

BUTLER COUNTY FNS DOCKET PARTICIPANT HANDBOOK
(FELONY NON SUPPORT)



COURT OF COMMON PLEAS
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Welcome and Introduction

Congratulations on your decision to participate in the Butler County FNS (Felony Non Support) Docket, also known as “FNS”. This Program is designed to enhance public safety by preventing recidivism, while assisting you in taking responsibility for your behavioral health issues and paying your child support as Court-ordered. You will be linked to the appropriate services in a much shorter time frame than you would if you attempted to do this on your own.

Upon receiving your application for entry into the FNS Docket, you were assessed and staffed by the FNS treatment team to determine your eligibility for the Program. Your sentencing Judge was notified that you are an acceptable candidate for the FNS Docket and they have sentenced you into the Program. Your case will now be transferred to the FNS Docket and reassigned to the Presiding Judge of the FNS Docket, Judge Jennifer Muench-McElfresh.

You can expect to be in FNS for a minimum of twelve (12) months. However, this does NOT guarantee you will complete the entire Program at the end of that twelve (12) month period. Your time may be extended in the Program if you fail to comply with all of the requirements. FNS is not for everyone. It requires a long-term commitment to maintain personal responsibility with treatment, employment, payment obligations, Court-ordered sanctions, and the ability to maintain sobriety from alcohol and drugs to ensure your future success.

This *Participant Handbook* has been written to help you to understand and successfully complete the requirements of FNS. Please read it carefully. If you have any questions about its contents, please ask your probation officer.

What are the benefits of FNS to you?

- A sober lifestyle;
- Assistance with understanding your Court-ordered child support obligation;
- Improved relationships;
- Education, housing, and employment assistance; and
- Overall healthier lifestyle.

What resources does FNS offer to you?

- Access to a range of alcohol and drug treatment services;
- Case management services that will connect you with local services such as employment readiness, educational or vocational opportunities, housing assistance, and transportation assistance;
- Incentives for when you are doing well; and
- Relationships with FNS team members including the Judge, treatment clinicians, probation officers, case managers, employment specialists and others.

What do you have to do?

- Complete the requirements of all four (4) phases of FNS;
- Abstain from alcohol and drug use;
- Obtain/maintain full-time, legitimate employment;
- Pay your child support obligation as Court-ordered;
- Attend and complete all recommended treatment in your case plan;
- Attend Court (status review hearings);
- Attend appointments with case managers, the employment success service coordinator, and your probation officer;
- Comply with the FNS rules, the FNS *Participation Agreement*, the rules of probation, and any Court orders;
- Submit to frequent, random and observed alcohol and drug screens; and
- Comply with sanctions for infractions when you are not doing well.

Team Approach

The FNS Docket uses a team approach. We have a team from a variety of services in the community that will work together with you to make you successful in FNS.

Your attorney and a prosecutor may attend treatment team meetings and status review hearings. Treatment team meetings are also attended by the Judge, the Specialty Courts Director/Coordinator, the probation officers, treatment providers, the employment success service coordinator, and a representative from the CSEA (Child Support Enforcement Agency). Other individuals, guests, or representatives from other agencies may attend if their presence is requested.

If your attorney does not attend treatment team meetings on a regular basis, you have the right to request that they attend the portion of the treatment team meeting concerning you. If you are facing a probation violation or a graduated sanction you will have counsel representation at both the treatment team meeting and the status review hearing.

Treatment Team

The treatment team consists of the FNS Judge, assistant prosecuting attorney, defense counsel, probation officers, licensed treatment providers, case managers, a representative from the Child Support Enforcement Agency (CSEA), and the Specialty Courts Director/Coordinator.

Below is a list of treatment team members and their responsibilities.

Judge

- Decides the admission into and termination from FNS in accordance with the written legal and clinical criteria for FNS;
- Knowledgeable about treatment and programming methods and limitations;
- Leader of the treatment team;

- Decision-maker, especially concerning incentives, sanctions, phase advancement, and successful completion or termination;
- Attends treatment team meetings, monitors treatment progress and child support payment compliance, directs Court orders at status review hearings, issues incentives and sanctions, grants phase advancement, and approves your successful completion of, or unsuccessful termination from FNS; and
- Discusses progress with you at your status review hearings.

[The Judge assigned to the FNS Docket is Judge Jennifer Muench-McElfresh.]

Assistant Prosecuting Attorney

FNS incorporates a non-adversarial approach while recognizing the distinct role of the prosecutor in pursuing justice and protecting public safety and victim's rights. The prosecutor plays an active role in identifying eligible participants for FNS in accordance with the FNS written criteria. The assistant prosecutor typically does not attend treatment team meetings, but will be present at your status review hearing if you are scheduled for a probation violation hearing.

Defense Counsel

FNS incorporates a non-adversarial approach while recognizing the distinct role of defense counsel in preserving your constitutional rights. Defense counsel plays an active role in identifying eligible participants for FNS in accordance with the FNS written criteria. You do maintain the right to request the attendance of defense counsel during the portion of the treatment team meeting concerning you. However, if you are facing a probation violation or a graduated sanction, you will have counsel representation during the treatment team meeting and the status review hearing.

Defense counsel's role includes:

- Assists with your decision-making regarding participation in FNS;
- Explains to you what rights are waived by entering the Program;
- Explains to you the possible sanctions that may be imposed;
- Explains to you the circumstances that may lead to termination; and
- Explains to you the effect that termination from FNS may have on your case.

Probation Officers

- Meets with you regularly to discuss your individualized phase goals, child support obligations, and progress through FNS;
- Attends treatment team meetings and status review hearings;
- Conducts office, home, and field visits;
- Monitors compliance with Court orders, community control rules, sanctions, and individualized case plans;
- Informs the treatment team whether Court orders, rules, sanctions, child support obligations, and/or case plans are followed;

- Conducts or coordinates random alcohol and drug tests, and reports the results to the treatment team;
- Participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination; and
- Provides written documentation to the Judge for a probation violation.

Licensed Treatment Providers

- Anyone providing treatment for FNS must be appropriately licensed and trained to deliver services;
- Treatment providers, whenever possible, will maintain separate tracks for FNS participants;
- Conducts clinical assessments, provides the clinical diagnosis, and develops the treatment plan;
- Provides documentation on your progress in treatment and compliance you're your treatment plan, including treatment attendance and results of alcohol and drug tests;
- Attends treatment team meetings and status review hearings;
- During treatment team meetings, provides treatment updates and makes recommendations regarding treatment needs;
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination;
- Monitors service provider agreements and contracts; and
- Coordinates FNS treatment team professional education.

Employment Success Service Coordinator

- Conducts an interview with you to identify your employment history, needs, and deficiencies;
- Meets with you on a regular basis;
- Helps you overcome obstacles (transportation, education, skills training, employment, resume writing, and interviewing skills);
- Schedules you for employment readiness programming;
- Has the ability to link you with agencies for services you may need;
- Provides status update on your progress to the treatment team;
- Attends treatment team meetings and status review hearings; and
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

Child Support Enforcement Agency (CSEA)

- Provides the treatment team with information on your child support obligations and payments;
- Coordinates with the probation officers to help you establish wage deductions on Court-ordered child support obligations.

Specialty Courts Director/Coordinator

- Assists with identifying potential participants;
- Coordinates referrals and assessments;

- Maintains the daily operations of the FNS Docket;
- Collects and maintains statistical information for FNS;
- Gathers status reports from probation officers, treatment providers, and service providers to present to the treatment team;
- Participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination; and
- Ensures that treatment team members follow program policies and procedures.

You will learn more about the FNS treatment team, FNS requirements, and the different aspects of FNS as you read through this handbook.

Overview of FNS Requirements

Now that you have been ordered to complete the FNS Docket, you will be required to attend all treatment sessions as identified in your case plan; attend appointments with the employment success service coordinator; obtain/maintain full-time, legitimate employment; pay your child support as Court-ordered; submit to random, observed substance use screens; take medications as prescribed; report for status review hearings; comply with the FNS *Participation Agreement*; and comply with all supervision rules as identified by the Court.

As part of your community control (probation), you will be required to report to your probation officer as directed. You may be asked to report more frequently, or appear at status review hearings on an increased basis as a sanction for FNS noncompliance. Any significant changes such as your address, employment, or other matters are to be reported to your probation officer immediately. You are to be prepared to submit a urine sample at all office visits, treatment sessions, or status review hearings. You are to provide sober support group, employment, and/or community service (if applicable) verification as requested. You will also be required to make payments towards Court costs, supervision fees, and restitution (if applicable).

As part of your supervision, there will be home visits. These visits are random and unannounced. You may be asked to provide a urine sample during these visits.

You may also be expected to engage with additional services such as educational and vocational training, employment assistance, parenting classes, corrective thinking, and/or domestic violence, theft, and anger management classes based on your needs.

Status Review Hearings

You will attend regular status review hearings before the Judge. At the status review hearing, the Judge will review your employment, your child support payments, any activity or developments with your case plan, ask you questions, and provide incentives or issue sanctions as appropriate. You will talk directly with the Judge and other team members during the status review hearing.

Frequent status review hearings establish and reinforce FNS policies and ensures effective and efficient supervision. This allows the Judge to give you an explanation of responses to compliance and noncompliance, including the criteria for termination.

Regular Court status review hearings will take place every Wednesday beginning at 2:00 P.M.,and unless otherwise identified due to a sanction, your attendance will be scheduled as follows:

- Phase I -- every week
- Phase II -- every two weeks
- Phase III -- every four weeks
- Phase IV -- every six weeks

You shall adhere to a dress code for all FNS appointments:

- No short shorts or miniskirts;
- No spaghetti straps or tank tops;
- No tops or dresses with cleavage exposing any portion of the breast;
- No halter tops or strapless tops/dresses;
- No skin tight pants, skirts, or shorts;
- No baggy pants;
- No see through clothing;
- No clothing that makes reference to drugs and/or alcohol; and
- No sexually suggestive clothing.

You will be expected to bring your calendar and be prepared to submit a urine screen for every status review hearing. Failure to attend a scheduled review hearing may result in the imposition of additional sanctions or a warrant for your arrest.

Summary of Services

You can expect to be in FNS for a minimum of twelve (12) months. However, this does NOT guarantee you will complete the entire Program at the end of that twelve (12) month period. Prior to being sentenced you received a clinical diagnostic assessment to identify mental health treatment, substance abuse treatment and employment readiness needs. That assessment information, along with the Presentence Investigation Report or Probation Violation report prepared by the Adult Probation Department was used by the FNS treatment team to determine your eligibility for the FNS Docket. The FNS Docket treatment team will develop an individualized treatment plan for you based on the needs identified in the clinical assessment. You will be required to attend all treatment sessions contained in your treatment plan. You will have prompt access to a continuum of approved treatment and rehabilitation services upon admission into FNS. Those treatment services include, but are not limited to, mental health treatment, substance abuse treatment, job readiness training, and parenting programming. The FNS Docket maintains a current case plan and a record of activities for you. Case plans continue to develop throughout FNS to reflect your changing needs based on Program progress and child support payments. All services you will receive will be delivered by appropriately licenses and trained professionals. The FNS case plans take into consideration services that are trauma informed,

gender-responsive, culturally appropriate, and effectively address co-occurring disorders. All provided services are appropriate and clinically necessary to the degree that available resources allow.

FNS has currently partnered with the following agencies to provide services to you: Butler County Adult Probation Department, Community First Solutions, Talbert House (Serenity Hall), Sojourner Recovery Services, TLC, Clean Slate Sober Living Mental Health and Addiction Treatment Services, Ohio Department of Job and Family Services, Child Support Enforcement Agency (CSEA), YWCA, Serve City, and the Hope House. Many of these agencies provide registration/intake, baseline alcohol and drug testing, assessment, development of treatment plans, case management, group therapy, individual treatment sessions, relapse prevention plans, aftercare plans, assistance with knowledge in reference to child support obligations, gender specific programming, programming to address co-occurring disorders, supportive housing, family therapy, and medication monitoring. These agencies will collaborate with other community agencies to provide educational and vocational training, employment, transportation, housing, substance abuse programming, domestic violence programming, parenting classes, and mental health services.

Phases

Phases are the steps that you will complete in order to successfully complete FNS. Phases are used as guidelines that can be modified to meet your specific needs. FNS has four (4) phases. You are also required to frequently report to the FNS Judge and other treatment team members for compliance monitoring, assistance with case plans, and random alcohol and drug testing.

Minimum attendance requirements for each phase:

Phase I: You will appear before the FNS Judge weekly.

Phase II: You will appear before the FNS Judge every two weeks.

Phase III: You will appear before the FNS Judge every four weeks.

Phase IV: You will appear before the FNS Judge every six weeks.

General criteria for phase advancement may include your honesty, attendance/participation/progress in treatment, sobriety, employment, compliance with Court orders, payment of child support and Court fees, and the treatment team recommendations. While each phase has an approximate length of time for completion, however, these are only guidelines. Phase advancement is based on your ability to achieve the expected goals for that phase and not simply the length of time you are in the phase. Time between status review hearings may be increased or decreased based upon compliance with employment, child support obligation, treatment protocols, program rules, and overall observed progress.

Phase I – Orientation and Engagement

Phase I is the initial phase of the FNS Docket, where you will become familiarized with how the program functions, the requirements and expectations of the program and your own individualized treatment plan. This phase is expected to last approximately thirty (30) days. During this phase, you have the most contact with the Court by attending scheduled status review hearings weekly. You will be required to submit to frequent, random, observed alcohol and drug testing at a minimum of two (2) times per week. You will be scheduled for appointments with the appropriate community providers based on the needs identified during the clinical assessment performed upon referral to the program. It is also during this phase that you will be scheduled for any

additional assessments that may be needed. You will be expected to work on obtaining sobriety, attend all scheduled appointments, attend all court appearances, and work on building relationships with the treatment team to establish a foundation for progress.

Phase I requirements include, but are not limited to:

- Attending weekly status review hearings;
- Enrolling in, and participating in all recommended treatment and programming. This may include, but is not limited to, the following: substance abuse and/or mental health treatment; employment and/or educational assistance programming; case management services, and/or housing assistance;
- Attending meetings with the probation officer as scheduled;
- Submitting to random alcohol and drug testing at a minimum of two (2) times per week;
- Taking prescription medications as directed;
- Obtaining all necessary documents (valid ID, birth certificate, social security card, etc.)
- Abiding by the individualized FNS case and treatment plans, the FNS Participation Agreement, and rules/conditions of community control;
- Committing no new criminal offenses; and
- Having a minimum of seven (7) consecutive days of sobriety immediately prior to moving to the next phase.

Phase II – Stabilization

Phase II is designed to assist you with achieving sobriety, structure and stability. This phase is expected to last approximately six (60) to ninety (90) days. During this phase, you will attend scheduled status review hearings every two (2) weeks. During this phase, you will be required to submit to frequent, random, observed alcohol and drug testing at a minimum of two (2) times per week. The FNS treatment team will continue to monitor you to determine if additional services are needed. These services may include, but are not limited to the following: substance use and/or mental health treatment; employment and/or educational assistance programming; case management services; parenting programming and/or housing assistance. The focus of this phase shall be on achieving sobriety; stabilization of mental health symptoms; preparing for obtaining full-time, legitimate employment and payment of child support and other financial obligations.

Phase II requirements include, but are not limited to:

- Attending status review hearings at a minimum of every two (2) weeks;
- Continued attendance and participation in treatment and programming as recommended. These may include, but are not limited to, the following: substance abuse and/or mental health treatment; employment and/or educational assistance programming; case management services; life coaching services, parenting programming and/or housing assistance.
- Attending meetings with the probation officer as scheduled;
- Submitting to random alcohol and drug testing at a minimum of two (2) times per week;
- Taking prescription medications as directed;
- Engaging with employment readiness services;
- Establishing a sober support network as recommended by treatment providers;
- Engaging in any ancillary services as needed to foster a pro-social lifestyle (parenting class, anger management class, theft class, etc.);
- Establishing a financial plan/budget;
- Abiding by the individualized FNS case and treatment plans, the FNS Participation Agreement, and rules/conditions of community control;

- Committing no new criminal offenses; and
- Having a minimum of thirty (30) consecutive days of sobriety immediately prior to moving to the next phase.

Phase III – Reintegration

Phase III is designed to assist you in maintaining the sobriety, structure and stability gained through the previous phases and getting you ready for employment and meeting financial obligations. This phase is expected to last approximately twelve (12) to sixteen (16) weeks. During this phase, you will attend scheduled status review hearings every four (4) weeks. During this phase you will be required to submit to frequent, random, observed alcohol and drug testing at a minimum of one (1) time per week.

Phase III requirements include, but are not limited to:

- Attending status review hearings at a minimum of every four (4) weeks;
- Continued attendance and participation in treatment and programming as recommended;
- Engaging in a sober support network;
- Attending meetings with the probation officer as scheduled;
- Submitting to random alcohol and drug testing at a minimum of one (1) time per week;
- Taking prescription medications as directed;
- Obtaining full-time, legitimate, verifiable employment;
- Maintaining your financial plan/budget;
- Begin making payments towards your child support as ordered;
- Abiding by the individualized FNS case and treatment plans, the FNS Participation Agreement, and rules/conditions of community control;
- Committing no new criminal offenses; and
- Having a minimum of forty-five (45) consecutive days of sobriety immediately prior to moving to the next phase.

Phase IV – Maintenance

Phase IV is designed to monitor you to ensure you are able to maintain the lifestyle achieved in prior phases and prepares you for graduation from the FNS Docket. This phase is expected to last approximately twenty-four (24) weeks.

Phase IV requirements include, but are not limited to:

- Attending status review hearings at a minimum of every six (6) weeks;
- Continued compliance with all treatment plans;
- Attending meetings with the probation officer as scheduled;
- Submitting to random alcohol and drug testing at a minimum of one (1) time per week;
- Maintaining steady, full-time, legitimate, verifiable employment;
- Making consistent payments towards child support and other financial obligations as ordered;
- Continued engagement in a sober support network;
- Abiding by the individualized FNS case and treatment plans, the FNS Participation Agreement and rules/conditions of community control; and
- Having a minimum of ninety (90) consecutive days of sobriety immediately prior to graduating.

Residential Treatment

You may be recommended for residential treatment at any time during the FNS Docket based on clinical need. In this event, the FNS Docket will work closely with the treatment agency to obtain written reports on your progress and compliance for your scheduled appearance, should you be unable to appear for your scheduled status review hearings. Once you have completed residential treatment and/or have been granted permission to leave the facility for court appearances, you are expected to appear before the Judge for scheduled status review hearings.

The residential treatment facilities used by FNS are Sojourner Recovery Services for Men, Sojourner Recovery Services for Women, Modern Psychiatry and Wellness' Genesis Program, Clean Slate Sober Living, and Talbert House Halfway House Programs (Serenity Hall, Turtle Creek, Pathways). If deemed necessary, you may be required to complete treatment through one (1) of three (3) Community Based Correctional Facilities: the River City Correctional Center, the MonDay Program, or the Community Correctional Center (CCC). Participants shall be given jail time credit for time served while in River City, MonDay, or CCC.

Incentives

Immediate, graduated, and individualized incentives govern the responses of FNS to your compliance. Incentives are individualized according to your specific case plan and directly related to your achievements as certain milestones of the FNS Docket are attained. Incentives are also tracked to ensure you are rewarded on a progressive basis.

The following are examples of desired prosocial behaviors appropriate for incentives:

- Attending required Court appearances;
- Obtaining full-time, legitimate employment;
- Paying child support obligations as Court-ordered;
- Attending appointments with the employment liaison;
- Taking prescription medications as directed;
- Attending required treatment appointments;
- Attending a parenting program;
- Reaching individual case plan objectives;
- Abstaining from alcohol and drugs, as evidenced by negative drug testing results;
- Engaging in vocational or educational programming;
- Complying with the rules of FNS, the FNS *Participation Agreement*, community control, and the laws;
- Securing stable housing;
- Advancing in FNS phases; and
- Accomplishing any other milestone identified by the treatment team.

The following are examples of incentives:

- Encouragement and praise from the Judge;
- Ceremonies and certificates of progress, including advancement in FNS phases;
- Reducing supervision contacts;
- Lifting a Court-ordered driver's license suspension;
- Decreasing frequency of Court appearances;

- Reducing, suspending, or dismissing fines;
- Reducing supervision fees;
- Increasing or expanding privileges;
- Encouragement to increase participation in positive activities you find pleasurable;
- Reducing jail days; and
- Graduating from FNS.

Sanctions

Immediate, graduated, and individualized sanctions govern FNS responses to your noncompliance. Graduated sanctions are used to help you reduce undesired behaviors and replace them with desired prosocial behaviors. Sanctions are crafted in an individualized, creative, and progressive manner based on the undesired behavior. The severity of the sanction increases with more frequent or more serious infractions. Any participant facing imposition of a sanction will be represented by defense counsel at the treatment team meeting and the status review hearing. Sanctions are issued when there is noncompliance with either program protocol or the case plan. All therapeutic adjustments in services are based solely on the clinical need of the participant. Incremental adjustments to the case plan made at the discretion of the Judge and the treatment team are not to be considered sanctions. However, if you fail to comply with the case plan adjustments you will receive a sanction.

At the time of a positive drug test (which may include a test taken upon entry to the program), the treatment team may consider an adjustment in treatment and/or the possibility of a sanction. Any change in the case plan and/or sanctions are enforced and reinforced by the Judge.

The following are examples of undesired behaviors that you may receive a sanction for:

- Failure to attend Court appearances;
- Failure to attend appointments with the employment liaison;
- Failure to take prescription medications as directed;
- Failure to attend substance abuse and/or mental health assessments/treatment sessions;
- Failure to attend a parenting program;
- Failure to obtain full-time, legitimate employment, or leaving employment when new employment has not been secured;
- Failure to pay Court-ordered child support obligations;
- Failure to follow FNS rules;
- Failure to keep scheduled appointments with the probation officer, treatment/case manager, or any other treatment team member;
- Noncompliance with other requirements of your case plan;
- Failure to have your calendar at all FNS appointments;
- Noncompliance with random alcohol and drug screens, or testing positive for alcohol and/or drugs;
- Failure to comply with the FNS *Participation Agreement*;
- Failure to comply with curfew as established by the treatment team;
- Failure to maintain confidentiality outside of treatment groups;
- Failure to improve troublesome behavior;
- Failure to complete community service hours;
- Failure to meet employment or vocational goals as determined by your case plan; and

- Failure to keep other appointments as scheduled, such as those for public benefit aid, health care benefits, housing assistance, etc.

The following are examples of sanctions:

- Warnings and admonishments from the Judge;
- Increasing frequency of alcohol and drug testing;
- More frequent Court appearances (weekly or bi-weekly reviews);
- Refusing specific requests, such as permission to travel;
- Denying additional or expanded privileges, or rescinding privileges previously granted;
- Increasing supervision contacts and monitoring;
- Issuing a no contact order with identified individuals;
- Individualized sanctions such as writing essays, reading books, or performing other activities to reflect upon unacceptable behavior;
- Imposition of suspended fines;
- Ordering community service;
- Ordering corrective thinking classes;
- Electronic GPS Monitoring or SCRAM (Secure Controlled Remote Alcohol Monitoring) bracelets;
- Escalating periods of jail time;
- Filing of probation violation; and
- Unsuccessful termination from FNS.

Substance Use Monitoring

Substance abuse monitoring for FNS will be part of the individualized case plan for participants in FNS. You will submit to random, frequent, and observed alcohol and drug screens while in FNS. You will be sanctioned for a positive test result. Failure to submit a test, submitting an altered sample, submitting the sample of another person or diluting the sample is treated as a positive test and will be immediately sanctioned.

Testing may include PassPoint ocular scans, instant urinalysis screens, SCRAM, portable breathalyzers, use of scientifically validated technology for ethyl alcohol, or other devices that are deemed reliable. PassPoint ocular scans and urine screens test for many common substances including your substance of choice. All testing is recorded and maintained for the duration you are in FNS.

In addition to the PassPoint ocular scans, FNS utilizes instant urine screens and other types of testing that allow for laboratory confirmation testing. Upon a positive test result, you will be informed of the result and given the opportunity to either sign an admission form or contest the positive test. If contested, the test shall be sent to a certified laboratory for confirmation. While waiting for the laboratory results, sanctions are not issued. If the confirmation test is positive then a more severe sanction, which could result in a probation violation, and/or unsuccessful termination from FNS, may be issued based on your lack of honesty and the use of substances. The lab fee for a confirmed positive may be applied to your court costs.

The results of substance monitoring tests will be provided to the appropriate treatment team members. The Judge shall be immediately notified if/when you test positive, fail to submit to a test, submit an altered sample, submit the sample of another person, or dilute the sample. You will be ordered to appear before the Judge on the next available status review hearing date so that the Judge can address your behavior and any sanction can be immediately issued.

At the time of a positive drug test (which may include a test taken at entry into the program), the treatment team may consider an adjustment in treatment and/or the possibility of sanctions. Any change in the case plan and/or sanctions are enforced and reinforced by the Judge.

All FNS participants are required to comply with the following Substance Abuse Monitoring protocols:

You will be required to submit to an instant urine screen to ensure you are negative of all substances. You will then be entered into the PassPoint ocular scan and passive breath test system for a baseline test result. You will be assigned a PIN number. You will be randomly selected by the PassPoint system to report for a scan/test at a minimum of two (2) times per week while in Phase 1 and Phase 2 and a minimum of one (1) time per week while in Phase 3 and Phase 4. In addition to the minimum required number of tests, you may randomly be selected for more frequent scans/tests.

Your responsibilities include the following:

- Call the PassPoint ocular scan system voicemail daily between 6:00 a.m. and 9:00 a.m. and enter your PIN;
- If the you have been selected, you must report to the Butler County Department of Court Services located at 824 South Martin Luther King Jr. Blvd., Hamilton, Ohio during your assigned time slot that same day to submit to the PassPoint ocular scan;
- You must submit an instant urine screen if the PassPoint system determines you are a high risk for substance use or if requested by the probation officer;
- Provide information regarding prescription medications to your assigned probation officer.

Successful Completion (Graduation)

Written successful completion criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Successful completion criteria serve as the guidelines used to identify how you can successfully complete FNS. In order to successfully complete FNS, you shall demonstrate the compliant behavior and accomplishments listed below:

Compliant behavior may include:

- Paying at least the current child support obligation for a minimum of six (6) consecutive months;
- Demonstrating a period of abstinence from alcohol and drugs (evidenced by negative drug screens for a minimum of ninety [90] days prior to completion of FNS);
- Completing community service hours;
- Attending sober support group meetings;

- Obtaining a sober support sponsor;
- Demonstrating stable mental health and medication compliance;
- Active member in a sober support group;
- Displaying a change in thinking, attitude, and beliefs;
- Successfully completing substance abuse treatment and/or mental health programming;
- Obtaining/maintaining consistent full-time, legitimate employment and stable housing;
- Demonstrating the ability to identify and eliminate criminal thinking patterns;
- Paying towards Court costs, supervision fees, and restitution (if applicable); and
- Writing an essay on how FNS has affected your life.

Examples of accomplishments:

- Paid at least the current child support obligation for a minimum of six (6) consecutive months;
- Demonstrated a period of abstinence from alcohol and drugs (evidenced by negative drug screens for a minimum of ninety [90] days prior to completion of FNS);
- Completed a parenting program;
- Completed substance abuse treatment;
- Regular sober support attendance;
- Obtained a sober support sponsor;
- Demonstrated stable mental health and medication compliance;
- Completed community service hours;
- Completed any other FNS requirements;
- Completed vocational or educational plans;
- Paid towards Court costs, supervision fees, and restitution (if applicable);
- Displayed responsibility for your behavior;
- Demonstrated stability in the community;
- Obtained/maintained consistent full-time, legitimate employment; and
- Obtained/maintained stable housing.

Upon review of the compliant behavior, and review of your accomplishments, the treatment team may recommend successful completion. The Judge has final discretion to determine when you will graduate from FNS. Upon graduation from FNS, you shall attend a ceremony hosted by the Court and shall receive a Certificate of Completion.

Unsuccessful Termination

Written unsuccessful termination criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Unsuccessful termination criteria serve as the guidelines used to identify how you can be unsuccessfully terminated from FNS. The FNS Judge has final discretion in determining termination from the specialized docket. The written legal and clinical eligibility and termination criteria do not create a right to participate in FNS. Before being unsuccessfully terminated from the program the following will occur:

1. There will be a Notice of Alleged Violations filed with the Court by the Probation Officer;
2. You will have probable cause hearing before a Court Officer;

3. If probable cause is found you will then be scheduled in front of the FNS Judge for a formal Probation Violation hearing where you will have a defense attorney present to represent you.

Criteria for unsuccessful termination from FNS include:

- Failure to pay your child support as Court-ordered;
- Failure to obtain full-time, legitimate employment;
- On-going noncompliance with treatment and/or the case plan;
- Continued use of illegal substances;
- A verified positive confirmation from a contested drug screen;
- Noncompliance with prescribed medications;
- Noncompliance with confidentiality;
- On-going noncompliance with FNS rules, the FNS *Participation Agreement*, or the rules of community control;
- Absconding from community control supervision;
- New criminal convictions;
- Continued FNS infractions resulting in graduated sanctions; and
- A probation violation hearing.

Neutral Discharge

Written neutral discharge criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Neutral discharge criteria serve as the guidelines used to identify how you can be neutrally discharged from FNS. The FNS Judge has final discretion in determining termination from the specialized docket.

You may be neutrally discharged from FNS if you are no longer capable of completing FNS as a result of any of the following:

- A serious medical condition;
- Death;
- An updated ORAS which results in you being a low risk ORAS;
- Other factors that may keep you from meeting the requirements for successful completion; and
- Discretion by the FNS Judge to determine if you are no longer appropriate for FNS.

Upon neutral discharge from FNS, the level of community control supervision will be determined by the Judge.

Inactive Status

FNS has an inactive status for those who meet any of the following criteria:

- Placed in a residential facility (Community Based Correctional Facility) and cannot be transported for status review hearings;

- Serving time in a local or state jail facility for another county/jurisdiction; and
- Absconded from community control supervision.