



**JUVENILE
TREATMENT &
SUPPORT COURT**

JTASC

YOUTH and FAMILY HANDBOOK



WELCOME TO JTASC



Welcome to the 17th Circuit Court, Juvenile Treatment and Support Court (JTASC). This handbook is designed to answer questions, address concerns, and provide overall information about the Juvenile Treatment and Support Court. As a youth and family involved with JTASC, you will be expected to follow the conditions of bond, probation and JTASC program requirements. This handbook will orient you to the key program elements of JTASC as well as some common practices. In addition, it will tell you what you can expect from each of the JTASC team members and what will be expected from you as a JTASC participant.

JTASC offers youth a treatment-based sentencing alternative, which utilizes judicial oversight as a component of the program. A comprehensive approach is taken to provide you with an array of services and supports designed to address your specific needs. Participation in mental health treatment is required throughout your participation in JTASC.

Sincerely,

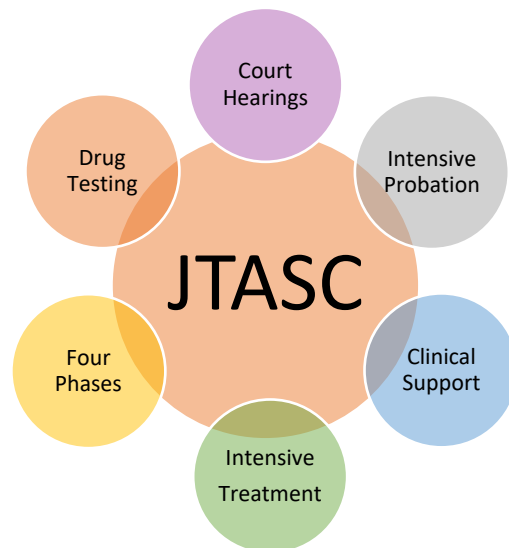
17th Circuit Court
Juvenile Treatment and Support Court (JTASC) Team

INTRODUCTION

The Juvenile Treatment and Support Court (JTASC) is a joint effort between the 17th Circuit Court Family Division and Network180, Kent County's Community Mental Health Authority. The program has been designed to support youth, and their families, who because of their severe mental health challenges have become involved with the juvenile justice system. We believe that with the right services at the right time, along with intensive supervision and monitoring, the risk for future contact with the legal system will be reduced or eliminated. We want you to be successful at home, school, and in the community!

This handbook describes the Juvenile Treatment and Support Court (JTASC) and our expectations and requirements of you, and your parent/guardian, while you are participating in JTASC. JTASC requirements are intended to improve your mental health and reduce your risk from future contacts with the legal system. **JTASC is a treatment court that provides compassion with accountability.** JTASC is not an easy way to avoid your criminal charge. It will be necessary for you, along with your parent/guardian, to make sacrifices to be fully engaged in treatment and to successfully complete this program.

JTASC is a voluntary program that includes regular court appearances before a designated judge, increased supervision with a designated probation officer, and intensive treatment and support recommended by a mental health clinician. The diagram below shows the key components of the program that you will be required to be involved in. The frequency requirements for each depends on the phase you are in. As you promote through the phases and assume more personal responsibility the frequency of supervision, drug testing, and treatment will be modified. See the section on JTASC phases (pages 12-16).



THE JTASC Team

JTASC is a team based problem solving court. The team is led by the Honorable Deborah McNabb and consists of the below members. The team works together for the common goal of helping you improve your mental health and general well-being, promote your self-sufficiency, and to reduce/eliminate the likelihood that you will have future contact with the legal system. Together the team provides intensive court supervision and monitoring, case management access and oversight to mental health and substance use disorder services, and basic needs services and supports.

(1) Juvenile Treatment and Support Court Judge

The Honorable Deborah McNabb heads the collaborative JTASC team. During regular court appearances, the judge will review your case status and your compliance with JTASC requirements and competencies. The judge will administer graduated sanctions and incentives, as well as therapeutic responses, to decrease non-compliant behavior, increase behavior that improves your wellbeing, and create opportunities for growth and insight.

(2) Juvenile Treatment and Support Court Coordinator

The JTASC Coordinator is responsible for the administration, management, and coordination of JTASC services and operations, including overseeing JTASC court staff activities, facilitating team meetings, and serving as a liaison to local service providers and community groups.

(3) Prosecutor

The role of the prosecutor in JTASC differs from the traditional adjudication process. In JTASC, all parties and counsel share the common goal of helping participants successfully comply with treatment in a community setting with the primary goal of community safety. As part of a collaborative team with the judge, defense attorney, and JTASC staff, the prosecutor monitors participant progress and compliance and can make recommendations regarding sanctions. If a participant has another contact with the legal system that results in new charges, the prosecutor investigates the new case and assesses the appropriateness of continued participation in JTASC.

(4) Defense Counsel

Defense Counsel represents and advises the defendant in all court proceedings and is mindful of the youth's constitutional rights as a youth engaged in the juvenile justice system and the youth's civil rights as a behavioral health consumer. The Defense Counsel uses a non-adversarial approach with a focus on protecting the defendant's constitutional rights and their success in treatment to promote health and well-being.

(5) JTASC Probation Officer

The JTASC Probation Officer will supervise all youth in JTASC and will serve as your direct connection to JTASC. The Probation Officer will complete an intake/orientation with all incoming youth and will work with the youth and family to create a phase plan for each of the four phases. The Phase Plan will identify the requirements the youth and family will be held accountable to meet and the competencies that are expected to achieve in each phase of the program. The Probation Officer will provide support, encouragement, and close supervision while you are in JTASC. They will monitor your progress as you work to meet your phase plan requirements.

(6) JTASC Clinical Liaison

The JTASC Clinical Liaison will determine mental health eligibility for all potential youth referred to JTASC. The Clinical Liaison will make initial and ongoing level of care recommendations, mental health and substance use disorder service recommendations, assist you in linking to identified services and supports, and they will collaborate with your treatment providers to verify that you are attending the required appointments and making progress in your treatment goals.

Name/Role	Address	Contact Information
Honorable Judge Deborah L. McNabb Lisa Gibson, Clerk	180 Ottawa Ave, NW -Suite 6200 A Grand Rapids, MI 49503 Courtroom 6-A	(616)-632-5206 Lisa.gibson@kentcountymi.gov
Teri L. Clark, LMSW Court Coordinator	180 Ottawa Ave, NW Grand Rapids, MI 49503 Suite 2100	616-490-2893 (cell) 616-632-2893 (office) Teri.clark@kentcountymi.gov
Amy Hollern Probation Officer	180 Ottawa Ave, NW- Suite 3500 Grand Rapids, MI 49503	616-293-0774 (cell) 616-632-5202 (office) Amy.hollern@kentcountymi.gov
Clinical Liaison	180 Ottawa Ave, NW- Suite Grand Rapids, MI 49503	
Joseph Jackson Prosecutor	Kent County Prosecutors Office 82 Ionia Avenue, NW- Suite 450 Grand Rapids, MI 49503	(616) 632- 6658 Joseph.jackson@kentcountymi.gov
Mary Golden Defense Counsel	P.O. Box 151061, Grand Rapids, MI 49515	(616) 451-2148 mary.k.golden@gmail.com
Katie Oland Defense Counsel	146 Monroe Center St. NW, - Suite 1110 Grand Rapids, MI 49503	(616) 957-7745 katie@olandlaw.com

COURT HEARINGS

(1) Youth, along with their parent/guardian, are required to attend MANDATORY court hearings every week (Phases 1 and 2), every other week (phase 3) and monthly (phase 4). If parent/guardian is unable to attend (this should be rare and approved in advance) you must designate a responsible adult that can attend and provide an update to the court. Youth and parent/guardian must remain in the court room until the review is adjourned. Parent/guardian must safely transport the youth home.



- i. You will be provided with a calendar of dates scheduled. YOU will be responsible to track your court dates and to be in attendance.
- ii. Court is held every Wednesday at 3:30 PM-5:00 PM. Court may run shorter or longer than expected you, and your parent/guardian, **must stay the entire time**.
- iii. During the COVID19 pandemic court will be conducted virtually. You will be provided with a ZOOM invite. Please practice in advance with JTASC Probation Officer.
- iv. When the court re-opens the hearings will be held at the Kent County Court House at 180 Ottawa Avenue, NW, GR, MI ---Courtroom 6-A.

(2) You have the right to seek legal advice prior to any court hearing. You will be assigned to one of two Defense Counselors when you are accepted into JTASC.

(3) Youth must sit with Parent/Guardian during the review. Parents/guardian will sit next to the podium when their youth is reporting to the Judge. The Judge may ask you questions about your youth. Honesty from you is very important. We can't help problem solve or support you when we don't fully understand the challenges you are experiencing.

(4) Judge McNabb will speak with each youth individually to review how well they are meeting their phase requirements. If you are having difficulties she will want to know what challenges you are experiencing. Judge McNabb will celebrate and reward your successes but she will also address areas where you may not be meeting the requirements in your phase plan. Judge McNabb will specifically identify both the behaviors she wants to see stopped or continued. She will use negative consequences (sanctions) to encourage you to stop specific behaviors that cause you or others a problem but will reward (incentivize) the behaviors she wants to see continue. If she sees that you are struggling to follow a rule but she also sees that you are trying hard (going to school, going to therapy, taking your prescribed medicine, etc.) she may choose to give a therapeutic response before a sanction. Honest is always the best policy. We cannot help if we don't understand what is hard or causing challenges. You will be rewarded for being honest even when you may not have good news for the Judge.

(5) For as long as COVID19 requires the court to meet virtually, the parent/guardian will ensure that the equipment/internet connection/data needed to participate by ZOOM is available.

Incentives

Incentives are provided to youth and families who are making steady progress, making some significant change in their life, or achieving a goal or accomplishment. Incentives encourage the continuation of positive behavior and progress the court wishes to see. Some examples of incentives you might earn:

- Judicial recognition
- Additional or expanded privileges
- Increase in unsupervised time
- Later curfew
- Leave Court Early Coupon
- Report First Coupon
- Miss the Next Hearing Coupon
- Transportation Assistance
- Supervised day trips or permission to travel with parent.
- Draw from the incentive bins (small, medium, or large).
- Participate in group raffle
- Virtual JTASC token to be traded in for gift cards*
- Waive court costs (\$50 increments)
- Reduced Drug Testing
- Reduced check in days with Probation Officer
- Certificates
- Phase Promotion

* JTASC Tokens

Round tokens would be distributed one at a time except. If the youth demonstrates something the Judge would really want to highlight and use the token method, she could give out 2. Star shaped tokens will be given to all youth when they promote from one phase to the next. A star token is worth 5 tokens when making an exchange.

Each parent will be provided a container of tangible tokens to distribute at the Judges direction. The parent will bring the container to each review. If the Judge awards the youth with a token, the parent will immediately give a token to the youth to add to their ring provided. The youth will exchange the tokens each month for the below.

Tokens can be exchanged for gift cards in no greater increments of \$20 at a single time.

Incentive Examples	Number of Tokens	Available to Phase
Select from small bin	2 tokens	All
Select from medium bin	4 tokens	All
Select from large bin	6 tokens	All
\$5.00 gift card (choose from selection provided)	5 tokens	All

\$10 gift card (choose from selection provided)	10 tokens	All
Report First Coupon	3	2-3
Leave Early Coupon	3	2-3
Report Virtually Coupon	4	4 approved by Judge (can't do consecutive months)
Report to PO virtually	2	3-4 (can't do consecutive check-ins)
Participate in Group Raffle (family gifts)	1 Token	Those eligible to raffle criteria or All
1 hour later curfew (one time)	2	3-4
1 hour TV	2	Must currently have privilege
1 hour screen time	2	Must currently have privilege
1 hour of game time ²	2	Must currently have privilege
1:1 time with parent	1	
Friends visit at the home	3	Approved and supervised
Reduce CS hours (4 hours)	4	
Expand area/locations of current restriction (one time).		Parent and Judge Approval Phase 3-4 Cannot be on House Arrest.

Positive parent/guardian involvement is crucial to the youth's success. They are dependent on you to provide structure, hold them accountable to rules, make appointments with treatment providers, transport them to treatment sessions, distribute medications as prescribed, and so much more! If your youth is succeeding the Judge will know you are doing your part and will want to reward you too! On the flip side, if you are a barrier to your youth promoting and succeeding in the program she will want to discuss this concern with you. Examples of parent behavior that the Judge will address with you include your failure to call the probation officer for your weekly check-in, giving your youth permission to do something that is opposed to program rules or probation conditions, failure to set up treatment appointments or transport them to their appointments, failure to administer medications as prescribed, etc. Although it is never desired, Judge McNabb may hold parents *In Contempt of Court* if they continue to be barriers to their youth's ability to fully participate and be successful in the program. Prior to this the Judge will try other strategies to encourage your participation in JTASC. Examples of court imposed requirements when the parent intentionally impedes the youth's ability to fully participate in JTASC (restrict the use of sitters, increase check-ins with the probation officer or clinical liaison, attend parent groups, participate in services or supports, pay for your youth's days in detention or for surveillance, youth's termination in program, etc.).

PARENT/GUARDIAN INCENTIVES One parent/guardian token per family not per parent.

I. Virtual JTASC Token Each week the youth and parent accomplish the below, the parent will earn a virtual JTASC Token. Four tokens are worth a \$15 gift card (gift cards will be from local stores and restaurants. In addition, \$15 reload on a Wave Card and gas cards will be included in the options. Tokens will be exchanged as soon as they earn 4.

- Submit a completed log on time
- The youth meets all phase requirements
- The parent meets program expectations

II. Reduced Court Costs Parents may opt to not exchange tokens each month if they want to exchange 35 Tokens for \$50.00 reduction in court costs. This must be communicated to the Judge in advance. If they were to change their mind they would need to do individual exchanges (no less than every two weeks) in increments of 4. No more than \$15 in gift cards will be distributed at a single time.

If they opt to save to reduce court costs, The Coordinator will track and provide the parent a quarterly update on the number of tokens earned to date.

Sanctions

Sanctions are given when youth display undesirable and unlawful behavior. Youth may be sanctioned for not following program rules, not meeting phase requirements or violating probation. Here are some examples:

- Increased supervision meetings with Probation Officer
- Increased home visits
- Reduction in privileges
- Early curfew
- Escort to School
- Increased frequency of drug testing
- Tether or other electronic monitoring
- Community Service
- Detention
- Termination from program

Therapeutic Responses

Therapeutic Responses are used to encourage insight and a greater understanding of how they came to make the decision that led them to engage in undesirable and possibly unlawful behavior. They will be also used to reassess the services and supports. Therapeutic Responses the Judge might use include, but are not limited to:

- Complete a writing assignment
- Write a paper on their diagnosis, importance of treatment or taking medications
- Team Case Review to review current Phase Plan
- Treatment Round Table with Probation Officer, Clinical Liaison, and Treatment Provider. Review level of care, services, provider.
- Additional testing to better understand needs.
- Increase frequency of case management, therapy, etc.
- Increase intensity of services to residential services
- Medication Review
- Crisis Plan
- Letter of Amends
- Family planned activity
- Journal

(5 a.) Court Etiquette:

- ✓ **DO** arrive to review hearings 5-10 minutes early.
- ✓ **DO** sit as a family
- ✓ **DO** go to the bathroom before the review hearing begins.
- ✓ **DO** turn off all cell phones and electronic devices; otherwise they will be collected
- ✓ **DO** address the Judge with respect.
- ✓ **DO** bring your *JTASC Log* and other paperwork as ordered by the Judge or team.
- ✓ **DO** bring your writing assignments.
- ✓ **DO** be honest with the Judge. Although difficult we need you to be open and honest. Dishonesty eventually comes to light and you will be sanctioned for lying.
- ✓ **DO NOT** leave the courtroom while the review hearing is in progress.
- ✓ **DO NOT** use your phone (for any purpose) or other electronic devices.
- ✓ **DO NOT** talk when the Judge is speaking.
- ✓ **DO NOT** swear or use profane language in the courtroom.
- ✓ **DO NOT** bring food or beverages into the courtroom.
- ✓ **DO NOT** chew gum in the courtroom.
- ✓ **DO NOT** sleep in the courtroom.
- ✓ **DO NOT** wear inappropriate clothing into the courtroom. Clothes displaying offensive language or advertising drugs and alcohol are not permitted. Do not wear hats or sunglasses.

A virtual hearing IS A REAL HEARING. Although it can feel less formal, formality is expected. In addition to the above court etiquette, please also adhere to the below:

1. Both youth and parent/guardian will be expected to stay on video in attendance for the full duration of the hearing unless you are on a phase that permits you to leave early.
2. Please wear clothing that you would wear to court. You must be in street clothes. No pajamas, sweats, bathing suits or robes please. You must wear a shirt.
3. To support a quality video experience please be seated at a table and in good lighting. Place the light source in front of you. Prop your phone or electronic device so we can see you clearly and up close.
4. To support a good sound experience please plan to sit still (don't walk around with the phone), have the device close to you, and sit in a space that is quiet with no background noise.
5. For the privacy of others please find a space where you can be alone.
6. Do not engage in personal hygiene activities, smoke, or engage in any other behavior you would not typically engage in while in a court hearing (includes playing games, listening to music and texting on your phone).



INTENSIVE PROBATION

When you enter the program, you will be formally placed on probation and closely monitored by the JTASC Probation Officer. If you are already on probation when you are accepted into JTASC your case will be transferred to the JTASC Probation Officer. Instead of meeting with your initial Probation Officer you will instead report to the JTASC Probation Officer. **The Probation Officer is your primary contact to the JTASC team.** Those in Phases 1 and 2 will report weekly and those in Phases 3-4 will report biweekly. In addition, the parent/guardian is required to call the Probation Officer each week to provide an update. Your Probation Officer (PO) may order you to report more often.

- Your PO will provide you with a full list of reporting requirements.
- Your PO will administer drug tests.
- Probation is required when you participate in JTASC. Therefore, your conditions of probation are also considered the rules of the JTASC program.
- Your Probation Officer will meet with you at a variety of locations including school, your home, and at the courthouse.
- Calls, e-mails, and text messages from the PO must be returned within 24 hours.
- You must immediately (within 24 hours) notify your PO if you will not be staying at the residence you have provided.
- You must immediately (within 24 hours) notify your PO of a change in (youth or parent/guardian) contact information.
- You must immediately notify your PO about all contacts with the police.
- You must notify your PO of all emergency room visits, scheduled surgeries, post-operative care, and doctors' visits.
- Your PO will monitor your performance, help with employment searches, and work with other program staff and family members, if applicable, to help you succeed in JTASC and help in your recovery.

CLINICAL SUPPORT

When you are admitted into the program you will meet with a Clinical Liaison who will assess your mental health and substance use disorder needs and make recommendations for the expected course of treatment. You will meet the Clinical Liaison during the referral process so they can determine if you meet the JTASC mental health eligibility criteria for participation. If you are accepted in the program you will meet the Clinical Liaison within the first week to assess your current needs and current services and supports. The Clinical Liaison will make service and level of care recommendations to the team, assist you in linking to identified services and supports, and collaborate with treatment providers to verify that you are attending the required meetings and appointments and making progress in your treatment.

You are required to participate in mental health and substance abuse services (if needed) for the duration of the time you are in JTASC. You will meet with the clinical liaison monthly to check in on your participation and progress in treatment. Throughout your participation in JTASC, if you are having difficulty meeting program rules, the court may recommend a change in services and supports to better meet your needs and ability to meet program requirements. The court does have the ability to order changes in services.

- Calls, e-mails, and text messages from the Clinical Liaison must be returned within 24 hours.
- You must report new medications or changes to your treatment protocol to your Clinical Liaison within 24 hours.
- Missed appointments with your treatment provider must be reported within 24 hours and immediately reported to the Clinical Liaison. You will need to provide the new appointment date.
- The Clinical Liaison will regularly verify the youth's attendance at treatment.

INTENSIVE MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT

When you are admitted into JTASC, if you are not currently involved in mental health or substance abuse treatment, the Clinical Liaison will assess and refer/connect you with a service provider. You will be required, *mandated by the court*, to be actively participating in mental health and substance abuse treatment (if appropriate) during the entire time you are in JTASC. You will be expected to make an appointment within the first week and start treatment by week 2. Your participation in treatment will be a condition of probation. You will be required to verify your attendance at your treatment appointments and groups with an attendance log (see page 17). You will be required to submit the log to your probation officer by Friday 7:00 PM each week. If you are not participating in treatment you will be subject to sanctions up to and including, termination, from JTASC. JTASC is a **TREATMENT** and support court so active participation in treatment is **important and mandatory**.

Treatment may include one, or a combination, of the following: individual counseling, case management, peer services, group therapy, intensive out patient, residential, psychiatric hospitalization, psychiatry, psychotropic medication, wraparound, homebased services, Healthy Transitions Program, etc. You may also be ordered to attend Recovery Support Groups, if appropriate. The frequency of contacts with the providers will be driven by your need and your service array. Parent/guardian must provide JTASC with copies of all treatment plans, behavior plans, assessments, IEP's etc.

You will be **required** to take all **psychotropic medications** prescribed by a psychiatrist or your primary care physician. Your medication and your medication compliance (taking the

medication as prescribed) will be closely monitored by the clinical liaison. Upon entering the program, you will be asked to report all prescriptions that you are currently taking, as well as any new ones that may be prescribed to you in the future, to the clinical liaison.

Parent/guardian, unless told otherwise, will be expected to maintain control of all medication, dispense it as prescribed, and watch youth swallow the medication. Parent/guardian will report weekly to the team regarding whether the youth is taking their medication as prescribed. Your child should NEVER run out of medications. You may be asked to provide proof that the prescriptions were filled.

The parent/legal guardian must comply with court ordered family therapy sessions and actively participate. These sessions can be verified on the JTASC Weekly Reporting Log and will be verified by the Clinical Liaison.

JTASC PROGRAM PHASES

Each phase has a minimum period of time before you are able to promote to the next level. Your Probation Officer will work with you to develop an individualized plan for each of the phases. The phase plan will clearly communicate what is expected of you and what skills or competencies you will need to learn before promoting to the next phase. All youth will be placed on phase I when admitted to JTASC.

To graduate from JTASC you must complete all phases of JTASC. The final phase (4) is more self-directed with support from your Probation Officer and Treatment Provider. You will create a Continued Care Plan prior to graduation that will serve as your plan for continued treatment and support after you discharge from JTASC. JTASC can be completed in 1 year, but the pace is dependent on you. If it takes you a bit longer that is okay!

PHASE I: PARTICIPATE**MIN. LENGTH OF TIME: 8 weeks****Focus:**

1. Youth and family join and get oriented to JTASC
2. Youth and family understands the court processes, program requirements, and competencies for promotion
3. Youth and family are engaged and attending hearings, treatment sessions, meetings with Probation Officer and Clinical Liaison

Requirement	Expectation	Verification
Court Review Hearings	Weekly	
Report to Probation Officer	Weekly with youth, weekly call from parent	Log
Clinical Liaison	Weekly until mental health services begin. Once MH services begin, no less than monthly	Log
Drug/Alcohol Testing	Determined by history, need, and team.	
Medication	Take Medication as prescribed and attend all medication reviews.	Log
Case Manager	Meet with case manager as identified in the Individual Plan of Care	Log
Individual Therapy	If no service is in place at time of admission, meet with Clinical Liaison for assessment and referral. Meet with service provider and develop Individual Plan of Care. Meet as Individual Plan of Care recommends.	Log
Treatment Groups	Attend as directed by JMHC Clinical Liaison	Log
Curfew	Determined by the Court	Parent Report
School	Attend school EVERY day ALL day	Log
Homework	Complete all homework to satisfaction of teacher	Log
Positive Peer Involvement	All social activities with peers must be supervised by a parent or an approved (by parent and probation officer) adult	
Personal Goal 1		
Personal Goal 2		

You will know you are ready to promote to phase 2 when you:

- Meet phase 1 requirements including minimum time in phase
- Accomplish phase 1 personal goals

PHASE 2: INVEST**MIN. LENGTH OF TIME: 4 Months****Focus:**

1. Youth and parents are actively participating in intensive treatment
2. Youth and parents understand the youth’s diagnosis and the prescribed medication and side effects.
3. Youth and parents are actively learning individualized skills to cope and manage mental health symptoms.

Requirement	Expectation	Verification
Court Review Hearings	Weekly	
Report to Probation Officer	Weekly call from parent and weekly with youth	Log
Meet with Clinical Liaison	Monthly check in or more often as needed.	Log
Drug/Alcohol Testing	Determined by history, need, and team.	
Medication	Take Medication as prescribed and attend all medication reviews.	Log
Case Manager	Meet with case manager as identified in the Individual Plan of Care	Log
Individual Therapy	Meet with therapist as Individual Plan of Service recommends.	Log
Treatment Groups	Attend as indicated by JTASC	Log
Meetings, appointments (peer support, mentor, tutor, etc.)	Attend meetings or appointments as directed by JTASC and specified in this phase plan.	Log
Curfew	Weekday: _____ Weekend: _____	Parent Report
School	Attend school EVERY day ALL day	Log
Homework	Complete all homework assignments	Log
Make Amends	Develop a plan to make payments and apology to the victim	Plan to Judge
Positive Peer Involvement	Weekly unsupervised time with peer. Approved by parents	
Goal 1		
Goal 2		

You will know you are ready to promote to phase 3 when you:

- Met phase 2 requirements including minimum time in phase
- Accomplished phase 2 personal goals
- 30 consecutive days of sobriety with negative drug screens
- Payment Plan to victim

PHASE 3: CONNECT**MIN. LENGTH OF TIME: 4 Months****Focus:**

1. Youth is building prosocial connections with individuals or groups who share similar interests, beliefs, activities.
2. Youth and parents are exploring new ways to effectively speak to each other about their needs and wants.
3. Youth makes social amends with others who were impacted by their behavior and choices.

Requirement	Expectation	Verification
Court Review Hearings	Twice a month	
Report to Probation Officer	Weekly contact with youth that can occur by phone, video, or face to face, bi-weekly call from parent	Log
Meet with Clinical Liaison	As needed to support services and supports no less than monthly.	Log
Drug/Alcohol Testing	Determined by history, need, and team.	
Medication	Take Medication as prescribed and attend all medication reviews.	Log
Case Manager	Meet with case manager as identified in the Individual Plan of Care	Log
Individual Therapy	Meet with therapist as Individual Plan of Service recommends.	Log
Treatment Groups	Attend as indicated by JTASC	Log
Meetings, appointments (peer support, mentor, etc.)	Attend meetings or appointments as indicated by JTASC and specified in this phase plan.	Log
Curfew	Weekday: _____ Weekend: _____	Parent Report
School	Attend school EVERY day ALL day	Log
Homework	Complete all homework assignments	Log
Positive Peer Involvement	Engage in a formal peer group (youth group, sports, school activity, drama, etc.)	Parent Report
Make Amends	Make payments to victim and make amends to those impacted.	Receipts and writing assignment
Goal 1		
Goal 2		

You will know you are ready to promote to phase 4 when you:

- Met phase requirements including minimum time in phase
- Phase 3 personal goals have been met
- 45 days of consecutive days of sobriety with negative drug screens
- Current on victim restitution payments and created a plan to make social amends (meeting, letter, picture, poem, etc.)

PHASE 4: ACCOMPLISH**MIN. LENGTH OF TIME: 2 Months****Focus:**

1. Youth and family build a plan to address future needs as they arise
2. Youth is engaged in a pro-social peer group
3. Youth is contributing to their community

Requirement	Expectation	Verification
Court Review Hearings	Monthly	
Report to Probation Officer	Weekly contact with youth that can occur by phone, video, or face to face and biweekly call from parent.	Log
Meet with Clinical Liaison	As needed to support services and supports	Log
Drug/Alcohol Testing	Determined by history, need, and team.	
Medication	Take Medication as prescribed and attend all medication reviews.	Log
Case Manager	Meet with case manager as identified in the Individual Plan of Care	Log
Individual Therapy	Meet with therapist as Individual Plan of Service recommends.	Log
Treatment Groups	Attend as indicated by JTASC.	Log
Meetings, appointments (peer support, mentor, tutor, etc.)	Attend meetings or appointments as recommended by JTASC.	Log
Curfew	Weekday: _____ Weekend: _____	Parent Report
School	Attend school EVERY day ALL day	Log
Homework	Complete all homework assignments	Log
Volunteer	Identify and volunteer 16 hours to an identified need in the community or cause that you care about.	Parent Report
Make Amends	Make payments	Receipts
Goal 1		
Goal 2		

You will know you are ready to graduate when you have:

- Met phase 4 requirements including the minimum time in phase
- 60 days of consecutive days of sobriety with negative drug screens
- Victim payments are paid and personal amends complete
- Volunteer project completed

ATTENDANCE LOGS Using the JTASC Weekly Reporting Log, all youth and parent/guardian are required to verify their attendance at all their therapy sessions, medication reviews, group therapy, school attendance, and any other appointments/meetings they are required to attend per their phase plan. Your Probation Officer and Clinical Liaison will be calling your service providers, group facilitators, teachers, etc. to verify your logs so please do not falsify them. You will be sanctioned for falsifying your logs. All logs are due and to be submitted to the JTASC Probation Officer on Friday before 7:00 PM. You can get a log from your Probation Officer or on line at Access Kent Website (17th Circuit/JTASC).

JTASC Weekly Reporting Log (shortened example)

Youth's Name: _____ Week: _____ to _____

Youth check in with Probation Officer? no yes Date: _____

Parent check in Probation Officer? no yes Date: _____

Treatment *(initial if attended and provide name, date and time)*

Support	Date of contact	Provider Initials to verify attendance
Therapist		
Group Therapy		
Case Management or Wrap Coordination		
Youth Peer Support		
Parent Support Partner		
Psychiatrist or doctor		

Drug Test:

I am required to drug test ____ times per week Date(s) tested: _____ result (circle) + -

JTASC assignment ordered by Judge:

None assigned Assigned but not completed Assigned and ready to present to team

School: Please indicate below how this student performed behaviorally and academically in your class this week. Thank you for your cooperation!

Subject	Teacher
Student was on time and attended full class each day scheduled?	<input type="checkbox"/> Yes <input type="checkbox"/> No initial _____
Student's behavior was respectful and cooperative?	<input type="checkbox"/> Yes <input type="checkbox"/> No initial _____
Student completed all homework and received a satisfactory grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No initial _____
If you answered No to any of the above please provide brief explanation:	

DRUG AND ALCOHOL TESTING

The conditions of probation and participation in JTASC require that you remain free from drugs and alcohol. The only way we can monitor your compliance with this condition is to regularly test you. As a participant in JTASC you will be required to submit to urine screens, Oral Swabs, and PBT (Preliminary Breath Test) as directed by your Clinical Liaison, Probation Officer, or Court Coordinator. You will test for the duration of the time you are in JTASC.

Why: To monitor your drug and alcohol use and to offer you the opportunity to demonstrate that you are following your conditions of probation.

What: You will be tested for drugs and alcohol through urine, oral swab and or PBT tests.

When: How often you are tested will depend on your phase or need for accountability. Typical testing occurs 1 to 3 times a week, more if needed. Testing and confirmation is scientifically reliable. You will be tested for a variety of substances.

What happens if I don't show up for a requested drug test?

A missed drug test is considered a positive or dirty drop. A missed drug test will reset your days of sobriety to zero. You will be sanctioned for a positive test.

My test was positive and I swear I am not drinking or taking drugs!

The tests are scientifically reliable. You may request that a test be confirmed. If it comes back positive for a second time you will be charged for the test. If it is negative the court will pay for the retesting.

I have used drugs and/or drank alcohol for a long time. What if I can't quit cold turkey?

The clinical liaison will work with you to support increased sobriety. You may be referred to a provider for detox, residential treatment, medication assisted treatment and/or integrated care treatments. You will be expected to consistently decrease your use, demonstrated with regular drug testing indicating reduced levels of drugs in your system. After 30 days, you are expected to be completely clear of drugs.

AVOIDING “FALSE” POSITIVE DRUG TEST RESULTS

Some prescription medications can produce a positive drug test. **You must notify your Clinical Liaison before using any new prescribed medications. This includes prescribed pain medication in response to an injury or planned surgery.**

Some alcohol based substances, over-the counter medications, and food may cause a positive test result. If you ingest or expose yourself to these substances, a positive result will receive a sanction. It is the responsibility of the youth and parent/guardian to avoid or limit your exposure to these substances.

TYPES OF PRODUCTS TO AVOID	EXAMPLES
Cold & Cough Syrup and medications that contain alcohol and Dextromethorphan	NyQuil, Robitussin, Tylenol Cold, Vicks Formula, 44M, Delsym
Mouth wash and breath strips that contain alcohol	Plax, Scope, Oral-B, Listerine
Hygiene products containing <i>Ethyl Alcohol</i>	Purell hand sanitizer, skin care products, hairspray, astringents, cologne/perfume, and aftershave
Non-alcoholic beverages	Any beverages claiming to be non-alcoholic
Solvents and Lacquers. These interfere with SCRAM.	
Allergy medications and sleep aids containing Diphenhydramine HCL, Pseudoephedrine or Ephedrine	Benadryl, Sudafed, Actifed, Nyquil, Unisom, Tylenol PM, Advil PM
Allergy medications delivered via nasal spray or inhaler	Dristan, Neo-synephrine, and Vicks Nasal Spray
Food containing Poppy Seeds	Bagels, rolls, and muffins
Naturally occurring mood altering or hallucinogenic substances	Salvia, Morning Glory seeds
Dietary Supplements, Vitamins, Weight Loss Aids Ephedra based products, CBD oil (unless approved by judge and from approved store)	Creatine, Hydroxycut

medical care and emergencies

You **MUST** notify your probation officer and clinical liaison of ALL emergency room visits, scheduled surgeries, post-operative care and doctor visits. If any of these visits cause you to miss a drug test, therapy appointment or a scheduled court review hearing you **MUST** turn in the medical documentation within **48 hours** to the clinical liaison and probation officer to be considered for an excused absence. **EVERY** medical visit will provide you with a summary of your visit. **FAILURE TO TURN IN THE DOCUMENTATION WITHIN 48 HOURS WILL RESULT IN AN Unexcused Drug test (POSITIVE RESULT), treatment appointment, OR FAILURE TO APPEAR TO COURT.** You will be sanctioned accordingly.

COVID19 POLICY

If exposure to COVID19 is cause for your youth (or parent/guardian) to miss ANY JTASC requirements, the youth (and possibly parent) must be tested for COVID19 the same day as the missed event (or next available appointment), provide your Probation Officer with documentation that the test was performed, and then provide Probation Officer with the results of the test the day they are received.

SCHOOL ATTENDANCE

Youth must attend school. Youth must be on time, attend each class, and stay for the duration of the class period. Youth attendance, behavior, and completion of homework must be verified by the youth's teacher(s) each week on the JTASC Weekly Reporting Log.

- Parents must provide copies of IEP's, behavior plans, and school assessments to the Probation Officer.
- Parents must attend all necessary school meetings, including IEP's as scheduled by the school and provide the Probation Officer with any updated information from these meetings.

Youth cannot decide if they are too sick to attend school. Only the parent/legal guardian can decide if a youth is too sick (is at risk of infecting others, has a fever, cannot keep down food or water). If the following cannot be met, the youth **MUST** attend school:

- If you decide to keep your youth home for medical reasons you **MUST** contact JTASC Probation Officer by 8:15 am of the same day.
- You may be required to contact your youth's doctor if the youth will miss more than 2 consecutive days of school.
- A doctor's note **MUST** be provided to the JTASC team stating the doctor recommends the youth miss more than two days of school and the doctor **MUST** include a date that the child is to return to school.
- If you can confirm your youth has been exposed to COVID19 and they are unable to go to school, you will need to take the youth for a COVID19 test the same day (or next available appointment) that school is missed. Provide verification from the testing site to your Probation Officer that your youth was tested. Provide results of test to your Probation Officer the day you receive them.
- If a sick day occurs (with visit to doctor and a note with their recommendation and return date) makeup school work is to be obtained the next day and your youth will have 48 hours to complete the work and turn it in.

TRANSPORTATION ASSISTANCE

Lack of transportation is not an acceptable excuse for missing appointments or any JTASC required activities and should be considered upon entering the program.

A Wave Card with Ride the Rapid (public bus system) or a gas card can be made available to individuals who need financial assistance (and for the duration of need). Please direct any requests for transportation assistance to the Probation Officer, who will assess your financial need. In addition to demonstrating continued financial need you must also submit a log to demonstrate that you are attending all meetings, treatment sessions, and groups before your first complimentary card will be loaded with additional money. When a parent/guardian secures employment, you will be expected to budget your resources to meet your transportation needs for JTASC.

- Wave Cards will be loaded once a month. How much is loaded on your card will depend on the frequency of your court requirements (meetings, therapy, drug testing schedule, court hearings, etc.) and your attendance at the required activities (demonstrated by a log and verified by JTASC).
- Gas cards will be issued no less than bi-weekly. How much is on the card depends on the frequency of your court requirements (meetings, therapy, drug testing schedule, court hearings, etc.) and your attendance at the required activities (demonstrated by a log and verified by JTASC).
- JTASC will replace a lost or stolen card Wave Card, at no expense to you, **one time**. Additional Wave cards you lose or you report as stolen will be replaced at your own expense (\$3.00). All cards reported lost or stolen will be immediately deactivated.
- Anyone caught selling a Wave Card or gas card will be sanctioned, which may include termination from the program.
- It is expected that the Wave Card or gas card is used to support the youth's attendance at all JTASC required activities. If you choose to use a card (bus or gas) for non-JTASC activities and run out of money before a Wave card is loaded or new gas card issued, the youth's transportation to JTASC activities will be the parent/guardian responsibility. Remember, lack of transportation is not an excuse to miss your required activities.

GRADUATION FROM TASC

We love to celebrate your success! When you have completed the 4 phase requirements, gained the designated competencies, and have paid all your victim restitution you will be ready to graduate! Every three months, we host a reception to celebrate everyone that graduated during that time. You are welcome to invite family, friends, and service providers who supported you during your time in JTASC.

TERMINATION FROM TASC

Termination occurs at the discretion of the judge, upon the recommendations of the team. Some reasons for termination might include, but are not limited to:

- Lack of participation in treatment within the first month of admission
- Refusal to engage in treatment
- Ongoing drug or alcohol use
- New law violation
- Pattern of non-compliance with expectations and requirements of JTASC