

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY THERAPEUTIC INTERVENTION PROGRAM (TIP) COURT PARTICIPANT HANDBOOK

"Rebuilding Lives"



Mission:

To enhance and protect public safety while restoring the liberty and community functioning of defendants with severe mental illness through comprehensive and therapeutic judicial intervention.

WINNEBAGO COUNTY THERAPEUTIC INTERVENTION (TIP) COURT PROGRAM!

Welcome to the Winnebago County Therapeutic Intervention Program (TIP) Court. TIP Court has helped hundreds of persons with mental illness and substance abuse problems successfully achieve and maintain recovery and reduce or stop future criminal behavior. TIP Court offers you the same opportunity to become stable and manage your illness and stay crime free. You will have access to psychiatric care, medications, housing, entitlements, therapy, and other services under the supervision of the TIP Court team. The entire TIP Court Team, including the Judge, welcomes you to TIP Court and will work hard with you to help you succeed.

TIP COURT HANDBOOK

This handbook includes TIP Court program information and tells you what is expected of you as a participant in the program. If you have any questions about TIP Court or this handbook please contact the Court Coordinator. The Court Coordinator will do her best to answer your questions and to help eliminate anything in the way of your success in the program.

GENERAL PROGRAM INFORMATION

TIP Court is a voluntary program. That is why you are required to sign the Consent to Participate in order to enroll in TIP Court. Because you signed the Consent to Participate and agreed to enroll in TIP Court, you are required to comply with TIP Court. TIP Court requirements include attending court, reporting to your TIP Court Probation Officer, participating in treatment assessments and services, not using illicit drug and alcohol, taking medications as prescribed, submitting to random drug testing and remaining crime-free.

TIP Court is divided into three Levels plus Graduation. You will start at Level I, where the focus is on stabilizing your life. You will see the TIP Court psychiatrist in order to make sure you are placed on the correct medications. The TIP Court Case Managers will also work with you on housing and other needs and the TIP Court treatment providers will assess you for your treatment needs and create your treatment plan. Your treatment groups will focus on changing the errors you have made in thinking, behaviors and choices that have gotten you into trouble. TIP Court will teach you about mental illness and addiction and teach you skills to make the necessary changes in your thinking and lifestyle choices to stay stable and in recovery.

When you are maintaining a stable lifestyle, are making progress in completing your treatment goals and are following your supervision requirements, the TIP Court Team will move you to higher levels in the program, and if you successfully complete your program goals and requirements, you may graduate! What everyone on the TIP Court Team wants is for you to be successful and to have the opportunity for a better, healthier, and happier life. TIP Court is hard work but it is worth it!

TIP COURT TEAM

The TIP Court Team includes the Judge, Court Coordinator, Prosecutor, Defense Counsel/Public Defender, Probation Officers, Clinical Assessor, Nurse, Case Managers, Trauma Therapist, Dual Disorder Therapist and Family Education Specialist. The TIP Court team members work closely together with each other and you to develop a treatment and supervision plan for you while you are in TIP Court. Every team member is specially trained in justice and treatment subject matters and each member has a unique role on the team.

JUDGE - is the leader of the TIP Court team and, with input from all of the team members and you, makes all final decisions.

COURT COORDINATOR - coordinates all referrals and acts as the central contact for any questions. The Court Coordinator oversees the day-to-day operations of TIP Court and is also responsible for all grant activities and data collection.

PROSECUTOR - monitors your compliance with TIP Court requirements and makes recommendations that balance public safety concerns with your treatment needs. The Prosecutor keeps the TIP Court team informed of all relevant information about you that is available to the State, i.e., police contact or new charges.

PUBLIC DEFENDER/DEFENSE COUNSEL – monitors your compliance with TIP Court requirements and advocates for your legal interests and treatment needs. The Public Defender will represent you in TIP Court unless you have a private attorney.

PROBATION OFFICER – explains the requirements of probation, completes probation assessments with you, helps make referrals for you to treatment and services and supervises your compliance with all TIP Court treatment and probation requirements.

CLINICAL COORDINATOR—oversees all clinical professionals and services.

CLINICAL ASSESSOR/TIP CLINICAL TEAM LEADER-performs the initial assessment of you to determine if you have a mental illness that makes you eligible for TIP Court, determines your needs and level of care and makes recommendations about your eligibility and treatment plan. The TIP Court Assessor is also responsible for supervising and providing leadership to the TIP Court clinical team members.

NURSE-oversees your physical/medical needs, coordinates your medical and psychiatric appointments, helps with medical emergencies when available and monitors your medication compliance.

CASE MANAGER-provides case management services to help link you to entitlements, housing, transportation, food and other necessary supports.

TRAUMA THERAPIST-works with you in group and individual therapy sessions to develop coping skills to deal with the impact of traumatic events in your life.

DUAL DISORDER THERAPIST-works with you in group and individual therapy sessions to provide treatment services for your mental illness and addiction issues.

FAMILY EDUCATION SPECIALIST-works with you and family members to provide information about mental illness and to link you to support and education resources

TIP COURT PROCESS

The TIP Court process is simple. Before each court status, the TIP Court Team meets for staffing. At staffing, the entire team discusses the progress that you are making or any issues that may have occurred since your last court date. Written reports are sent to the entire TIP Court Team by the Probation Officer and Case Manager before the team staffings and updates are sent by secure e-mail by team members. When you appear in court, the Judge and the team will talk to you about what the team discussed in staffing and give you an opportunity to respond. Your response and input are important to the team. If you are doing well, you may receive praise or another incentive. If there are concerns or violations, you may receive a sanction and/or a change to your treatment plan. The Judge will make the final decision after you have had the chance to be heard. Every response of the TIP Court Team is done to help you make the changes you need to be successful.

The TIP Court Team will give you your treatment schedule and appointment times. You are expected to attend your appointments and groups and to keep in communication with the team. It is very important that you attend your treatment sessions and groups—attending and participating in treatment is how you will make the changes you need to make. It is also required that you report to your Probation Officer as scheduled. The TIP Court team will hold you responsible for attending everything!

TIP COURT ELIGIBILITY

To be eligible for TIP Court, you must be 18 years old, be charged with an eligible offense, have an eligible mental illness, be fit, be willing to voluntarily sign the Consent to Participate, be willing to comply with all treatment and probation supervision requirements, be willing to take medications as prescribed, and have been staffed by and approved for enrollment by the entire TIP Court Team. Certain offenses are specifically excluded from eligibility in TIP Court. Those exclusions include the following crimes if committed within the past 10 years or are the current charges: first-degree murder; second-degree murder; predatory criminal sexual assault of a child; aggravated criminal sexual assault; criminal sexual assault; armed robbery; aggravated arson; arson; aggravated kidnapping; kidnapping; aggravated battery resulting in great bodily harm or permanent disability; stalking; aggravated stalking; or any offense involving the discharge of a firearm or causing great bodily harm or death to a person. TIP Court operates without discrimination on the basis of gender, race nationality, ethnicity, limited English proficiency, disability, socio-economic status or sexual orientation. The 17th Judicial Circuit Court employs Spanish-speaking interpreters and Language Line interpreter services and our treatment providers are required to ensure that language services are available to anyone needing assistance. Any language needs or other need requirements should be directed to the Court Coordinator.

TIP COURT REFERRAL AND ASSESSMENT

Anyone can make a referral to TIP Court by submitting a completed Referral Form to the Court Coordinator. This form is available in the Trial Court Administration office at Suite 215 of the Winnebago County Courthouse or on-line at www.illinois17th.com. When a referral is received, the PSC Staff screens the referral for statutory eligibility and sends it to the Clinical Assessor who does the assessment to determine if you have a qualifying mental illness. At the same time, the Probation Department will conduct an ARA. Following the completion of the assessments, the Clinical Assessor and Probation will send a written report to the TIP Court team. The TIP Court Team reviews and discusses all of the staffing information at a TIP Court Team staffing and decides whether you are eligible for enrollment in TIP Court. If you are, your case(s) are placed on the next TIP Court call for signing the Consent to Participate in the TIP Court program.

MEDICATION ASSISTED TREATMENT

Medication assisted treatment therapies such as naltrexone (oral or VIVITROL) and buprenorphine therapies are allowed in TIP Court with the knowledge and approval of the TIP Court team.

TIP COURT DRUG AND ALCOHOL TESTING

You are assigned to a drug drop code and need to call the phone number your probation officer gave you every day to determine if you need to do a drop that day. Also, any TIP Court team member or treatment provider can ask you to do a drug and alcohol test at any time. If you are asked to do a test, you need to do the test as directed. Positive drug/alcohol screen results, missing a drop, diluting, altering or attempting to adulterate a drop, or any type of tampering (ex. bringing in someone else's urine) are serious violations of TIP Court and will be treated with a sanction. TIP Court is confident in the accuracy of the drug testing at probation. Honesty on your part is expected and required if you have a positive result so that the TIP Court Team can determine what responses may be necessary. A lack of honesty on your part WILL be treated with a TIP Court sanction as your success in TIP Court is directly related to your honest participation.

You will be provided with a Medication Policy. You must report any and all medications and supplements that you are taking to your probation officer. Unless it is an emergency, all

medications must be cleared by the team prior to you taking them. You will have to provide medical documentation for all prescriptions.

TIP COURT PROGRAM LENGTH

As a participant in TIP Court, you are or will be sentenced to a term of probation (or deferred prosecution with the agreement and approval of the State) in your individual case or cases and you should expect to remain in TIP Court for at least that term of probation. If a Petition to Vacate your probation is filed in your TIP Court case(s) because you are not following the TIP Court rules, your probation or deferred prosecution term could last longer than the original sentence term.

TIP COURT PROGRAM RULES AND TIPS FOR COMPLIANCE

PROGRAM RULES-

- You must appear in court as scheduled or as directed by the TIP Court team.
- You must attend all scheduled appointments with the TIP Court team. If you are unable to attend a scheduled appointment for any reason you must CALL the TIP Court team member you were to meet with ahead of time to get permission to reschedule and/or be excused. Calling will not automatically excuse you from missing an appointment and you may receive a sanction even if you did call in.
- You must follow your treatment and probation plan and actively participate in all services as required. Your treatment and probation plan may include (but is not limited to) some or all of the following: mental health treatment; medication compliance; case management services; substance abuse treatment services; individual counselling; trauma specific treatment services; medication assisted treatment; medication; primary health treatment services; partner abuse counselling; anger management; employment and education programs.
- You will be encouraged to build a recovery network and attend support meetings.
- You cannot use any illicit drugs or drink any alcohol.
- You cannot take medications not prescribed for you by your doctor
- You cannot ingest any substances that are labelled “not for human consumption”, including, but not exclusively, K2, Spice or other synthetics
- You will submit to random drug and/or alcohol screens
- You must obey all local ordinances, state laws and federal laws.
- You MUST notify the TIP Court Team immediately following any law enforcement contact or hospitalizations
- You must follow all rules of the Winnebago County Adult Probation Department. Violations of these rules may result in a sanction and/or termination from the TIP Court program.
- You must treat everyone with respect and demonstrate appropriate behavior at all times and in all places.
- You must cooperate with all home visits, treatment visits or employment visits. The TIP Court Team members will conduct home, treatment facility or place of employment visits on a regular basis to monitor program progress. These visits may be unscheduled or unannounced
- You cannot be in possession of a firearm or a dangerous weapon.
- You MUST take prescribed medications as directed. You MUST report any changes in prescribed or over-the-counter medications to the TIP Court Team.
- You must report any changes of address, contact information or employment status immediately to the TIP Court Team.

- You must meet all financial obligations, including payment of fines/fees/restitution, as directed by the TIP Court Team. Inability to pay fines, fees and costs will not prohibit program entry, phase advancement or graduation.
- You must reside in Winnebago County while participating in the TIP Court program unless given permission by the TIP Court Team to live elsewhere.
- You must get permission to travel out of state.
- You must be appropriately attired in court and at all TIP Court appointments and groups.

TIPS FOR COMPLIANCE-

- Communicate with the TIP Court team
- Carry a calendar to keep track of your groups and appointments
- Be mindful of People, Places and Things
- Have a backup transportation plan
- Have a backup childcare plan
- If you are struggling, go to a meeting, call a TIP Court team member, your sponsor, and/or review your relapse recovery program
- Don't listen to or rely upon the advice of other TIP Court participants. If you have questions—ask your attorney or members of the TIP Court Team
- Do NOT use your phone during groups or appointments

TIP COURT SCHEDULE

TIP COURT STAFFINGS: The team will hold staffings prior to each court call.

TIP COURT STATUS HEARINGS: Wednesday afternoons at 1:30 p.m. in Courtroom 217, Winnebago County Courthouse, 400 West State Street, Rockford, IL

TIP COURT LEVELS

LEVEL 1-

- Appear in TIP Court weekly or as otherwise directed
- Develop and comply with all current treatment plan requirements
- Comply with all treatment referrals and assessments
- Complete psychiatric evaluation
- Take medications as prescribed
- Initiate insurance and/or entitlements
- Establish a primary care physician if one is needed
- Comply with all conditions of probation/ supervision
- Meet with Probation Officer a minimum of one time per week or as directed
- Comply with home/field visits as required
- Verify residence at each probation office visit
- Be subject to arrest checks daily
- Establish plan for housing
- Refrain from consuming alcohol, illicit drugs, unapproved medications or supplements of any kind, or any substance labeled unfit for human consumption
- Agree to and comply with TIP Court Medication Policy
- Submit to random drug and alcohol screening as directed
- Sign releases of information to contacts upon request

You can advance to Level 2 if substantially compliant with Level 1 requirements for a sustained period of time, have no drug tests which violate the Alcohol and Drug Testing Protocol and Procedures and the TIP Court team approves moving to Level 2. Minimum time at Level 1 is 14 days.

LEVEL 2-

- Appear in TIP Court weekly or as otherwise directed
- Comply with all current treatment plan requirements
- Comply with all treatment referrals and assessments
- Comply with psychiatric appointments
- Continue addressing medical needs
- Take medications as prescribed
- Continue establishing insurance and/or entitlements
- Continue changing people, places, and things
- Comply with all conditions of probation/ supervision
- Meet with Probation Officer a minimum of one time per week or as directed
- Comply with home/field visits as required
- Verify residence at each probation office visit
- Be subject to arrest checks daily
- Continue establishing a plan for housing or maintain housing
- Refrain from consuming alcohol, illicit drugs, unapproved medications or supplements of any kind, or any substance labeled unfit for human consumption
- Comply with TIP Court Medication Policy
- Submit to random drug and alcohol screening as directed
- Achieve stable level of overall functioning
- Sign releases of information to contacts upon request

You can only move to Level 3 if substantially compliant with Level 2 requirements for a sustained period of time, have no drug tests which violate the Alcohol and Drug Testing Protocol and Procedures and the TIP Court team approves moving to Level 3. The minimum time at Level 2 is 30 days.

LEVEL 3-

- Appear in TIP Court two times per month or as otherwise directed
- Comply with all current treatment plan requirements
- Comply with all treatment referrals and assessments
- Comply with psychiatric appointments
- Continue addressing medical needs
- Take all medications as prescribed
- Continue establishing insurance and/or entitlements
- Complete first phase substance abuse treatment if needed
- Comply with all conditions of probation/ supervision
- Refrain from consuming alcohol, illicit drugs, unapproved medications or supplements of any kind, or any substance labeled unfit for human consumption
- Comply with TIP Court Medication Policy
- Submit to random drug and alcohol screening as directed
- Meet with Probation Officer a minimum of two times per month
- Comply with home/field visits as required

- Verify residence at each probation office visit
- Be subject to arrest checks daily
- Maintain housing
- Sign releases of information to contacts upon request
- Establish structured daily living activities
- Be working on satisfying court-ordered financial obligations
- Continue changing people, places, and things
- Establish a pro-social support network

You can only move to Level 4 if substantially compliant with Level 3 requirements for a sustained period of time, be compliant with all treatment services, have a relapse prevention plan for symptom management, be participating in structured daily living activities (i.e. school, employment, job search/training, parenting), have no drug tests which violate the Alcohol and Drug Testing Protocol and Procedures, and the TIP Court team approves of moving you to Level 4. The minimum time at Level 1 is 45 days.

LEVEL 4-

- Appear in TIP Court two times per month or as otherwise directed
- Comply with all current treatment plan requirements
- Comply with all treatment referrals and assessments
- Comply with psychiatric appointments
- Continue addressing medical needs
- Take all medications as prescribed
- Continue establishing insurance and/or entitlements
- Continue changing people, places, and things
- Comply with all conditions of probation/ supervision
- Refrain from ingesting alcohol or illicit drugs
- Submit to random drug and alcohol screening as directed
- Meet with Probation Officer a minimum of two times per month
- Comply with home/field visits as required
- Verify residence at each probation office visit
- Maintain housing
- Verify residence at each probation office visit
- Refrain from consuming alcohol, illicit drugs, unapproved medications or supplements of any kind, or any substance labeled unfit for human consumption
- Comply with TIP Court Medication Policy
- Submit to random drug and alcohol screening as directed
- Sign releases of information to contacts upon request
- Be subject to arrest checks daily
- Establish structured daily living activities
- Be working on satisfying court-ordered financial obligations
- Maintain a pro-social support network

You can only move to Level 4 if substantially compliant with Level 3 requirements for a sustained period of time, be compliant with all treatment services, have a relapse prevention plan for symptom management, be participating in structured daily living activities (i.e. school, employment, job search/training, parenting), have no drug tests which violate the Alcohol and Drug Testing Protocol and Procedures, and the TIP Court team approves of moving you to Level 4.

GRADUATION

To be eligible for graduation, you must continue to meet all of the requirements for Level 4, have satisfactorily met court-ordered financial obligations if able, be at least 6 months clean from illicit drugs and alcohol, and be six months arrest free. The TIP Court team will staff you to determine if you have met the requirements to advance from Level 4 to graduation. It is at this point that any legal agreements that have been previously made pending completion shall be reviewed and acted upon accordingly. Graduation ceremonies are generally held each May and November.

TIP COURT INCENTIVES, SANCTIONS AND THERAPEUTIC ADJUSTMENTS

INCENTIVES-

As you get engaged in the TIP Court program and begin to make positive choices, you will receive incentives from the TIP Court Team. Incentives may be received for a variety of behaviors and achievements such as attending all probation and treatment appointments and groups, attending all court status hearings, making progress in treatment, providing clean drug screens, gaining or maintaining employment, and education achievement. Incentives the TIP Court Team may choose from include:

- Praise
- Applause
- Getting called earlier in the call
- Called sooner in court
- Promotion to next Level
- Certificate of Level completion
- Less frequent court appearances
- Travel permits
- Public service work credit towards fines and fees
- Be seated in a chair in the well of the courtroom
- Choose an item from reward cart
- Reward Cart
- Graduation

SANCTIONS-

Just as positive behaviors are rewarded, negative behaviors will also be addressed. If you are dishonest with the TIP Court Team, including treatment providers, you should expect that you will receive a sanction because honesty is essential to making progress in TIP Court and being successful. Poor attendance, lack of participation in treatment or tasks identified in the treatment plan, and positive drug screens are also some of the reasons sanctions may be imposed. You will have the opportunity to address the court prior to a sanction being imposed. Sanctions can consist of but will not be limited to the following:

- Verbal reprimand
- Written apology
- Essay/Thinking Report Assignment
- Jury box/Court Observation
- More frequent court appearances
- Increased TIP Court Team contacts
- Being called later in the call

- Daily living log assignment
- Fluid logs
- Public service work
- Sign an attendance contract
- Sign a behavior contract
- Delay in promotion to next Level
- **Incarceration**

THERAPEUTIC ADJUSTMENTS-The TIP Court Team is constantly monitoring your compliance with treatment and the progress you are making. The time you spend in groups and individual sessions is needed to make the positive changes in thinking, behaviors and lifestyle that support recovery. If concerns arise, such as a positive or adulterated drop result, or you start to miss appointments with your Probation Officer or are missing or inappropriate in treatment groups, the TIP Court Team may make any changes to your treatment plan that are needed to address the concerns and you will be required to follow the new or additional requirements. You may also be asked to verify participation in community recovery support activities as a therapeutic adjustment.

TIP COURT PROGRAM OUTCOMES

You will complete the program in one of four ways: successful discharge; neutral discharge; unsuccessful discharge; or voluntary withdrawal.

SUCCESSFUL DISCHARGE-

You will be eligible for successful discharge if you have completed all of the Levels requirements of the TIP Court program. If your completion date occurs before graduation and you want to graduate, you can agree to extend your term of probation to participate in graduation. Otherwise, you will be given a Certificate of Achievement and be discharged from TIP Court.

NEUTRAL DISCHARGE-

If your circumstances change significantly after entering TIP Court and it becomes extremely difficult or impossible for you to meet your TIP Court responsibilities, the TIP Court Team may staff and approve an alternative supervision plan for you. A serious medical condition that makes it difficult or impossible for you to meet your attendance and drop requirements is an example of the kind of circumstance that the TIP Court Team may consider eligible for a neutral discharge disposition. Work schedule conflicts, lack of child care or transportation difficulties do NOT qualify as the type of circumstance that qualifies for neutral discharge.

UNSUCCESSFUL DISCHARGE-

If you are in violation of any of the TIP Court requirements, you may be unsuccessfully discharged from the TIP Court program. Prior to unsuccessful discharge from TIP Court, you have to be served with a petition that seeks to revoke your TIP Court probation and sets out your alleged violations. Once a petition is filed, you have the right to be represented by an attorney, the right to a hearing on the petition, the right to confront the State's witnesses and evidence, the right to present evidence and testimony on your own behalf if you choose to, the right to require that the State prove that it is more probably true than not true that you violated your probation, and the right to be advised of the sentencing range.

Once a petition is filed, in order for the Judge to continue to participate in team staffings of your case, you must agree to let the Judge discuss your case. Your agreement will be requested when a petition is filed and addressed in open court.

An unsuccessful discharge can occur as part of a plea agreement or as a sentencing outcome after a hearing on the petition.

VOLUNTARY WITHDRAWAL-

Since TIP Court is a voluntary program, you do have the right to withdraw from the program, but there may be consequences so it is important that you understand what those consequences may be and the Judge and your attorney will explain those to you. Any consequence has to be consistent with the terms of your probation order. Serving jail time that has previously been stayed is one example of a possible consequence of voluntary withdrawal from TIP Court.

CONFIDENTIALITY

You are required to sign a waiver of confidentiality known as an authorization for release of information to allow the TIP Court team to communicate as a team about your eligibility, participation and compliance. You will also be required to voluntarily sign the Consent to Participate in order to be in TIP Court. TIP Court team may also require that you sign additional releases of information to third parties such as family members, your sponsor, or medical providers on an as needed basis.

It is important that you know that you will not be permitted to remain in the TIP Court program if you refuse to sign any requested release or revoke these releases of information because that is grounds for you being unsuccessfully discharged from TIP Court.

SUMMARY

TIP Court may be your best opportunity to make the important life-saving, lifestyle changes that you may have attempted in the past but just couldn't do. In TIP Court, you have an entire team behind you that is willing to provide the structure and opportunities to make those changes, but it is up to you to do what is needed to succeed. **GOOD LUCK** and **WORK HARD!!**

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Winnebago TIP Court Participant Manual

Additional Information

URINE DROP INFORMATION

Urine specimens are collected for testing at:

Monday through Friday at
Adult Probation Department- 4th Floor
526 West State Street
Rockford, IL 61101

DROP HOURS:

Monday through Friday (at Probation)

- 8:00 am – 11:30 pm
- 1:00 pm- 4:30 pm

Saturday, Sunday, & Court Holidays at
Criminal Justice Center
650 W State Street
Rockford, IL 61102

DROP HOURS:

Saturday & Sunday (at Criminal Justice Center)

- 9:00 am – 11:30 am

Court Holidays (at Criminal Justice Center)

- 9:00 am – 11:30 am

DRUG DROP LINE (779) 207-4383
MYCALLIN.COM
MUST HAVE PHOTO ID