

**BUTLER COUNTY AREA COURTS
VETERAN'S COURT PROGRAM
A SPECIALIZED DOCKET
SERVING THE NEEDS OF UNITED STATES VETERANS**



**Program Description &
Policies and Procedures Manual**

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CHAPTER I: Policies and Procedures

Program History

By providing effective and appropriate treatment in a Court-based, Judge-driven, Specialized Docket, the Butler County Area Courts Veterans Court Docket seeks to reduce recidivism, increase treatment compliance, and continually improve the integration of systems in Butler County. Members of the planning committee included a wide range of stake-holders representing community agencies, law enforcement, criminal justice and the Veterans Administration.

A Veterans Court Docket for misdemeanor offenders in Butler County is a continuation of the effort to provide a reasoned, effective, and evidence-based response to the needs of offenders in Butler County. In addition to the Veterans Court Docket, Butler County Area Courts anticipates the creation and implementation of a Mental Health Docket for offenders facing misdemeanor charges, and other programs that may be developed in the future to promote treatment alternatives to incarceration, public safety, reduced recidivism and self-sufficiency in our community.

The partners involved in the planning and implementation of this project include the Butler County Prosecutor, Veterans Administration (VA), Butler County Area Probation Department, Butler County Veterans Services Commission and Butler County Area Courts. The planning and implementation of this program also includes the close collaboration and support of the Butler County Court through the active participation and leadership of Judge Kevin C. McDonough; the Director of Specialty Courts; the Public Defender; Butler County Prosecutor's office; Butler County Area Courts Probation Department and the Butler County Prosecutor's Office.

The Judge will hold court two times per month and participants return regularly to Court for status review hearings. Prior to each docket, the treatment team meets with the Judge to review progress and problems and will work together to implement cross-disciplinary responses. The treatment team consists of: the Judge, Probation, Program Manager, Veterans Justice Outreach Support Specialist (VJO), designated public defender, designated prosecutor, and a representative from the Butler County Veterans Services Commission.

The Court relies heavily on the information and resources noted in the below links. The court has often deferred to the guidance of the Ohio Supreme Court Specialized Docket Services as well as guidance from Mental Health Courts such as that in Fairfield, Ohio.

[www.sc.ohio.gov/JCS.specDockets/guidanceConstitutionalStandards.pdf?](http://www.sc.ohio.gov/JCS.specDockets/guidanceConstitutionalStandards.pdf)
[Specialized Dockets Mental Health Court Guidance \(ohio.gov\)](http://www.sc.ohio.gov/JCS.specDockets/guidanceConstitutionalStandards.pdf)

Advisory Committee

An Advisory Committee has been formed for the planning and implementation of the Butler County Area Courts Veterans Court Program. The participation agreement was drafted over one year before the implementation of the Docket. The Advisory Committee consists of key officials and policy makers who came together to develop written policies and procedures which defined the goals and objectives of the program, identified the target population to be served by the Court, provided the roles and responsibilities of the treatment team members, and provided input on policies and operations and communicate regularly with local officials.

The Advisory Committee for Planning consists of the following agencies and members:

- Judge Kevin C. McDonough, Veterans Court Judge and Chair of Advisory Committee
- Butler County Prosecutor's Office Representative (Assistant Prosecutor)
- Butler County Sheriff
- Butler County Area Courts Clerk
- Veterans Administration (VJO Department Supervisor)
- Butler County Veterans Services Commission Director

The Advisory Committee will continue to meet as necessary but will meet at a minimum of once per year. This format will be instrumental in reviewing and accepting program materials, referral process, policies, and ongoing coordination of services. The Memorandum of Understanding includes relevant stakeholders and partners of the program including the Court, Probation Department, Cincinnati VA Medical Center, and others. (A copy of the MOU is attached).

The Advisory Committee, attended and chaired by the Veterans Court Judge will meet as needed, but not less than one time per year, to review a sustainability plan, community outreach and education plan, program policies, and any updates to program materials and/or process. The Advisory Committee shall review functionality and assess policies a minimum of every two years. A contact roster is attached at the end of this document.

Mission Statement

The Butler County Area Courts Veterans Court is committed to addressing the unique mental health, trauma, and substance use related needs of our veterans in Butler County by providing a Judge-supervised intensive treatment program that creates prompt access to a range of services within the community with the intent of promoting self-sufficiency, reducing recidivism, promoting public safety, and providing an alternative to incarceration.

Goals and Objectives

- Goal: Connect veterans charged with a misdemeanor to a specialized docket program specific to the needs of individuals with trauma-related injuries, mental health issues, substance use, co-occurring disorders, and others as deemed appropriate by the Judge.
- Objective: Refer a sufficient number of eligible cases per year to the Veterans Court to maintain its viability and effectiveness.
- Goal: Reduce the cost of incarceration and/or institutionalization of veterans with substance use and/or behavioral health needs.
- Objective: Track the cost savings in diverting jail/prison/institutional bed days to VA-based treatment and court supervision.
- Goal: Reduce the recidivism rate of veteran offenders.
- Objective: The recidivism rate will be no more than 25% (Recidivism is defined as a new charge, conviction, and sentence resulting in a sentence of jail or prison incarceration).
- Goal: Participants will take responsibility for actions and on-going behavioral health.
- Objective: Have a successful graduation rate of 70% of admitted participants to the program who have complied with treatment plans for behavioral health needs and substance use treatment.
- Goal: Reduce the substance use of participants in the program.
- Objective: At least 50% of participants will reduce use of illegal drugs and substances as tracked by self-report and probation drug screens.
- Goal: Link participants to services related to basic needs – financial benefits, housing subsidies, employment, etc.
- Objective: Link all participants to services available to reduce homelessness, unemployment, or provide benefits for disability. Show a reduction of homelessness to 0% by program completion.
- Goal: Create effective partnerships between the criminal justice and veterans health systems.
- Objective: Demonstrate a non-adversarial approach to providing services to participants in the Veterans Court by using individualized treatment goals to determine completion of the program.

CHAPTER II: Target Population and Program Eligibility

Target Population

The target population for the Veterans Court docket consists of clinical and legal guidelines. The mission of the docket is to identify veteran offenders who would benefit from intensive treatment and close supervision of the Court and to provide access to behavioral health services, substance use treatment, trauma-focused care, and a community of veterans for peer support. The following criteria was collaboratively developed, reviewed, and agreed upon by the members of the Advisory Committee. The written and clinical eligibility and termination criteria do not create a right to participation in the Veterans Court.

Legal Eligibility:

- All misdemeanor charges shall be reviewed by the Prosecutor, Judge, and Admission Team for eligibility.
- A case may be referred at multiple points of case processing including: Pre-Plea, Post-Conviction, or Violation of Probation.
- Participants are required to plead guilty or be found guilty.
- Participants, if eligible, may complete the program as a Diversion (final decision rests with the Prosecutor). Upon successful completion of the program, input from any potential victims and the Prosecutor's Officer, the case or charges may be dismissed. If the participant is not eligible for Diversion, they shall complete the program on a standard community control.
- No history of serious or repetitive violence (reviewed by VC Prosecutor and VC Treatment Team)
- Exclusions: NGRI, Incompetent to Stand Trial, any history of sex offenses, offenses involving the use or threatened use of weapons (significant history of weapon offenses), persistent offending displaying extreme criminal thinking.
- Participants must be a United States Veteran (Army, Air Force, Coast Guard, Marines, Navy).
- The program is designed to treat moderate to high risk level participants as well as moderate to high need level participants. However, all costs will be considered after the screening and assessment phases are complete. Separate tracks will be utilized for different levels. Ultimately the judge makes the final decision if a participant is accepted into the program.

Clinical Eligibility

- Preference is given to individuals with a demonstrated trauma-related injury such as Post Traumatic Stress Disorder or Traumatic Brain Injury.
- A clinical need for intensive treatment related to substance use, mental health related disorder, and/or trauma-related injury (PTSD, TBI, etc.).
- Must have cognitive ability to understand and voluntarily participate in Veterans Court Program.
- All other candidates will be considered as deemed appropriate by the Judge.

Capacity

The program consists of one docket.

CHAPTER III: Program Entry and Case Flow

The following is a narrative of the process for a defendant who is referred to the Veterans Court Docket and includes a description of the screening, assessment and method of acceptance or denial. The Veterans Court Docket Judge has final discretion to decide admission into the program in accordance with the written eligibility criteria. The written legal and clinical eligibility criteria do not create a right to enter the specialized docket, but rather, provide guidelines for the discretion of the Judge.

Referral Process

The Veterans Court Docket supports the referral of all potentially eligible defendants for review under these policies and procedures. Referrals may be made formally and informally from many sources, including: judges, defense attorneys, prosecutors, case managers, self-referral, police officers, Services, probation officers, jail staff, or others. An informal referral may consist of a phone call or discussion with any member of the Veterans Court Docket team. The team shall pass along referral information to the Program Coordinator from all sources.

The formal referral process initiates upon a request from a Butler County Court Judge for "Veterans Court Docket Assessment". The referral requires the Veterans Court Docket team to complete an assessment of a defendant for their suitability for the Program. The assessment shall be completed within 30 days of referral. The Veterans Court Docket team promptly assesses individuals and refers them to appropriate services.

Screening and Assessment

Upon a formal referral requesting a Veterans Court Assessment, the Butler County Area Courts Probation Officer shall be responsible for initiating the legal screening, while the screening for benefit eligibility and clinical appropriateness is completed by the Veteran Justice Outreach Specialist. The Admission Review Committee consists of the Program Coordinator, Prosecutor, public defender, and Judge Kevin C. McDonough. If a referred defendant is not accepted to the Veterans Court Docket, the Admissions Review Committee shall provide other options to the Court and assist with connecting the veteran to available resources to assist all veterans in the Butler County criminal justice system.

Clinical Screening and Assessment:

Once a defendant is referred for the Veterans Court Docket, an appointment shall be scheduled immediately with the Program Coordinator. During this initial meeting, the defendant shall provide information related to service, discharge, substance use history, mental health history, and any history or symptoms of trauma. Screening tools are utilized

by the case worker to screen for areas of treatment need. The Program Coordinator shall contact the Veteran Justice Outreach Worker at the VA to provide contact information, a signed release of information for the VA, and any other pertinent information. The Veterans Justice Outreach Specialist shall check the VA system to determine level of benefits and verify status of discharge. This information shall be provided to the Admissions Review Team. The following standards apply to the clinical assessment:

- All chemical dependency, mental health, and other programming assessments shall include available collateral information to ensure the accuracy of the assessment.
- The potential participant is required to sign a release of information form to provide for communication about confidential information, participation and progress in treatment, and compliance with program requirements. Releases of information shall comply with provisions of relevant laws, including the "Health and Portability and Accountability Act of 1996".
- All screenings and assessments for treatment determinations are provided by persons appropriately licensed and trained to deliver such services according to the standards of their profession.
- The Treatment Team shall consider, but is not obligated to follow, the clinical assessment or treatment recommendations.

Legal Screening and Assessment:

The Program Coordinator shall make an initial assessment of the following factors by meeting with the referred defendant prior to the completion of any other assessment:

- Explanation of the program shall be provided to the defendant along with the Participant Handbook and Participation Agreement. Any questions shall be answered about the program phases and expectations.
- An explanation of the guilty plea requirement shall be provided to the defense attorney.
- An explanation to the participant of the responses to compliance and noncompliance, including the criteria for termination.
- An initial review of any disqualifying factors shall be reviewed by the Program Coordinator including residency, sex offender status, and history of serious violent crimes and/or weapon charges.
- The Defendant shall complete Release of Information forms, review privacy rights, and exchange pertinent contact and treatment information. The potential participant is required to sign a release of information form to provide for communication about confidential information, participation and progress in treatment, compliance with program requirements, and compliance with provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.s.c. 300gg-42, as amended, and R.C. 2151.421 and 2152.99. (See Appendix)

The Program Coordinator shall forward the referral information to the designated Veterans Court Docket Prosecutor for review on all referrals. The Butler County Prosecutor's Office may provide input, upon review of current charges and criminal history that the defendant is eligible to participate in the Veterans Court Docket. However, the judge makes the final decision. The designated Prosecutor, along with the Judge and Program Coordinator shall take into account the following factors when reviewing legal eligibility:

- The Veterans Court Docket has a commitment to work with those individuals who are considered high risk for reoffending and high need in terms of treatment and support services in the community. High Risk / High Need defendants are considered for inclusion in the Veterans Court Docket.
- Mitigating and aggravating circumstances of current or prior court involvement will be considered. A careful examination of the circumstances of prior juvenile adjudications and the age of the participant are taken into account. The age of potential disqualifying offenses is taken into account.

If the referred defendant is found eligible, the Program Coordinator shall be responsible for attending the "Report" date in front of the referring Judge. The Program Coordinator shall consult the attorney, defendant and Judge to confirm the decision to transfer the case to the Veterans Court Docket. The Judge shall sign an Entry Referring Case to the Veterans Court Docket and the court staff shall be responsible for filing the Entry and setting a date in front of the Veterans Court Docket. (See Appendix)

Should the clinical and/or legal assessment find the referred defendant ineligible for program participation, the referring Judge shall be notified by a member of the Admissions Committee. The Program Coordinator shall also be available to explain the decision to the Court.

Program Admission

Final admission to the program will occur once the defendant appears before the Veterans Court Docket Judge. Participants shall be placed as soon as possible in appropriate treatment services and programs and be placed on reporting supervision to monitor compliance with court requirements. The Judge shall review the Participation Agreement and details of the program with the defendant.

The Defense Attorney shall review the Handbook and Participation Agreement with the defendant, which includes an explanation to the participant of the responses to compliance and noncompliance including the criteria for termination. Offenders who are not represented by defense counsel are provided with materials and directed to contact the Defense Counsel on the treatment team with any questions or concerns. As a voluntary program, the defendant may decide at any point that they do not wish to

participate in the program. The Judge shall make the final decision as to admission to the docket.

Once the defendant makes a first appearance, they will be ordered to meet with members of the Treatment Team, including the Veteran Justice Outreach worker ("VJO") from the VA. The VJO will meet with the defendant to complete necessary paperwork to enroll them in services and begin the process of completing a treatment plan. Treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession.

Once a treatment plan has been completed and presented to the Court, the Judge shall dispose of the legal case through a plea on the charge and a sentence of community control with Veterans Court Docket supervision or an approval of Diversion. If Diversion is available, the Veterans Court Docket shall order an assessment. Participants shall be placed as soon as possible under reporting supervision to monitor compliance with court requirements. All documents including releases of information and Participation Agreement shall be completed at this time.

Non-Discriminatory Practices

If a participant meets the written clinical and legal eligibility criteria set forth in this section, then the participant, or potential participant, shall not be denied admission to the Veterans Court based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veterans status, any disability, or based upon ability to pay fines and costs.

CHAPTER IV: Treatment Team

The Treatment Team of Veterans Court Docket is chaired by Judge Kevin C. McDonough. All members of the Treatment Team shall regularly attend the Treatment Team meetings.

The Treatment Team is responsible for the daily operations of the specialized docket. The Program Coordinator reports directly to the Judges and is responsible for the coordination of the Treatment Team members.

Treatment Team members agree to serve on the team for a minimum of one year. The Veterans Court Docket values stable and consistent team membership and strives to maintain membership for longer than one year. In addition to the duties with the daily functions of the Treatment Team, the members agree to work with, and provide education to, local community leaders and agencies.

The Veterans Court Docket incorporates a non-adversarial approach while recognizing the role of prosecutors, defense counsel, and probation. (See Description of Roles and Responsibilities of Treatment Team Members below)

Treatment Team members shall engage in ongoing communication including frequent exchanges of timely and accurate information about the participant's overall performance. The Treatment team shall meet two times per month for one hour prior to the docket. Each member shall be responsible for providing updated information on participants. The following reports are required at Treatment Team meetings for participants appearing on the docket:

- Written Progress Report from Veteran Justice Outreach Worker (Updating treatment progress and compliance; notifying team of upcoming appointments; setting out a plan for goals contained in the treatment plan.) For non-VA connected participants completing community-based treatment, the Program Coordinator shall be responsible for providing updates and written reports. (See Appendix for sample written progress report)
- Written Progress Report from Butler County Area Courts Probation (including recent drug screen results and compliance with reporting.) (See Appendix for sample written progress report)
- Verbal or written report from the Veterans Peer Mentor Coordinator.
- Verbal reports from other treatment and service providers as needed.

The Court shall be responsible for maintaining these records. A file shall be kept for each participant, containing a record of court appearances, progress reports, sanctions, and other pertinent treatment team information. These records shall not be maintained in the

public criminal files of the defendants as those files are dis-closable through the Public Records Act. All reports held by the Judge, outside of the criminal file, shall be destroyed after a defendant completes, or is terminated from, the Veterans Court Docket.

The Veterans Court Liaison shall be the main contact for dissemination of pertinent information outside of the treatment team meetings. All treatment team members shall make the Veterans Court Liaison aware of important information as needed and the Veterans Court Liaison shall make that information available to the necessary members as needed. A contact list shall be distributed to all team members to facilitate email and phone calls. (See Appendix)

Treatment Team members shall maintain professional integrity, confidentiality, and accountability. Treatment Team members are required to comply with Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of alcohol and drug use patient records and the recipients of any disclosures may only re-disclose within the scope of the signed release of information.

Specific Roles and Responsibilities of Treatment Team Members

Judge

- Acts as Chair of the Advisory Committee. The Judge shall attend the Advisory Committee meetings.
- Acts as Chair of Treatment Team. The Judge shall attend the Treatment Team meetings prior to the twice-monthly docket.
- Has discretion to decide the admission and termination from the Veterans Court Docket in accordance with the written legal and clinical criteria set forth in these policies.
- Shall be knowledgeable about treatment and programming methods and limitations (including the limitations of local resources; and clinical concepts such as stages of change).
- Final decision-maker concerning incentives, sanctions, phase advancement, and successful completion and termination from the program.
- Shall discuss progress with each participant at status review hearings.
- The Judge shall have a dedicated docket that meets every other week.

Probation Officer

- Monitors compliance with supervision plan.
- Conducts random alcohol and drug tests and reports the results of tests to the tests to the Treatment Team.
- Monitors sanctions.
- Visits the participants at home, school, or other locations as needed or directed by the Judge.

- Attends Treatment Team meetings and status review hearings.
- Informs the team whether treatment plan, supervision plan, and court orders are followed.
- Advises of any program violations
- During Treatment Team meetings, provides progress reports and recommendations
- Participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination.

Veterans Justice Outreach Specialist (VJO / Cincinnati VA)

- Primary treatment provider for the Veterans Court Docket
- Responsible for maintaining an ongoing treatment plan that includes behavioral health, substance use, trauma, medical, housing, benefits, occupational and vocational goals.
- Attends all Treatment Team meetings and reports on compliance with treatment plan.
- Provides access to regular appointments with psychiatrist and other properly licensed therapists, counselors, and case managers.
- Provides a dedicated team of specialists to the Veterans Court Docket.
- Submits Progress Reports to the Court at Treatment Team meetings.
- Conducts diagnostic assessments, provides the clinical diagnosis, and develops the treatment plan.
- Makes recommendations at team meetings concerning treatment needs.
- Makes referrals to other agencies.
- Attends appointments to provide assistance.
- Shall be a licensed clinical professional.
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

Butler County Veterans Services Commission

- Representative attends Treatment Team and reports on participants currently receiving assistance through the Veterans Services Commission
- Completes assessment to determine qualification for discharge upgrades, emergency financial services, and other resources.
- Makes recommendations at Treatment Team meetings concerning resources for Veterans.
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

Butler County Prosecutor

- Identifies eligible clients for the specialized docket in accordance with the specialized docket written criteria.
- Attends Treatment Team meetings and status review hearings as needed.
- Shall communicate with the Program Coordinator regarding issues related to diversion and legal eligibility for the Veterans Court Docket.
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.
- The Veterans Court Docket promotes a non-adversarial approach while recognizing that the prosecutor has a distinct role in pursuing justice, protecting public safety, and protecting victim's rights.

Butler County Court Public Defender

- Defense counsel may attend Treatment Team meetings and status review hearings.
- Participant has the right to request that their defense counsel be present during any status review hearing or Treatment Team meeting where the participant is discussed.
- Assists with decision-making regarding participation in the Veterans Court Docket.
- Explains to participants what rights are waived by entering the program.
- Consults with prosecutor concerning Diversion.
- Explains to participants the possible sanctions that may be imposed for program non-compliance.
- Explains the circumstances that may lead to termination
- Explains the effect that termination from the Veterans Court Docket may have on the participant's case
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.
- The Veterans Court Docket promotes a non-adversarial approach while recognizing that the defense counsel has a distinct role in preserving the constitutional rights of the participant.

Veterans Court Director of Specialty Courts

- Facilitates the specialized docket in accordance with the written program description
- Collects and maintains statistical information and other confidential records concerning participants, collects data from service providers, and creates reports for review and submission to funding sources
- Ensures that Treatment Team members follow program policies and procedures
- Monitors service provider agreements and contracts and monitors the services to participants
- Plans and facilitates advisory committee meetings.

- Coordinates specialized docket team professional trainings.
- Attends Treatment Team meetings and status review hearings.
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

NOTE: A Treatment Team roster and contact form is attached at the end of this document.

CHAPTER V: Participant Monitoring

Treatment Team and Status Review Schedule

The Veterans Court Docket monitors each participant's performance and progress through the Treatment Team meeting and status review hearings. The Treatment Team meets immediately before the status review hearings. The Program Coordinator shall ensure that all reports are distributed to the team. Every participant has the right to request the presence of their defense attorney at any status review or Treatment Team hearing concerning them. The schedule for Treatment Team and status review hearings is:

- Treatment Team: First and third Thursdays of each month at 9:00 am in Judge McDonough's Court Room
- Status Review Hearing: First and third Thursdays at 10:00 am in Judge McDonough's Courtroom

Policy on Participant Attendance at Status Review Hearings

The Veterans Court Docket incorporates ongoing judicial interaction with each participant as an essential component of the docket. Each participant shall appear on a regular, consistent, and appropriate basis determined by the treatment team. Frequent status review hearings establish and reinforce the specialized docket policies and ensure effective and efficient supervision of the participant. At a minimum, each participant shall appear before the Veterans Court Docket Judge at least twice a month during the first phase of the program. Thereafter, within the discretion of the treatment team, a participant shall appear as needed, but no less than one time per month, to regularly monitor their progress through the program.

The Veterans Court Docket strives to provide both a community of support and an opportunity for participants to learn from each other. Participants are required to remain in the courtroom during the status review docket to provide an opportunity to support others and educate themselves as to the incentives and sanctions of the program.

Summary of Treatment Planning

The following policies and standards relate to treatment planning. Treatment planning is an ongoing collaborative process between the participant, VJO, clinical counselor, and the Treatment Team. The following are the policies and procedures regarding treatment plans:

1. Veterans Court participants will participate in the creation of an individualized treatment plan that is based on their individual needs and provides services that incorporate evidence-based strategies.
2. Development of an initial treatment plan will be a collaborative process between the participant, treatment provider, and Treatment Team. The Veteran Justice Outreach Specialist shall submit a formal treatment plan to the Court for approval.
3. Veterans Court Docket treatment plans shall take into consideration services that are gender responsive, culturally appropriate, and effectively address co-occurring disorders.
4. Provided services, including treatment plans, are appropriate and clinically necessary to the degree that available resources allow.
5. Veterans Court Docket participants shall have prompt access to a continuum of approved treatment and rehabilitation services including trauma informed care.
6. The Veterans Court Docket maintains a current treatment plan and a record of activities (status review reports).
7. Treatment plans continue to develop throughout the Veterans Court Docket program to reflect a participant's changing needs based on program progress.
8. All treatment and programming will be provided by appropriately licensed and trained programs or persons to deliver such services according to the standards of their profession.

Available Agencies and Services of the Veterans Court

Direct Veterans Court Services

- Psychiatric Services – Veterans Health Administration
- Medication – Veterans Health Administration
- Vocational/Training – Veterans Health Administration
- Education – By referral from Veterans Health Administration and Veterans Benefits Administration
- Transportation – By referral from Veterans Health Administration, Butler County Transit, or Butler County Veterans Services Commission
- Housing – By referral from Veterans Health Administration (Butler County Metropolitan Housing Authority / HUD-VASH Program / Volunteers of America)
- Domestic Violence – Butler County Women Helping Women / YMCA
- Drug Testing – Butler County Probation Department / Veterans Health Administration
- Group Therapy – Veterans Health Administration
- Case Management – Veterans Health Administration
- Assessment – Veterans Health Administration
- Residential Treatment – Veterans Health Administration
- Corrective Thinking – Veterans Health Administration
- Benefits – Veterans Benefits Administration / Veterans Service Commission

Phases of the Veterans Court Program – Policies

Phases are the steps in which a participant's performance and progress through the specialized docket are monitored. The following are the policies and procedures regarding phase advancement:

- 1 Progression through the specialized docket is based on the participant's performance in the treatment plan and compliance with the Veterans Court Docket phases.
- 2 Phase advancement is not solely based on preset timelines. All timelines provide a benchmark for participants and the team to review and assess progress.
- 3 The Veterans Court Docket incorporates ongoing judicial interaction with each participant as an essential component of the docket.
- 4 At a minimum, the participant shall appear before the Veterans Court Docket Judge at least twice monthly in the initial phase.
- 5 Should a participant require increased contact with the Judge and treatment team, the Veterans Court Docket shall require attendance twice per month, or as needed basis, at any time in the program. Increased attendance shall be determined by the treatment team and shall utilize risk assessment and a determination of the needs of the participant.
- 6 After advancing from the initial phase, the participant shall appear regularly before the Court. Regular attendance shall not be less than one status review hearing per month.
- 7 The Treatment Team will work closely with treatment agencies to comply with agency standards regarding residential treatment policies. Should a participant be determined to require a clinical setting that does not allow for regular appearances before the Court during their residential treatment, the Treatment Team shall receive regular reports on the participant's progress and have the participant appear before the Court as soon as clinically possible.
- 8 Time between status review hearings may be increased or decreased based upon compliance with treatment protocols and observed progress.
- 9 Phase advancement shall be decided by the Treatment Team with final decision for promotion or demotion made by the Judge.

Veterans Court Peer Mentors

Veteran peer mentors are essential to the Veterans Treatment Court Team. Ongoing veteran peer mentors interaction with the Veterans Treatment Court participants is essential. Their active, supportive relationship, maintained throughout treatment, increases the likelihood that a veteran will remain in treatment and improves that chances for sobriety and law abiding behavior. Peer mentors will be a veteran that has been approved by the Butler County Veteran Services Commission.

Veterans Court Program Phase System – Phases and Graduation

Once accepted into Veterans Court, the participant shall complete four phases of treatment: Orientation and Compliance, Stabilization, Community Reintegration, and Maintenance. Advancement through these phases shall be based on performance, not solely upon preset timelines. The Veterans Court Program has four phases lasting approximately 18 months. Each phase has treatment objectives, therapeutic and rehabilitative activities, and specific requirements for advancement into the next phase.

Phase 1: Orientation / Compliance Phase

The goal of the Orientation and Compliance Phase is to help the participant to understand all aspects of Veterans Court, to assure the highest level of function and success within the program and to comply with a treatment plan. The participant shall complete the following prior to advancement to Phase 2:

Orientation and Compliance Phase requirements may include:

- Review and sign the Participation Agreement with their assigned defense counsel.
- Review and sign Release of Confidentiality and Consent to Treatment forms with Veterans Administration, Program Coordinator, and all other providers.
- Attend Veterans Court status review hearings at least twice per month.
- Meet each Treatment Team member to familiarize participant with the team: Judge, Program Coordinator, VJO, Probation Officer, Defense Attorney, Prosecutor, Peer Mentor Coordinator
- Familiarize the participant with the location of service providers and address issues of transportation
- Meet with VJO to complete intake process and complete an initial treatment plan.
- Initial treatment plan is presented to Veterans Court.
- Establish connection with Peer Mentor that is an approved veteran by the Butler County Veteran Service Commission.
- Sign Probation rules and begin random drug testing, at a minimum of twice per week, for those participants diagnosed with a substance use disorder. Participants who are not diagnosed with a substance use disorder, and do not have a history of substance use, must still undergo random and observed drug testing, although a frequency of less than twice a week will be considered.
- Comply with treatment schedule as approved by the Court.
- Complete legal requirements of plea and sentencing (or intervention in lieu of conviction).
- Meet with family or other support parties to describe the Veterans Court Program and refer them to new supportive organizations

- Commit no new criminal offenses.

Phase 2: Stabilization Phase

The primary goals of this phase are to stabilize the participant and obtain compliance with the Veterans Court Docket program requirements. During this phase, the participant has regular contact with the Court by attending all scheduled Veterans Court Docket status review hearings. This is also an intensive contact phase for the participant's treatment provider and probation officer. During this period, the team will assist the participant in addressing essential needs such as housing, health, clothing, and recovery services. The following tasks shall be considered and addressed during this phase:

- Ensure court obligations are met, such as developing payment schedule for fines, court costs, and restitution according to participant's ability to do so and after considering if a participant is indigent.
- Determine frequency of random alcohol and drug testing in accordance with requirements of Probation, which shall be at least twice per month with an increase to at least twice per week, based on history of substance use or a positive test during the program.
- Continue mental health, trauma, and substance use clinical assessment.
- Identify barriers to recovery.

Participants will be required to comply with the following:

- Attend status review hearing (minimum of once a month; twice a month is recommended)
- Attend treatment sessions and activities contained in the treatment plan and orders of the Court
- Attend meetings with VJO, Peer Mentor, and Probation Officer.
- Continue to submit and provide negative results to alcohol/drug testing, at a minimum of twice per month or as ordered.
- Abide by rules of Veterans Court Program, Probation, and laws of the United States and the State of Ohio.
- Create a plan for stabilization of mental health symptoms, trauma, behavioral issues, and substance use. This may include a referral to psychiatric services, medication, residential substance use treatment, outpatient treatment for substance use, emergency housing for homeless participants, referral to legal services, individual counseling, and other resources.
- Stabilize housing and benefits.
- Display clean urine screens and consistent drug testing compliance.

Additional Advancement Criteria: No positive urinalysis for at least 45 days prior to advancement.

Phase 3: Community Reintegration Phase

After the participant remains stable, for a period of time, other goals can be addressed. During this period, a participant will begin to address the issues that brought the participant in to the Veterans Court. Various service needs can be assessed, including health, dental, optical, permanent housing needs, vocational training, and any other areas identified by the Veterans Court Team. Based on the participant's progress, required appearances at Veterans Court status review hearings may be reduced. The following tasks shall be considered and addressed during this phase:

- Ensure probation requirements are met.
- Determine frequency of random alcohol and drug testing in accordance with requirements of Probation, which shall be at least twice per month, with an increase to at least twice per week, based on history of substance use or a positive test during the program.
- Identify long term goals.
- Begin to develop plans for employment, educational opportunities, or social activities.
- Continue linking client to housing, employment, educational and vocational opportunities.
- Make referrals for other ancillary services not yet addressed.

Participant requirements to consider for the program engagement phase include:

- Attend required status review hearings as determined by Treatment Team (ranging from every other week to once a month).
- Continue to attend group and individual treatment.
- Continue to cooperate with home visits and appointments with VJO and therapist.
- Continue to attend scheduled appointments with probation.
- Continue to abide by rules of the specialized docket, probation, and the laws of Ohio.
- Engage with housing, educational, vocational, and employment service agencies.
- Maintain medication compliance and symptom management.
- Continue to submit and provide negative results to alcohol/drug testing, at a minimum of twice per month or as ordered.
- Maintain safe and stable housing.
- Update treatment goals.
- Address any criminal thinking through evidenced based programming.

Additional Advancement Criteria: No positive urinalysis for at least 45 days prior to advancement.

Phase 4: Maintenance Phase/Growth and Development

This phase is focused on the participant continuing the structure and discipline developed in earlier phases and developing self-sufficiency. By the time the participant moves to this phase, he or she has successfully adhered to the psychiatric treatment requirements, including medication compliance, integrated structure into their life by obtaining permanent housing; pursuing employment; volunteering; participating in educational or vocational opportunities; developing a functional support system; abstaining from the use of illegal drugs; and avoiding additional involvement with the criminal justice system.

The contact with treatment providers may lessen as the participant builds his or her self-sufficiency. At the discretion of the Treatment Team, appearances at Veterans Court Docket status review hearings are reduced even further (but not less than one time per month).

Tasks to consider for the Growth and Development / Maintenance Phase:

- Complete probation obligations.
- Identify long term goals with implementation strategy.
- Begin improving sober support network and recovery-oriented activities.
- Begin developing plan for success beyond the program.
- Determine frequency of random alcohol and drug testing in accordance with requirements of Probation, which shall be at least twice per month, with an increase to at least twice per week, based on history of substance use or a positive test during the program.

Participant requirements to consider for the growth and development phase include:

- Attend required status review hearings (once a month).
- Continue to attend treatment or programming sessions and activities.
- Continue to cooperate with case management home visits and appointments.
- Maintain medication compliance.
- Continue to submit and provide negative results to alcohol/drug testing, at a minimum of twice per month or as ordered.
- Continue established peer mentor relationship.
- Continue to meet with probation as directed.
- Obtain stable housing.

- Obtain employment or secure disability benefits.
- Complete Graduation Application and submit to the treatment team.
- Submit a treatment plan for post-graduation engagement.

Additional Advancement Criteria: No positive urinalysis for at least 45 days prior to advancement.

Graduation Criteria:

Participants must successfully complete the four phases of the Veterans Court Program and be in the program for the requisite minimum period of time to be eligible for graduation. Any exceptions to the requirements must be approved by the Veterans Court Team. Near the end of Phase Four, participants will complete a continuing care or stabilization plan which outlines a plan to maintain sobriety and comply with behavioral and/or medical health regimes after graduation from the Veterans Court Docket Program. The plan must be approved by the Veterans Court Team prior to the participant advancing to graduation. In Phase Four, the participants will demonstrate compliance with the plan and readiness for graduation. Participants must be approved for graduation by the Veterans Court Judge.

Upon successful completion of all requirements of the Veterans Court Program, the participant will be honored with a graduation ceremony. The graduation ceremony may be attended by family members, friends and others that the participant chooses. This is an opportunity to recognize the accomplishments of participants as they transition out of the program.

Incentives

Immediate, graduated, and individualized incentives and sanctions govern the response of the Butler County Veterans Court Docket to the participant's compliance and noncompliance. Incentives are individualized according to the specific treatment plan and directly relate to the participant's achievements as certain milestones of the treatment plan are attained. Incentives are also tracked to ensure that the participant is rewarded on a progressive basis.

The following are types of behaviors that may be incentivized:

- Attending required court appearances.
- Attending required treatment appointments.
- Maintaining close and productive contact with case management.
- Reaching individual treatment objectives.
- Abstaining from alcohol and drugs, as evidenced by negative alcohol and drug screens.

- Securing stable housing.
- Accomplishing milestones identified by the team.
- Medication compliance.
- Payment of court fines, costs and restitution according to participant's ability to do so and after considering if a participant is indigent.
- Providing support and encouragement to other participants.

The following are examples of incentives that may be utilized by the program:

- Encouragement and praise from the Judge.
- Advancement through the Phase System.
- Decreasing frequency of court appearances.
- Being called earlier in the docket.
- Having extended time to talk with the Judge.
- Reducing fines and fees.
- Increasing or expanding privileges.
- Award of phase advancement coin.
- Encouragement to increase participation in positive activities the participant finds pleasurable.
- Gifts or inspirational items.
- Assistance with purchasing clothes and/or household items.
- Gifts of small personal care items, hobby, or pet supplies.
- Dismissing criminal charges if on Diversion or reducing the term of probation.
- Reducing or suspending jail or detention days.
- Graduating from the Veterans Treatment Court Docket.

Sanctions

Immediate, graduated, and individualized sanctions govern the Veterans Court Docket's responses to the participant's noncompliance. Graduated sanctions are used to help the participant conform behavior to program requirements. Sanctions are crafted in an individualized and creative manner, as well in a progressive manner based on the infraction. Sanctions are issued when there is noncompliance with program protocol, probation rules, or the treatment plan. Sanctions are a deterrent to negative behavior, as well as encouragement for future compliance.

While sanctions may include increased treatment and/or community self-help involvement, an adjustment in treatment services, as well as participation in community based mutual support meetings shall be based solely on the clinically informed interest of the participant. Sanctions related to positive alcohol and drug screens shall be documented, reported and consistently enforced and reinforced by the judge. Therapeutic adjustments in treatment services, as well as participation in community-

based mutual support meetings, should be based upon the clinically informed needs of the participant.

The following shall serve as a guide to the treatment team of the continuum of sanctions. While the infraction should be matched with an appropriate level of sanction, infractions and sanctions shall be tracked to allow for additional sanctions in a graduated manner.

The following are common types of infractions that may result in the use of sanctions:

- Failure to attend court appearances and treatment appointments.
- Failure to follow Veterans Court Docket rules.
- Failure to abide by the prescribed medication regime.
- Failure to keep scheduled appointments with the probation officer, case manager, or any other treatment team member.
- Noncompliance with any other requirements of the treatment plan.
- Noncompliance with random alcohol and drug screens or testing positive for alcohol and drugs.
- Failure to improve troublesome behaviors.
- Failure to meet employment or vocational goals as determined by the treatment team.
- Failure to keep other appointments as scheduled, such as those for public benefit aid, health care benefits, housing assistance, social security, etc.
- A new criminal conviction.

The following are examples of sanctions that may be utilized by the program:

- Warning and admonishments from the Judge.
- Being called later in the docket.
- Community Service can be ordered
- Increasing frequency of alcohol and drug testing.
- Increasing frequency of court appearances.
- Refusal of specific requests, such as permission to travel
- Denying additional or expanded privileges; rescinding privileges previously granted.
- Increasing supervision contacts and monitoring.
- Preparation of essays, reading books, or performing other activities to reflect upon unacceptable behavior.
- Imposition of suspended fines.

Sanctions

- Incentives, sanctions and therapeutic interventions will be considered to avoid and minimize the unintended termination of medication, behavioral health treatment, health insurance, employment, and other resources needed to support long-term recovery for the veteran.
- In the event that a jail sentence is imposed, the Vet Court Treatment Team will consult with medical treatment provider in advance to ensure that the veteran receives continuity of effective medical care within institutional formularies and other limitations.
- Additional considerations will be addressed for special program participants, such as pregnant women.

Termination

Circumstances that could merit termination from the program occur at the Vet Court Status Review Hearing Docket. Participants are entitled to have legal counsel for the proceedings. If terminated from the program, a participant could face imposition of the balance of the jail sentence, transfer to an alternative supervision program, placement in a residential treatment program, or other penalties deemed appropriate by the Judge. Individuals unsuccessfully terminated from the Vet Court Program will be considered on a case by case basis for future placement into the program.

CHAPTER VI: Program Completion

Criteria for Successful Completion

This section sets the criteria for successful completion of the Veterans Court Docket. Advancement through the program, as well as the final decision to graduate, are decisions made by the Veterans Court Judge. The judge is provided with the recommendation of the Treatment Team. The team shall assess each individual for successful completion based on the following benchmarks. These criteria were collaboratively developed, reviewed, and agreed upon by the Advisory Committee.

Compliant behavior includes:

- Completed community service hours.
- Demonstrated period of abstinence from alcohol and drugs, evidenced by submitting negative alcohol and drug screens for a substantial period prior to graduation.
- Demonstrated compliance with mental health treatment including psychiatric appointments and medication compliance.
- Improved symptom identification and management.
- A displayed change in thinking, attitude, and beliefs.
- Maintained consistent employment.
- Demonstrated ability to identify and eliminate criminal thinking patterns.
- Payments toward fines, court costs, restitution, and treatment costs; if indigent, as long as progress and effort has been shown, the Court will review whether to waive the balance according to participant's ability to do so and after considering if a participant is indigent.
- Identification and completion of a treatment plan to continue after program completion.
- Stable housing.
- No new criminal charges or convictions.

Accomplishments may include:

- Demonstrated abstinence from alcohol and drugs, as evidenced by negative drug screens.
- Completion of treatment.
- Relapse prevention plan established.
- Completed Veterans Treatment Court Docket requirements.
- Completed vocational and/or educational plan.
- Paid in full restitution, fines, and court costs according to participant's ability to do

so and after considering if a participant is indigent.

- Displayed responsibility for behavior.
- Demonstrated stability in the community.
- No new criminal charges or convictions.

The following are the policies and procedures for determining when a participant has successfully completed the program:

- A participant may be nominated for graduation by any treatment team member. The treatment team shall discuss progress in the program, time in the program, and stability in the community in determining completion (the Judge shall have final discretion).
- Upon judicial decision that the participant is ready for graduation, an after-care plan shall be put into place and accepted by the Court. The participant shall have the option to retain case management, psychiatric, substance use, and other supportive services outside of the Court through the VA or other treatment providers.
- The underlying case shall be disposed of (dismissed if on Diversion; Probation terminated).
- The participant shall participate in a final public graduation ceremony and will be presented with a final coin and certificate of completion.

Termination Classifications

There are two types of termination classification used by the Veterans Court, unsuccessful discharge and neutral discharge. These criteria were collaboratively developed, reviewed and agreed upon by the Advisory Committee. The written legal and clinical eligibility and termination criteria do not create a right to participation in the Veterans Court Docket.

The Judge has final discretion on decisions concerning termination and classification of termination in accordance with written termination criteria. The treatment team shall advise the Judge on these decisions.

Unsuccessful Discharge

Criteria:

- Ongoing noncompliance with treatment or resistance to treatment plan.
- New serious criminal conviction.
- A serious probation violation or series of probation violations.
- A serious infraction of the Veterans Court participation agreement.

Result of Unsuccessful Discharge:

- Loss of future eligibility for the Veterans Court Docket. However, future consideration will be on a case by case basis for placement into the program.
- Further legal action, including revocation of Diversion or probation violation.
- Depending on the circumstances, the participant may be subject to jail or other penalties
- Should the defendant remain on probation, the defendant shall be transferred to the regular criminal docket of the Veterans Court Judge, assigned probation officer, and continued under the terms of probation.
- An unsuccessful discharge from the Veterans Court Program shall not mean a discharge from appropriate mental health, substance use, or other programming available to a qualified defendant. Discharge shall have no effect on access to VA services.

Neutral Discharge

Criteria:

- A serious medical condition resulting in inability to participate in program requirements.
- Serious mental health condition resulting in inability to participate in program requirements.
- Death.
- Choice to voluntarily withdraw from the program prior to completion of a plea and signing of the Veterans Court Participation Agreement.
- Other factor that may keep the participant from meeting the requirements for successful completion.

Result of Neutral Discharge:

- Defendant is returned to the regular criminal docket of the Veterans Court Judge for regular case processing.
- Defendant shall have the right to request new representation other than the representation of the assigned Veterans Court Defense Attorney.
- Should the defendant wish to be admitted in the future to the Veterans Court Program, the Treatment Team and Judge shall review the request closely (final discretion is with the Judge).

Veterans Court File Retention Policy

- Upon discharge, termination, or successful graduation of the veteran from the Veterans Court docket, the specific Veterans Court file shall be destroyed. The regular docket file and probation files will be retained in accordance with the retention control policies of the Butler County Court, Butler County Records Center

and Archives, and the Ohio Supreme Court Rules of Superintendence.

CHAPTER VII: Substance Monitoring

The Butler County Area Courts Probation Department monitors a participant's substance use by random, frequent, and observed alcohol and drug testing protocols to include the participant's primary substance of dependency, as well as sufficient range of other common substances. Substance monitoring shall be part of the individualized treatment plan. Any member of the treatment team qualified to administer urine screens must comply with the Section 4.16 of the Testing and Procedures Policy of the Area Courts Probation Manual, which provides the procedures for ensuring that the drug testing process will provide a valid and reliable result.

Participants shall submit to random, frequent, and observed alcohol and drug screens as identified in Chapter 5 (Participant Monitoring). Testing positive shall result in a sanction. Failure to submit to testing, submitting an adulterated sample, submitting the sample of another individual, or diluting the sample is treated as a positive test and immediately sanctioned.

The results of substance monitoring tests will be provided to the appropriate treatment team members. The Judge shall be immediately notified if/when the participant fails to submit to a test, submit an adulterated sample, submit the sample of another individual, or dilute the sample. The participant shall be ordered to appear before the Judge on the next available status review hearing docket so that sanctions can be immediately issued.

Testing may include instant urinalysis screens, SCRAM, portable breathalyzers, or other devices that are deemed reliable. All testing shall be recorded and maintained for each participant for the duration the participant is in the Veterans Treatment Program.

The Area Courts Probation Department also utilizes instant urine screens and other types of testing that allow for laboratory confirmation testing. Upon a positive test result, the participant shall be confronted with 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. However, if the test returns a positive confirmation, then a more severe sanction, which could result in a probation violation, and/or unsuccessful termination from the Veterans Treatment Court Program, may be issued based on deception and the use of substances. The laboratory fee for a confirmed positive may be applied to the participant's court costs.

Throughout a participant's treatment program, he/she will be required to comply with the following Substance Use Monitoring protocols.

The participant will submit to an instant urine screen to ensure the individual is negative of all substances. The participant will also be assigned a color group. The participant will be randomly selected by the Butler County Area Court Probations Department at a minimum of two (2) times per week while in Phase I and Phase II a minimum of one (1) time per week while in Phase III and Phase IV. In addition to the minimum required number of tests, the participant may randomly be selected for more frequent scans/tests.

Participant responsibilities include the following:

- Participant shall call the Area Court Probation Department's voicemail daily between 8:00 A.M. and 10:00 A.M. to find out if he/she is required to submit to a screen that day.;
- If the participant's assigned color has been selected, the participant is to report to the Butler County Area Court Probation Department located at 101 High Street, 3rd Floor, Hamilton, Ohio 45011 to submit to a drug screen during the hours of 8:00 A.M. and 10:00 A.M. or 3:00 P.M. and 4:00 P.M.
- Provide information regarding prescription medications to both the assigned probation officer and assigned case manager.

Any member of the treatment team who conducts a urine screen shall comply with the testing Policy and Procedure of the Butler County Area Courts Probation Department (pursuant to Sect. 4.16 of the Area Court Probation Department Guidelines). The treatment team member shall immediately notify the probation officer of the outcome of any and all tests. The Judge shall be immediately notified when a participant fails to submit to a test, submits an adulterated sample of another individual, or dilutes the sample. The participant shall be ordered to appear before the Judge on the next available status review hearing Docket so that sanctions can be immediately issued.

CHAPTER VIII: Professional Education

The Veterans Court Docket is committed to promoting interdisciplinary education to the treatment team members to promote effective specialized docket planning, implementation, and operations. As a collaborative and interdisciplinary program, it is essential that all members have an understanding of the following areas:

- The Specialized Docket model.
- Specialized Docket processes.
- Best practices in substance use and mental health services.
- Drug trends and alcohol and drug testing.
- The non-adversarial approach of the specialized docket model for counsel.
- Training on community services.
- Training on the criminal justice system and criminal law of the State of Ohio.

The Veterans Court Docket shall offer training opportunities to the treatment team throughout the year to address these topics. In addition to trainings provided locally to the treatment team staff, state-wide and national continuing legal and clinical education opportunities shall be encouraged. In addition, the following practices shall be implemented:

1. Prosecutors and defense counsel shall be trained in specialized docket process.
2. At a minimum of once every two years, the Veterans Court Docket shall assess the team functionality, review all policies and procedures, and assess the overall functionality of the program.
3. The Program Coordinator shall be responsible for orientation of new treatment team members. A new member shall be provided the policies and procedures for the program and be required to observe the functioning of the Court as an observer. The Program Coordinator shall review the policies and procedures, establish responsibilities and provide mentoring to the new team member.
4. The Veterans Court treatment team shall be encouraged to observe other specialized dockets including drug courts, Veterans courts, and other mental health courts regionally.
5. The Veterans Court treatment team shall participate in the Ohio Specialized Dockets Practitioner Network by attending sub-network meetings, trainings and annual conferences.
6. To the extent feasible, the Veterans Court will offer at least one opportunity per year to treatment team members to attend training on community resources.
7. The Veterans Court shall also provide training to the local legal, clinical, and NAMI community through lectures, information distribution, and continuing education credit opportunities.

CHAPTER IX: Effectiveness Evaluation

The Veterans Court Judge is committed to providing best practices to the Veterans Court. Best practices require ongoing data collection to ensure that program goals and objectives are met. The following are the Veterans Court Docket data collection and reporting policies and procedures.

Supreme Court Reporting Data

The Veterans Court Docket shall comply with any and all requests for reporting and maintaining data for the Supreme Court. The Program Coordinator shall be primarily responsible for collecting, maintaining, and reporting data to the Supreme Court. All Treatment Team members shall provide specific data to the Program Coordinator in a timely manner to ensure ongoing and accurate collection and retention.

Ongoing Data Collection

In addition to maintaining data for the Supreme Court, the Veterans Court shall maintain the following data for internal purposes and for reporting to the Advisory Committee and Ohio Department of Mental Health:

- Number of participants admitted to program.
- Number of participants graduated from program.
- Number of participants unsuccessfully terminated from program.
- Number of participants neutrally discharged from program.
- Eligible diagnosis of participants.
- Total number of referred defendants to the program.
- Substance use diagnosis of individual.
- Length of participation for each participant in the program.
- Demographic data (age, race, gender, etc.).
- Legal Charge / potential sentence.
- Total number of jail/prison days saved for successful graduates.
- Number of clients with Diversion.
- Track jail sanctions.
- Recidivism.
- Data of Benefits / Employment.
- Track reason for decision not to accept referral (legal, clinical, refusal, etc.).
- Substance Use Tracking.
- Track Probation Violations and new charges.

Data shall be maintained electronically by the Program Coordinator in Excel Worksheet format. All data that is communicated shall be coded so that the identity of the individual is protected. Staff members of Butler County Court shall be permitted to utilize Ohio Courts Network for the purpose of collecting data on current and past participants to comply with this requirement.

The following individuals serve on the Advisory Committee for the Butler County Area Courts Veterans Court and agree to the terms of the Veterans Court Program.

Kevin C. McDonough
Veterans Court Docket Judge

Brad Burress
Butler County Prosecutor's Office

John Agenbroad
Butler County Veterans Services

William Page Layman
VJO – Butler County VA

Lindsey Baker, Veteran Program Cord.
Butler County Sheriff's Office

Larry Withrow
Veteran Court Program Coordinator