probation Officer's requirements can lead to sanctions and/or probation violations.

### **Verification of Information**

Your Parole and Probation Officer will work in conjunction with your Case Manager to obtain and share information pertaining to your personal assets, including income, benefits as well as any other assets that result in income received. Failure to comply with your Parole and Probation Officer requirements regarding verification of insurance can lead to sanctions and/or probation violations.

### **Employment Approval**

Grafton County Drug Treatment Court recognizes that employment is an important component of recovery and encourages work for participants when they are ready. Your Parole and Probation Officer is responsible for approving and authorizing you to work at your chosen employment/employer, with input from team members.

When determining whether to authorize you to work with a specific employer, your Parole and Probation will consider:

- Scheduling- Employment schedules should allow you to easily meet your Drug Treatment Court obligations
- Legal- Your employment should be legal with taxes being held as required by federal and local laws.
- Risk Assessment- Your employment should not present risks for you to engage in substance use or illegal activity.

Special consideration is given to jobs in treatment or recovery-related organizations, recognizing that work in treatment or recovery-based organizations can present both positive opportunities

and risks to a person in recovery. Additionally, because Drug Treatment Court partners with a variety of treatment and recovery-based organizations in the area, we want to make sure that we can maintain the privacy and confidentiality of our work with other participants who receive services from these other organizations. You will not be approved to work in a treatment or recovery-related organization until you have demonstrated a significant period of sobriety as well as a recovery support network that is both broad and deep.

### **Treatment**

You will be assigned a Licensed Alcohol and Drug Counselor (LADC) from Blue Heron Neurofeedback and Counseling. Your LADC will meet with you individually on a regular basis. You and your LADC will work together to develop a treatment plan that outlines the activities and goals you will work on to help you meet your phase goals and your own goals for sobriety and recovery.

During your time in the program, you will be required to participate in a multitude of groups. Some examples of the groups that participants attend are Anger Management, Moral Recognition Therapy (MRT), Matrix, and Seeking Safety. Participation in these groups is not optional once assigned by the Team. Additionally, the Team reserves the right to add groups to a treatment plan on an individual basis as well as a group basis as needed.

You must attend all scheduled treatment appointments/groups, and you must be on time for all appointments. Failure to adhere to your treatment plan, including referrals to other treatment programs or failure to comply with the rules of other treatment programs can result in sanctions as well as jeopardize your continued participation in Drug Treatment Court. You are expected to demonstrate positive and acceptable behavior, as well as effectively engage in groups with a respectful attitude.

### **Case Management**

You will be assigned a Case Manager from the North Country Health Consortium. Your Case Manager will meet with you individually on a regular basis. Initially, you and your Case Manager will work to identify and resolve immediate barriers that could interfere with your participation in the program such as housing, medical issues, transportation needs, medical insurance, etc. As you progress through the program, you and your Case Manager will begin focusing on addressing long-term goals that support your continued recovery such as education, employment, financial management, family goals, and permanent housing. Your case manager will assist you in actively working on and achieving your phase goals as well as your personal goals throughout the program.

You are expected to comply with requests from your case management for documentation including

- Documents for income verification
- Employment records and verification as well as employment schedules
- Housing documentation such as lease agreements

- Medical appointments- Verification of attendance as well as updated medication lists and records
- Medical Insurance- Medical Insurance cards and documents such as approval/denial letters for New Hampshire Medicaid

### **Court Hearings and Procedures**

Drug Treatment Court is held on Thursdays at 2 p.m. in courtroom 2 at the Grafton County Superior Court, located in North Haverhill, NH. As a Drug Treatment Court participant, you will be required to appear in court on a regular basis. The frequency of your appearance will depend on the Drug Treatment Court Phase you are in and your compliance with Drug Treatment Court rules. Initially, you will be required to attend on an almost weekly basis. You may be asked to attend court at any time by any member of the Drug Treatment Court team.

During hearings, the Judge will review your compliance with Drug Treatment Court rules and discuss your progress toward your treatment goals. The Judge provides support, encouragement, and constructive feedback as well as accountability. To do this, they will issue incentives for new, positive behaviors and skills, and sanctions to discourage negative behaviors, such as not following program rules.

During court, you are expected to be respectful and supportive of other participants. Appropriate dress is required, as well as using appropriate language, avoiding conversation with others, avoiding gum chewing, and turning in your cell phone to the Bailiff prior to the hearing.

The Drug Treatment Court is open to the public. We encourage you to invite family and supportive individuals to court to understand your participation in this program, recognize your progress, and encourage you in a positive manner. Please note that no animals will be allowed in the court room during Drug Treatment Court hearings, unless exceptional and acceptable circumstances are approved prior by the Court.

### **Drug Treatment Court Rules**

As a Grafton County Drug Treatment Court Participant, you are required to abide by the following rules. Failure to abide by the following rules will result in sanctions, up to and including termination from Drug Treatment Court.

- **Substance Use-** You are required to completely abstain from the use of alcohol and any controlled drugs, including synthetic substances. You are prohibited from selling, possessing, distributing, transporting or being in the presence of any controlled drugs, including synthetic substances. You are prohibited from possessing any alcohol
- You are required to abstain from using another person's prescription medication as well as over the counter medication and are only permitted to safely use medications that are prescribed to you. This demonstrates medication compliance.

- **Urinalysis Testing-** You are required to comply with drug testing and the rules around drug testing.
- **Medical-** You are required to inform all your medical providers both in the program and outside of the program that
  - You have a substance use disorder
  - You are a participant in the Grafton County Drug Treatment Program
  - You must authorize your medical providers to communicate about your treatment with applicable members of the Drug Treatment Court team to coordinate your care. This is done through signed releases from the participant for each medical provider you have including dentists, Emergency Room Physicians and all other medical providers.
  - An updated medication list as well as appointment summary must be provided to case manager after every medical appointment you attend. Pictures of medication bottles will not be accepted.
  - You are required to submit an updated medication list as part of your request to phase up.
  - You must review and abide by the Medication agreement (attached). If you have any questions regarding over-the-counter medication, you must speak with your treatment provider and/or case manager in advance of taking medication.
- You are required to be upfront and honest about any alcohol or substance use that you engage in. This means being proactive and reaching out to your LADC and/or Case Manager to let them know of any use or relapse in a timely manner (when you first have contact or no later than 12 hours after use). By being honest and upfront, team members and peers can help you develop and/or update your relapse prevention plan to avoid substance abuse or relapses in the future.
- **Residency and Living Arrangements-**
  - You must maintain residency within the jurisdiction of the Grafton County Superior Court while you are a participant in the program. Your Parole and Probation Officer can assist with determining if this requirement is met while exploring housing options.
  - Your living situation and residence must be approved by Parole and Probation
  - You are not allowed to stay with or live with another Drug Treatment Court participant unless prior approval by Parole and Probation is given.
- **Curfews-** You must be home each day by your assigned curfew. Unless otherwise instructed, curfews are as follows:
  - **Phase 1- 8 p.m.**

- **Phase 2-** 9 p.m.
- **Phase 3-** 10 p.m.
- **Phase 4-** 11 p.m.
- **Phase 5-** No Curfew- Participants are expected to demonstrate safe behavior and good decision making. You are to keep Parole and Probation as well as Case Manager updated with your employment schedule.
- You must obtain prior permission from the Drug Treatment Court Team and obtain authorization from your Parole and Probation Officer prior to spending an overnight anywhere other than your designated and approved place of residence. You must provide your Parole and Probation Officer with the name, address, and phone number of those you wish to stay with. Extended periods of overnights, or longer trips, must be approved by the Drug Treatment Court Team.
- No overnight stays will be approved in phases 1 or 2 unless it is an emergency with authorization from Parole and Probation.
- You must obtain permission from Parole and Probation if you would like someone other than a resident of your living situation to spend the night with you.

  

- **Association with other Treatment Court Participants-** The Drug Treatment Court team strongly encourages you to remain focused on your progress, needs, and safety while in the program and cautions you against socializing or associating with participants who are engaging in risky or unsafe behaviors. You are strongly encouraged to abstain from romantic or intimate relationships with other Drug Treatment Court participants, as it frequently interferes with treatment and recovery. The Drug Treatment Court Team reserves the right to prohibit contact between participants where an association has a pattern of leading to unsafe and criminal behaviors.
  - If you are related to or were involved in a past relationship with another Drug Treatment Court participant, you must inform the Drug Treatment Court Team
  - You are not allowed to work with or for another Drug Treatment Court participant unless prior permission is given by Parole and Probation.
  - You shall not buy, trade, sell, or barter items of any kind with another Drug Treatment Court participant.
- **Treatment-** You are required to participate actively and effectively in treatment and adhere to your treatment plan. Failure to abide by the treatment plan as set forth by your LADC and/or case manager may result in sanctions imposed by the Court.
  - You are required to attend your treatment and case management sessions, groups, or other treatment requirements as scheduled. You must be on time for your treatment, groups, and case management sessions. If you need to reschedule an individual treatment or case management session due to an emergency or other unavoidable issue, you must provide 24-hour advance notice. Rescheduling is at the discretion of staff members based on their schedule, and the team will determine whether the reason for rescheduling is valid and permissible. Group sessions cannot be rescheduled.

- You are required to complete all homework assignments by the deadlines given. Homework is a critical component of therapeutic groups and individual treatment. You are expected to put your best effort into your homework and other tasks assigned.
- You are expected to be respectful of peers and treatment providers to ensure a safe and supportive environment for all. Abusive or threatening language or behavior is prohibited and will not be tolerated.
- **Drug Treatment Court Program Fees-** Each participant who pleads into the Grafton County Drug Treatment Court will be expected to pay \$400.00 total for program fees. These fees can be paid over the duration of active involvement in Drug Treatment Court. Fees must be paid in full prior to graduation from the Grafton County Drug Treatment Court. Drug Treatment Court fees paid by participants will go towards funds for incentives for participants.

### **Program Phases**

The Grafton County DTC has five Active Treatment Phases. Each Phase has objectives that you must meet to move to the next Phase. Early phases (stabilization and obtaining and maintaining basic needs) focus on substance use treatment and addressing issues in your life that can interfere with treatment such as unstable housing and/or untreated mental health issues. Middle phases focus heavily on treatment to address substance use and other issues that can drive criminal behavior. Later phases focus heavily on developing the foundations and support you need in your life to be successful in long-term recovery.

To be promoted to the next phase, you must complete a Phase Promotion Request for the Drug Treatment Court Team to review. The Phase Promotion paperwork gives you an opportunity to share your accomplishments and helps you to consider what you must accomplish during the next phase. If the Drug Treatment Court Team reviews your petition but determines that you have not yet met the objectives of the phase, you will be provided with helpful feedback about what you should focus on to be promoted.

- **Phase One- Stabilization in Program (Approximately 60 days)-** In Phase One, the focus is on stabilization into the Drug Treatment Court program, with objections pertinent to participation in treatment, including working to address urgent needs that interfere with treatment. To advance to the next phase, you will need to:
  - **Meet with Case Manager**
    - Hand in a medication list dated within two weeks of your phase advancement
    - Meet with Case Manager at least once a week
    - Work with Case Manager to identify a Primary Care Physician
    - Attend all scheduled court sessions

- Attend all scheduled meetings and groups with Treatment Providers
  - Acquire a cell phone with an active number where you can be reached
  - Successfully attend at least two random Urinalysis Analysis (UA) testing a week. Additional UAs are mandatory and at the discretion of the Drug Treatment Court Team
  - Maintain at least 14 days of consecutive negative UAs.
  - Obtain and maintain health insurance (Mandatory through duration of program)
- **Begin Treatment**
  - Meet with your treatment provider, follow all treatment recommendations, and begin building a treatment plan.
  - Attend weekly LADC/Mental Health sessions
  - Stay current with Blue Heron treatment fees
- **Meet with Parole and Probation Officer**
  - Abide by the 8 p.m. curfew
  - Reside in Parole and Probation approved housing
  - Attend all scheduled meetings with Parole and Probation Officer
  - Fill out and maintain a calendar of commitments that your probation Officer can access.
  -
- **Phase Two- Clinical Stabilization (Approximately 90 days)** In Phase two, the focus is on clinical stabilization, which includes more active engagement in treatment and a focus on addressing substance use and other urgent needs. To advance to the next phase, you will need to:
  - **Meet with Case Manager**
    - Continue with progress made in Phase 1
    - Hand in a medication list dated within two weeks of your phase advancement
    - Obtain a valid government ID, social security card and birth certificate
    - Meet with case manager at least once a week
    - Begin getting involved with the Recovery Community and choosing a meeting to regularly
    - Explore employment opportunities
    - Attend all scheduled court sessions
    - Attend all scheduled meetings and groups with Treatment Providers
    - Work to obtain High School Equivalency diploma as applicable
    - Successfully attend at least two random Urinalysis Analysis (UA) testing a week. Additional UAs are mandatory and at the discretion of the Drug Treatment Court Team
    - Obtain a Dentist
    - Maintain at least 30 days of consecutive negative UAs.
  - **Show Commitment to your Treatment**
    - Attend treatment recommended by treatment provider
    - Complete a recovery plan with your treatment provider

- Start attending evidence-based treatment groups as recommended by your treatment provider to include MRT, Anger Management, DBT, Matrix, Seeking Safety, etc.
  - Stay current with Blue Heron Treatment fees
- **Meet with Parole and Probation Officer**
  - Work with Parole and Probation Officer to address any outstanding fines or warrants that may exist.
  - Abide by your 9 p.m. curfew
  - Attend all scheduled meetings with your Parole and Probation officer
  - Fill out and maintain a calendar of commitments that Parole and Probation Officer can access
  - Reside in Parole and Probation approved housing
  - Maintain 90 days of compliance with supervision rules and regulations
- **Phase Three- Prosocial Habilitation (Approximately 120 days)** In Phase 3, the focus is on building new skills in areas that will support your ongoing recovery while addressing underlying issues that could harm your recovery if not addressed. Areas of your life that you may focus on in this phase include education, work, family, and positive recreation. During this phase, you will also focus on addressing risk factors for continued criminal behavior. To advance to the next phase, you will need to:
  - **Meet with Case Manager**
    - Successfully attend at least two random Urinalysis Analysis (UA) testing a week. Additional UAs are mandatory and at the discretion of the Drug Treatment Court Team
    - Meet with Case Manager at least bi-weekly
    - Attend three recovery meetings a week in your community (All Recovery, NA, AA, SMART Recovery, etc.)
    - Obtain a Sponsor or mentor
    - Attend appropriate Life Skills groups identified by your Case Manager
    - Start working on identifying and meeting requirements needed to obtain a driver's license, working to restore driving privileges
    - Attend all scheduled meetings and groups with Treatment
    - Be actively involved with the Recovery Community and meet regularly with a Sponsor or Recovery Coach.
    - Bring a person to court who supports your recovery at least once during this phase
    - Maintain at least 60 days of consecutive negative UAs
    - Stay current with DTC fees
  - **Show Commitment to your Treatment**
    - Attend treatment recommended by the treatment provider
    - Share your recovery plan with your treatment provider
    - Successfully attend all evidence-based treatment groups as recommended by your treatment provider to include: MRT, Anger Management, DBT, Matrix, Seeking Safety, etc.
    - Understand proper medication management by attending and completing a medication management course offered by your treatment provider

- Stay current with Blue Heron Treatment fees
- **Meet with Parole and Probation Officer**
  - Create and actively follow a restitution repayment plan if necessary
  - Abide by your 10 p.m. curfew
  - Create a budget that shows income and how that income will be dispersed through the week and month
  - Reside in Parole and Probation approved housing
  - Fill out and maintain a calendar of commitments that Parole and Probation Officer can access
  - Attend all scheduled meetings with your Parole and Probation Officer
  - Maintain 120 days of compliance with supervision rules and regulations
- **Phase 4- Prosocial Habilitation and Recovery Life Skills (Approximately 120 days)**  
In Phase four, the focus on skill-building continues, with a focus on developing and broadening the recovery support system in your life to maintain long-term recovery. To advance to the next phase, you will need to:
  - **Meet with Case Manager**
    - Develop a proposal for a volunteer give back project to be completed in Phase 5.
    - Stay current with Drug Court Program fees
    - Successfully attend at least two random Urinalysis Analysis (UA) testing a week. Additional UAs are mandatory and at the discretion of the Drug Treatment Court Team
    - Attend three recovery meetings a week in your community (All recovery, NA, AA, SMART Recovery, etc.) and use your sponsor or mentor. Record meetings in One Step App.
    - Maintain at least 90 days of consecutive negative UAs
    - Bring a person to court who supports your recovery at least once during this phase
    - Open a checking and/or savings account
  - **Show Commitment to your Treatment**
    - Attend treatment recommended by your treatment provider
    - Share your recovery plan with your treatment provider
    - Successfully attend all evidence-based treatment groups as recommended by your treatment provider (MRT, Anger Management, DBT, Matrix, Seeking Safety, etc.)
    - Begin creating your Aftercare Plan
    - Stay current with Blue Heron treatment fees
  - **Meet with your Parole and Probation Officer**
    - Create and actively follow a restitution repayment plan if necessary
    - Abide by your 11 p.m. curfew
    - Form a budget that shows income and how that income will be dispersed through the week/month
    - Attend all scheduled meetings with your Parole and Probation Officer
    - Fill out and maintain a calendar of commitments that your Parole and Probation Officer can access

- Live in Parole and Probation approved housing
  - Maintain 120 days of compliance with supervision rules and regulations
  -
- **Phase 5 (Approximately 150 days)** In the Aftercare phase, you will continue engaging in long-term treatment, services, and recovery support that support your long-term recovery. The Aftercare Phase provides an opportunity for you to practice new skills and prepare for life after graduation. To graduate, you will need to:
  - **Meet with Case Manager**
    - Participate in your give back project to the recovery community
    - Pay your Drug Treatment Court fees in full
    - Successfully attend at least two random Urinalysis Analysis (UA) testing a week. Additional UAs are mandatory and at the discretion of the Drug Treatment Court Team
    - Attend three recovery meetings a week in your community (All Recovery, NA, AA, SMART Recovery, etc.) and use your sponsor or mentor. Record meetings in One Step app.
    - Maintain at least 90 days of consecutive negative UAs
    - Share completed aftercare plan with the Drug Treatment Court Team
    - Complete Give back project
    - Provide your picture and your favorite quote for the Graduation program pamphlet
    - Complete your exit interview
    - Attend Graduation and celebrate your hard work!
    - Being attending Drug Treatment Court alumni Group
  - **Show Commitment to your Treatment**
    - Attend treatment recommended by the treatment provider
    - Construct an effective aftercare plan with your treatment provider at the beginning of this phase
    - Share your recovery plan with your treatment provider
    - Successfully attend all evidence-based treatment groups as recommended by your treatment provider (MRT, Anger Management, DBT, Matrix, Seeking Safety, etc.)
    - Stay current with Blue Heron treatment fees
  - **Meet with your Parole and Probation Officer**
    - Create and actively follow a restitution repayment plan if necessary
    - Form a budget that shows income and how that income will be dispersed through the week/month
    - Attend all scheduled meetings with your Parole and Probation Officer
    - Share completed aftercare plan with your Parole and Probation Officer
    - Fill out and maintain a calendar of commitments that your Parole and Probation Officer can access
    - Reside in Parole and Probation approved housing.
    - Maintain 120 days of compliance with supervision rules and regulations

## **Program Completion**

The Grafton County Drug Treatment Court will hold periodic celebrations (approximately twice per year) to recognize and celebrate those that have completed the program during the preceding months.

## **Incentives and Sanctions**

We know that changing behavior can be difficult, and it is our goal to support you in taking the steps leading to healthy and sustainable recovery. Incentives are used to support and reinforce positive behaviors that allow you to make progress toward goals such as:

- Honesty
- Attendance and participation in treatment
- Commitment to treatment – for example, working with your team to develop an effective plan and following that plan
- Demonstrating sobriety through valid and negative drug tests
- Meeting your goals
- Following program rules

### **Typical Incentives Include:**

- Positive feedback from the team
- Judicial praise
- Applause from your peers and members of the DTC Team
- Written recognition of your hard work
- Small, tangible rewards such as small gifts or gift cards
- Phase promotions, which are associated with more privileges such as later curfew, etc. You will also receive a phase completion certificate and coin upon completion of each phase.
- Healthy snacks
- Reduction in DTC program fees

**Similarly, sanctions are used to discourage negative or counterproductive behaviors such as:**

- Dishonesty
- Disrespectful behavior towards any member of the DTC Team
- Not attending and/or engaging in treatment

- Misuse of medication, whether prescribed or over the counter
- Failure to follow program rules
- Failure to appear or effectively arrange for completion of weekly UAs

**When you don't comply with rules or you engage in a negative or counterproductive behavior, you can expect to receive a sanction to discourage you from continuing the behavior. Sanctions include such things as:**

- Verbal warnings
- Written warnings
- Written assignments
- Community Service assignments
- Increased supervision requirements – e.g., increased reporting, electronic ankle monitoring
- Short-term incarceration
- Electronic Monitoring via GPS or SCRAM device
- Delay in phase advancement
- Additional verification
- Sweat patch placement

The team may recommend a specific sanction be issued in response to negative behavior or violation. In recommending sanctions, the team considers your progress in the program, whether the rule or requirement is easy for you to follow or achieve, and if you have had a pattern of similar violations. Sanctions will be more severe for easily avoidable behaviors than for those that are more challenging to stop. The severity of sanctions will increase if you continue to repeat the behavior. Additionally, sanctions will be more severe the more you progress through the program.

### **Communication with the Drug Treatment Court Team**

It is important that you demonstrate integrity, honesty, and trust with members of the Drug Treatment Court. This program will not be effective unless the team has a clear and accurate idea of what your needs are and the goals you are working to accomplish. When you are honest about substance use, struggles, and challenges, we can work with you on a plan to address the issues.

Honesty is important. Sanctions for negative behavior will always be greater if you are also dishonest about the situation.

The Grafton County Drug Treatment Court Team members use business phones and voicemail. The Grafton County Drug Treatment Court is an outpatient program, which means that team members are only available during normal business hours. It is important to understand that voicemail messages may not be received or returned immediately and may not be returned outside of normal business hours. You can generally expect team members to return your call within 1-2 business days, depending on urgency.

### **Law Enforcement Contact**

If you have police contact of any kind, you must report the contact immediately, by phone, to your Parole and Probation Officer and your Case Manager.

### **Drug and Alcohol Testing**

Throughout your participation in Drug Treatment Court, you will be required to participate in drug and alcohol testing. You will be tested on a random basis, several times per week, and you can expect that you may be tested on weekends and holidays in addition to weekdays. On any given day, you may be directed to test by a Drug Treatment Court team member even if your color has not been selected for testing that day. Random drug testing is at the discretion of members of the Drug Treatment Court team.

For testing, you will be required to provide a urine sample. You must be observed when providing a sample to ensure that there is no tampering with the sample. Observation is only completed by an observer of the same gender as participant who is giving a urine sample.

There may be occasions when Drug Treatment Court team members will ask you to submit to breathalyzer testing or oral swabs to provide additional verification. You are required to follow their instructions and guidance to ensure the validity of the results. Failure to comply with additional verification may result in sanctions imposed by the court.

The Grafton County Drug Treatment Court partners with Dominion Diagnostics for Drug Testing on weekdays. You will be assigned a color by your case manager and must call the Dominion “Color Line” every morning between 6 a.m. and 8 a.m. to see if your color has been selected for testing that day. Dominion Labs also maintains a website that shows the selected colors each

Color assignments are based on closest or reasonably close distances from participants identified and approved housing to the Dominion testing site.

**Colors:**

**Littleton Area Participants- Green-** Testing completed at the Littleton Police Department.

Address: 2 Kittridge Lane, Littleton, NH 03561

Hours for testing: 12:00 Noon to 2:00 p.m.

**Plymouth Area Participants- Blue-** Testing completed at Mid-State Health/RISE Recovery

Address: 28 Main Street, Plymouth, NH 3264

Hours for testing: 9:00 a.m. to 11:00 a.m.

**Lebanon Area Participants- White-** Testing Completed at Dominion Diagnostics

Address: 220 Holiday Drive, Suite 28, White River Junction, VT 05001

Hours for testing: Typically, business hours- 9:00 a.m. to 4:30 p.m. Lunch is taken by staff between the hours of 12:30 p.m. to 1:30 p.m., so plan accordingly.

If your color is selected, you must report for testing at your designated location. Dominion Labs staff will monitor the sample collection. You will be provided instructions on how to provide a sample by the monitor and will be expected to follow those instructions.

You may not report to any other Dominion testing site without prior consent from your Drug Treatment Court case manager or Program Coordinator. You must report to your designated Dominion testing site as instructed by your case manager.

**Health Insurance**

As a Drug Treatment Court participant, you are required to have health insurance to ensure that your medical, mental health, and substance abuse treatment needs can be adequately addressed.

Please be aware that Blue Heron will bill your insurance for certain treatment services and that you are responsible for any deductibles or co-payments. If your insurance lapses, you will be responsible for any bills.

It is your responsibility to reach out to your case manager, as well as any treatment providers when you first learn of your lapse in insurance. Your case manager and treatment providers will work with you on a plan to re-establish medical insurance.

Dominion Lab will bill your insurance for drug testing your samples, and you are responsible for any deductibles or co-payments. If your insurance lapses, you will be responsible for any bills. Dominion Labs does have an income-based program that can help reduce bills significantly.

Please see your Case Manager immediately if you know your plan has a deductible, co-payment, if you are without insurance, or if you receive a bill.

### **Termination from Drug Treatment Court**

Warrants, new arrests, and/or convictions, or a violation of any aspect of your treatment plan, and rules of probation and/or parole supervision may result in termination from the Drug Treatment Court Program.

Part of your treatment plan, case plan, and rules of probation and/or parole may require you to participate in inpatient treatment or a partial hospitalization program. Failure to comply with the requirements of the recommended level of treatment and the rules of treatment providers may result in termination.

The final decision to terminate a participant from Drug Treatment Court will be at the discretion of the Judge after an evidentiary hearing on either a Violation of Probation or a Motion to Impose Your Suspended Sentence.

### **Additional Information**

This Handbook outlines the basic principles, protocols and procedures of the Grafton County Treatment Court Program. At times, the components of the DTC program may change to improve the program; as a result, the principles, policies, and procedures outlined in this Handbook may be revised at the discretion of the DTC team. Participants will be notified of any such changes in a timely manner.

Should you have any questions along the way, please be sure to ask the appropriate Team Member. We want you to be successful during this program and far beyond your time with us. We recognize that it won't be easy, but we feel *you are well worth it!*

In support of your recovery and growth,

The Grafton County Treatment Court Team

**APPENDIX A – Grafton County Drug Treatment Court Contact Information**

	<b>Team Members</b>	<b>Agency Address</b>
<b>PROBATION</b>	Chief of Parole and Probation- Amanda Perry- (603)-787-6900	3785 Dartmouth College Highway, North Haverhill, NH 03774
<b>CASE MANAGEMENT</b>	Alicia Bolyard- (603)-728-7386  Shawn Cannizzaro (603)-991-0827	260 Cottage Street, Suite C, Littleton, NH 03561  260 Cottage Street, Suite C, Littleton, NH 03561
<b>TREATMENT</b>	Gary Richard- LADC <a href="mailto:grichard@blueheroncounseling.org">grichard@blueheroncounseling.org</a>  Stacie Leclerc- LADC <a href="mailto:Sleclerc@blueheroncounseling.org">Sleclerc@blueheroncounseling.org</a>  Susan Bailey- LADC <a href="mailto:Sbailey@blueheroncounseling.org">Sbailey@blueheroncounseling.org</a>  Lydia McKenzie, APRN- MAT Provider	515 Main Street, Gorham, NH 03581  111 Saranac Street, Littleton, NH 03561  515 Main Street, Gorham, NH 03581  515 Main Street, Gorham, NH 03581
<b>COORDINATOR</b>	Rob Akesson (603)-728-5586	260 Cottage Street, Suite C, Littleton, NH 03561
<b>Drug Testing Colorline</b>	<i>Blueheroncolors.com</i>  <i>OR</i>  <i>(877)-734-9994</i>	Location Code: 18383  Colors available from 5 a.m. to 6 p.m.

## **APPENDIX B – Grafton County Drug Treatment Court Medication Acknowledgement Form**

**I understand that as a participant in Drug Treatment Court, I cannot take certain over the counter (OTC) medications commonly used for cold, allergies, or cough; certain foods; and other non-controlled products as they may interfere with testing and/or cause an altered mental state or mood.**

- I understand that I am prohibited from ingesting products containing Kratom, K2, Spice, Bath Salts, or other mood- or mind-altering substances that are not prescribed to me, regardless of whether the substance is legal or not.
- I understand that I am prohibited from taking allergy/cold/cough medication that contains any of the following: Alcohol, Doxylamine, Dextromethorphan, Phenylpropanolamine, Diphenhydramine, and Pseudoephedrine
- I understand that examples of medication including such compounds include, but are not limited to: Actifed, Coricidin D, Robitussin Sinus, Tylenol Cold Medicine, Benadryl, Dayquil, Sine-Off, Vicks 44D, Benylin, Dimetapp Sinutab, Vicks 44M, Comtrex, Neo-Synephrine, Sudafed, Zyrtec-D, Contact and Nyquil.
- I understand that examples of medication including such compounds include, but are not limited to: Actifed, Coricidin D, Robitussin Sinus, Tylenol Cold Medicine, Benadryl, Dayquil, Sine-Off, Vicks 44D, Benylin, Dimetapp Sinutab, Vicks 44M, Comtrex, Neo-Synephrine, Sudafed, Zyrtec-D, Contact and Nyquil.
- I agree that it is my responsibility to ensure that any OTC medication I take does not contain the compounds listed above and understand that I should consult with a pharmacist about this as necessary. I agree that if I am unsure about whether an OTC medication contains prohibited ingredients or compounds, I will refrain from taking it. I understand that if I test positive due to taking any of these prohibited medications, it will be counted as a positive test and that I may be subject to sanctions. If, under the care of a medical doctor, I am directed to take OTC medication that is prohibited, I understand that I am required to provide written documentation to my Case Manager within business days.
- I understand that I am prohibited from ingesting creatine and any nutritional supplements without a doctor's prescription or treatment provider's approval as they may contain creatine, or other compounds, that can interfere with testing or cause an altered mental state or mood.
- I also understand that I am prohibited from ingesting foods containing poppy seeds, CBD Oil/products, and energy drinks including Red Bull, Monster, etc. as these products interfere with testing and/or can contain mood- or mind-altering substances.

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**Participant Signature**

**Date:**

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**Case manager Signature**

**Date:**

## **APPENDIX C – Grafton County Drug Treatment Court Acknowledgement of Health Insurance Policy**

I, \_\_\_\_\_, understand that as a participant in the Grafton County Drug Treatment Court, I am required to have health insurance to ensure that my medical, mental health, and substance abuse treatment needs can be adequately addressed.

I, \_\_\_\_\_, understand that:

- Blue Heron Neurofeedback & Counseling is the primary provider for the DTC's substance use disorder treatment services.
- Blue Heron will bill my insurance for certain treatment services including substance use disorder group and individual therapy.
- If I am referred for ancillary treatment services through Blue Heron including, but not limited to, medication assessment, mental health treatment groups, or other mental health or substance use disorder services, Blue Heron will bill my insurance for these services. If I am without insurance, and wish to receive referred services, I agree to work with Blue Heron to identify, and, if appropriate, apply for state or federal programs.
- I am responsible for any deductibles, co-payments or co-insurance amounts associated with each service.
- I am required to notify Blue Heron of any changes to my insurance and to provide all up-to-date insurance information as requested.
- If I am without insurance coverage, Blue Heron will charge me for services in accordance with Blue Heron Financial Policies.
- I understand that all payments are due at the time of service, or, if applicable, within thirty days of billing or before the next service date, whichever is shorter.
- I understand that Blue Heron may suspend or cease services if I fail to remit payments at the time of service.
- If I am referred for other substance use disorder or ancillary treatment services through another provider, that provider will bill my insurance and I am responsible for any associated deductibles or co-pays.
- Dominion Labs will be used for drug testing and that drug testing will be billed through my insurance.
- I am required to notify Dominion Labs of any changes to my insurance.
- I am responsible for any deductibles or co-payments for drug testing and that Dominion Labs will bill me in accordance with their policies.
- If I am without insurance coverage, Dominion Labs will bill me for services per their policy
- I am required to notify my HCSADC Case Manager promptly of any changes to my insurance and to provide any coverage-related correspondence from my insurance company in order to help me address any issues in order to avoid or minimize any lapse in coverage. My Case Manager will provide referrals and assistance to help me apply for and obtain coverage.

**By signing this acknowledgement, I confirm that I have read and understand the Grafton County Drug Treatment Court's Health Insurance Policy.**

**Participant Signature :** \_\_\_\_\_ **Date**

**Staff Signature:** \_\_\_\_\_ **Date**

## **APPENDIX D – Grafton County Drug Treatment Court Drug Testing Agreement**

I, \_\_\_\_\_, understand that as a participant in the Grafton County Drug Treatment Court that I will be tested for the presence of drugs in my system on a random basis according to procedures established by the Drug Treatment Court Team.

### **TESTING**

- I understand that I will be given a location and to report for my drug test and that it is my responsibility to report to the assigned location at the time given.  
I understand that it is my responsibility to produce a valid sample:
- I understand that if I am late for a test, or miss a test, it will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I understand that if I fail to produce a urine specimen or cannot provide sufficient urine (30 ml) to test, it will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I have been informed that the ingestion of excessive amounts of fluid can result in a dilute urine sample. I understand that my urine sample will be tested to ensure that the sample is not dilute. I understand that if I produce a dilute urine sample (creatinine measured at 20 mg/dL or below), it is considered an indication of an attempt to dilute the sample and will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I have been given a copy of the OTC Medication Policy Acknowledgement and have been informed that certain supplements may intentionally or unintentionally result in an abnormal creatinine level and it is my responsibility to avoid ingesting them. I understand that if I produce a sample with an abnormally high creatinine level (creatinine measured at 400 mg/dL and above), it will be considered an indication of an attempt to alter the results of the sample provided and will be considered as a positive test for drugs/alcohol and that I may be sanctioned.
- I understand that substituting or altering my specimen, attempting to substitute or alter my specimen, or trying in any way to modify my body fluids for the purposes of changing the drug testing results will be considered as a positive test for drugs/alcohol as well as premeditated dishonesty and that I may be sanctioned.
- I understand that failing to follow the directions given by the Lab Collection Assistant to demonstrate the validity of the sample may be considered as a positive test for drugs/alcohol and that I may be sanctioned. Furthermore, I understand that monitors are employed by a private laboratory and that any inappropriate behavior toward the monitor may be grounds for a sanction as well as jeopardize my ability to complete testing as required by the program.

I, \_\_\_\_\_, acknowledge that I have read and understand the above and that I grant permission for the Grafton County Drug Treatment Court/Blue Heron to provide the following information to Dominion Diagnostics for billing purposes: name, substance use disorder diagnosis, insurance information, address, date of birth.

**Participant Signature:** \_\_\_\_\_ Date \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ Date \_\_\_\_\_

## **Participant Resources**

### **Littleton, NH-**

- **Northern Human Services-** To address workforce challenges, mental health counseling services and behavioral wrap- around services
  - 29 Maple Street, Littleton, NH 03561
  - (603)-444-5358 (Business Hours typically 8 a.m. to 4 p.m.)
- **New Hampshire Department of Health and Human Services-** Public Health Department to address insurance needs, child welfare, and various other behavioral/basic health needs
  - 80 N. Littleton Road, Littleton, NH 03561
  - (603)-444-6786 (Business Hours typically 8 a.m. to 4 p.m.- Closed Holidays)
- **The Doorway Program at Littleton Regional Healthcare-** Provides services that address substance abuse disorder
  - 11 Riverglen Lane, Suite 100, Littleton, NH 03561
  - (603)-259-1659
- **North Country Health Consortium-** Offers peer support services and AskPETRA
  - 260 Cottage Street, Littleton, NH 03561
  - (603)-259-3700

### **Lebanon, NH-**

- **Dartmouth “Addiction Treatment Program/ Doorway”**
  - 85 Mechanic Street, Lebanon, NH
  - (603)-653-1860
- **TLC Family Resource & Recovery Center**
  - 24 Hanover Street, Lebanon, NH
  - (603)-542-1848
- **West Lebanon Comprehensive Treatment Center (MAT/Counseling)**
  - (603)-392-7615
- **WISE- Sexual and domestic violence help**
  - 38 Bank Street, Lebanon, NH
  - (603)-448-5922
- **HALO- SUD Services (Young adults 18-25)**
  - 1 School Street, Lebanon, NH
  - (603)-523-8804
- **Dartmouth Hitchcock Medical Center**
  - (603)-650-5000 **ACCEPTS ALL INSURANCE**
- **FOOD PANTRY - Listen Center**
  - 60 Hanover Street, Lebanon, NH
  - (603)-448-4553
- **Family Health Center**

- 252 Mechanic St, Lebanon, NH
- (603)-448-1941 **ACCEPTS MEDICAID**

**Plymouth, NH**

- **Plymouth Area Recovery Connections**
  - 603-238-3555
- **Plymouth Recovery Center**
  - 774-225-0723
- **Plymouth House Inpatient Rehab**
  - 603-707-4496
- **Mid-State RISE Recovery Limited Peer to Peer support**
  - 603-217-6300
- **Granite United Way WHOLE VILLAGE (Wrap around services for families)**
  - 603-536-3720
- **Growing Roots Health & Wellness**
  - 603-238-3149
- **Community Closet**
  - 603-536-9889
- **Speare Memorial Hospital PCP**
  - 603-536-1881 **Accepts MOST insurance**
- **Mid-state Health Center**
  - 603-536-4000

