

CHEMICAL ABUSE RECOVERY ENVIRONMENT (CARE) **PARTICIPANT HANDBOOK/PROGRAM RULES**

PROGRAM OVERVIEW

Welcome to the Chemical Abuse Recovery Environment (CARE) Program. The United States Probation Office is committed to assisting participants in their efforts to lead a life free from chemical and/or alcohol dependency. The probation office expects that all participants are committed to making healthy decisions towards recovery.

CARE is an intensive outpatient substance abuse program designed to provide a structured treatment program with intensive outpatient substance abuse services. The intervention consists of early recovery groups, relapse-prevention groups, individual sessions, family education groups, social-support groups, career development, cognitive behavioral treatment, and urine and breath testing. CARE is designed as a six (6) month program and will be facilitated by a local treatment provider. The primary purpose is to avoid long-term incarceration by providing access to intensive treatment. This is accomplished in a structured setting by linking supervision and treatment with home confinement.

The CARE Program will separate participants from the drug subculture and provide enhanced supervision, guidance, and support. CARE provides an environment which supports participants in achieving goals related to their integration into the community. The treatment philosophy integrates cognitive behavioral theories, workforce development, and strategies for self-improvement and change.

Each participant will receive a copy of this CARE Program Participant Handbook and Program Rules. Participants will review the handbook with the probation officer, and will be required to sign an acknowledgment of receipt of the handbook and agreement to a zero tolerance policy (Appendix A).

GOALS & OBJECTIVES

The program will provide clients with the skills necessary to begin addiction recovery and maintain an alcohol and drug free lifestyle. The program will promote a cognitive shift that influences attitudes, beliefs, and behavior associated with criminality in the hopes of reducing recidivism. The program provides a collaborative environment between the participant, probation officer, and treatment provider. The probation officer and treatment provider will also attempt to assist families in understanding and supporting clients in recovery. Further, the program will facilitate and challenge participants to look realistically at their life and exercise responsibility for altering their behavior in a functional and positive way.

The program will assist in the process of learning new job skills or securing better employment in order to support a drug, alcohol, and crime-free lifestyle. Upon completion of the program, it is the intent that participants will continue a drug/alcohol free life, secure or maintain employment, and become productive, law abiding members of the community.

PHASE OVERVIEW

The CARE Program consists of two distinct phases:

A. PHASE I

Phase I consists of a three month intensive treatment component. When available and deemed appropriate by the probation officer, participants will reside at an approved residence in the community, under home confinement with location monitoring. Participants will be required to concentrate entirely on their recovery efforts. During this phase, participants will not be permitted to work and will not be authorized to leave the residence except for scheduled treatment sessions, drug testing, meetings with the probation officer, and other approved appointments. Phase I consists of a highly structured treatment regimen that includes mandatory participation in vendor facilitated group counseling sessions, individual counseling sessions, and cognitive behavior therapy (CBT). Phase I focuses on substance abuse and criminal behavior, problem solving, and decision making. This phase is designed to help participants gain a better understanding of the disease of addiction, triggers, symptoms, treatment options, and prognoses; understanding how family issues can help or hinder the recovery process; and learn how to ask for and receive help in treatment groups. The requirements for Phase I are as follows:

1. Participants are required to participate in four hours of group counseling per day, Monday through Friday.
2. Participants must also participate in one individual, one hour session per month for the first three months.
3. Participants are required to sign the daily attendance log in order to receive credit for the session.
4. Participants are encouraged to attend other recovery group meetings while in the program. Participants requesting to attend an alternative social support group (e.g., church meeting) will be approved by their supervising probation officer, on a case by case basis.
5. If a participant misses a group and/or individual session, or is late for a group and/or individual session, they will be required to make-up that particular group and/or individual session before advancing to Phase II. In addition, any privileges earned will be suspended for one week. A second missed session will result in the suspension of privileges for two weeks. A third missed session will result in the suspension of privileges for four weeks. A fourth missed session will result in termination from the program and possible initiation of revocation proceedings.
6. Participants must have 30 consecutive days of clean drug and alcohol tests in order to successfully complete Phase I. The 30 days must immediately precede commencement of Phase II.
7. All participants are required to submit daily schedules to their counselor seven days per week. Schedules will be completed the night prior, for review the

following day. All schedules will be reviewed by the CARE counselor. Failure to complete a schedule will result in a verbal warning. A second failure to complete a schedule will result in suspension of privileges for that week.

8. All participants are required to adhere to the location monitoring schedule. Schedules will be approved by the probation officer. Any changes to the approved schedule must be requested in advance. All requested schedule changes for the following week must be submitted by 5:00pm the Wednesday prior.
9. After two weeks, participants may attend one recovery group per week. After 30 days, participants may attend three recovery meetings per week. All recovery group meetings will be approved by the probation officer in advance and submitted on the CARE counselor's schedules as well as the location monitoring schedules.
10. Participants are required to submit to at least twelve drug/alcohol tests per month.
11. Participants with mental health treatment will be required to attend those treatment sessions in addition to all CARE sessions.

B. PHASE II

Phase II is the continuing care process that will last for an additional three (3) months. Participants will continue to reside at their residence, but will no longer be on home confinement with location monitoring. Participants will be required to seek and maintain approved employment. While seeking/maintaining steady employment, participants will continue to attend a reduced treatment regimen. This will allow participants to continue to grow in a supportive, safe, and understanding environment. The treatment component during this phase will consist of a minimum of two weekly group sessions that are one and a half hours in duration. During this phase, participants will continue developing a relapse prevention program and will be taught the skills needed to maintain sobriety. Additional treatment components will include cognitive strategies to correct thinking errors and help participants identify and recognize relapse triggers. The requirements for Phase II are as follows:

1. Participants will attend two group sessions per week for an hour and half.
2. Participants will no longer be on location monitoring.
3. Participants are encouraged to continue to attend three weekly outside recovery group meetings.
4. Participants will continue to submit daily schedules to the CARE counselor.
5. If a participant misses any of the required group sessions, they will be required to make up the missed session(s) in order to graduate from the program. Failure to make up a session will result in termination from the program and possible initiation of revocation proceedings.
6. Participants will be required to continue attending mental health treatment, if recommended.

PROGRAM SERVICES

Treatment Modality: The primary treatment modalities used in the CARE Program are the Matrix Model and material from the Milkman and Wanberg Criminal Conduct and Substance Abuse workbook. Both modalities utilize evidence-based curriculums of intensive outpatient treatment for alcohol and other drug addiction designed to help participants understand the connection between their thinking and behavior. This type of approach has been proven to be most effective in helping participants change anti-social behavior into more pro-social behavior. These models rely on traditional counseling approaches through group process and individual counseling, which emphasizes breaking through denial and accepting that the participant has a disease.

Scheduling: Participants will be required to submit a daily schedule outlining their activities for that day to the CARE counselor. Schedules should be completed the night prior for review the following morning. One of the main goals of scheduling is to ensure that the rational part of participant's brain takes charge of their behavior rather than the emotional addicted part of their brains, where cravings start. When participants make a schedule and abide by it, they put their rational brains in charge. Participants in treatment need to structure their time if they are serious about recovery. It is important for participants to plan their activities and to write them down in their schedules. Schedules that exist only in one's head are too easy to revise or abandon. When participants are making their schedules, special attention should be paid to weekends and any other times clients feel they are particularly vulnerable to substance use.

Location Monitoring Schedule: In Phase I, participants will be placed on home confinement with location monitoring. During the first 30 days, participants will only be permitted to leave their residence for treatment, drug testing, and other activities approved by the probation officer. Upon completion of the first 30 days of the program, if there are no violations of the location monitoring program, missed drug tests, positive drug tests, or violations of the CARE Program rules, the participant is eligible for up to four hours of discretionary leave on Saturday. Discretionary leave will only be issued to participants who are in full compliance with program rules. All location monitoring schedules will be approved by the probation officer in advance. Any request for changes to the location monitoring schedule for the following week must be submitted the Wednesday prior by 5:00pm. Failure to comply with location monitoring schedules or program rules will result in the loss of discretionary leave. In Phase II, participants are no longer restricted to home confinement with location monitoring.

Individual Counseling: Each participant in Phase I will attend one individual counseling session per month during the first three months of treatment. The purpose of the individual sessions is to monitor each participant's individual goals and to check in on their progress.

Early Recovery Skills Group: Participants will attend weekly early recovery groups during Phase I. The purpose of these groups is to teach participants:

1. How to use cognitive tools to reduce cravings;
2. The nature of classically-conditioned cravings;
3. How to schedule their time;
4. The need to discontinue use of secondary substances;
5. To connect participants with community support services necessary for successful recovery.

Relapse Prevention Group: The relapse prevention groups occur four days per week during Phase I. The purpose of these groups is to provide a setting where information about relapse can be learned and shared. The 32 relapse prevention topics are focused on topics like behavior change, changing cognitive orientation, and connecting with a support system.

Family Education Group: Participants will attend a weekly family education group. The 12-week series is presented to participants and their families in a group setting. The educational component includes such program topics as:

1. The biology of addiction;
2. Medical effects of drugs and alcohol;
3. Addiction and the family, describing how relationships are affected during addiction and recovery.

Social Support Group: The Social Support Groups are designed to help participants establish new, non-drug-related friends and activities. These groups are less structured and more topic-focused than the Relapse Prevention Groups. Participants will attend this group on a weekly basis during Phase I.

INCENTIVES

Graduation, which is intended to signify initial recovery from drug and/or alcohol addiction and the beginning of a new, drug-free lifestyle, is the strongest incentive associated with the CARE Program. Incentives are offered based on adherence to the treatment plan, fulfillment of program requirements, and progress in treatment.

CARE PROGRAM RULES

1. Any threats or acts of violence made towards another person is strictly prohibited and will result in termination from the program.
2. No inappropriate clothing is permitted in treatment. This includes clothing that depicts drugs, alcohol, gangs, or clothing that is offensive or revealing. Wearing inappropriate clothing will result in removal from the session and could result in sanctions being imposed.
3. No drug or alcohol “war stories” will be allowed in group. No graphic description of drug or alcohol use.
4. Matters disclosed in group sessions and the identity of all group members is absolutely confidential and should not be shared with anyone outside the group.
5. Counselors and treatment staff will practice confidentiality and participants are expected to do so as well.
6. Meetings will start on time. Doors to group close at the scheduled start time each day. Participants will not be allowed into group after the door is shut. Participants will be counted as a no show for the session and will be sanctioned accordingly.
7. During group sessions, only one person speaks at a time; unnecessary talking could result in dismissal from the group. If asked to leave the group, participants will not be given credit for that session and will be sanctioned accordingly.
8. Participants may not leave the group after the group has started or before the group ends. If participants choose to leave the group without permission, they will not receive credit for that group.
9. Each participant is responsible for signing the group sheet to receive credit for attending.
10. Always come to group prepared to participate. Refusal to participate in group could lead to a participants dismissal from the group and termination from the program.
11. All urine samples affect advancement to the next phase and graduation. Termination from CARE will result for the following reasons: refusing to submit a urine sample or breathalyzer test, falsifying or attempting to falsify a urine sample result, submitting a urine sample by subterfuge, or bribing, or attempting to bribe, a urinalysis monitor.
12. All participants must comply with location monitoring rules. Participants with two or more unexcused location monitoring violations will result in Court action for revocation proceedings.
13. All participants must make a good-faith effort to complete any outstanding community service work prior to any approved recreational passes.
14. Participants must agree **NOT** to become romantically or sexually involved with other clients.

15. Participants must agree **NOT** to take any opioid or stimulant medication, even if prescribed by a physician.

A participant of the CARE Program may be administratively discharged or terminated from the program based on the following:

1. Failure to comply with program requirements;
2. Failure to comply with location monitoring rules or regulations;
3. Failure to complete any other component of the treatment plan as designated by the U.S. Probation Office or treatment provider;
4. Testing positive for alcohol and/or drugs;
5. Conduct detrimental to the group (e.g., disclosure of confidential information, sexually acting out, threats or acts of violence, disruptive behavior).

**CHEMICAL ABUSE RECOVERY ENVIRONMENT (CARE)
ACKNOWLEDGMENT OF RECEIPT OF PARTICIPANT
HANDBOOK/PROGRAM RULES**

The United States Probation Office adheres to a **Zero Tolerance Policy** while participating in any treatment program. Any and all use of alcohol, illicit drugs, or synthetic/designer drugs is strictly prohibited.

The first positive drug and/or alcohol test will result in an immediate sanction and possible removal from the CARE program. Participants will serve a minimum seven (7) days in custody for this violation. **Any participant who receives a second positive drug or alcohol test shall be immediately removed from the program**

I acknowledge that I have received a copy of the CARE Program participant handbook and program rules. I have read and fully understand the rules and requirements of the CARE Program. I also understand by signing this form, I am agreeing to abide by all program rules. I also understand that these rules are subject to revision.

Participant's signature

Date

U.S. Probation Officer

Date