

Participant Manual



S.T.E.P.

Strategic Treatment and Engagement Program

S.T.E.P. is a partnership between the Multnomah County Circuit Court, Department of Community Justice, the Multnomah County District Attorney, Metropolitan Public Defenders, Multnomah Defenders Inc. and Portland area community-based service providers.



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S.T.E.P. (Strategic Treatment and Engagement Program) is a new specialty court for those charged with certain Ballot Measure 11 crimes. STEP uses assessments to tell us how much supervision, treatment, and other services you need. This way, we don't give you too much or too little.

S.T.E.P. court is designed to be a different experience for those who have been in the justice system before. The judge, attorneys, probation officer, behavioral health team and mentors work together to give support and encouragement. **The goal is to keep you in the community!**

This handbook is designed to provide helpful information about what you can expect and what is expected of you in this program. Please keep this handbook with you and feel free to contact one of the team members for help.

STEP is a specialty court – What does that mean?

Normally, court, probation and community resources are separate, making it tough to know where to be and what to do. Specialty court brings them all together. It's less confusing and you get what you need faster.

The STEP Court Team

The team includes:

- Judge
- Probation Officer
- Community-based service Provider
- Deputy District Attorney
- Defense Attorney
- Program Coordinator
- Peer mentor



When is Court?

STEP court is held:

- Mondays from 10:15 to 12pm
- Tuesdays from 2:30 to 5pm
- Wednesdays from 2:30 to 5pm

A STEP team member will let you know when to attend court.

Where is court?

STEP court hearings may be held in-person, virtually or a combination of both.

- In-person STEP court is held at the Multnomah County courthouse 1200 SW First Avenue Courtroom 14D. You will be notified if this changes.
- If STEP is being held virtually, you will receive a link to attend.
- A STEP team member will let you know how to attend court.

Before court

All team members meet before court to discuss how you have been doing since your last court appearance. This is called a staffing. The team reviews a progress report from probation, treatment and other providers. Some of the things you can expect to see in a progress report:

- Progress in treatment or other services
- Attendance
- Participation
- Drug test results
- What is going well
- Behavior concerns
- Employment, housing and other updates
- Progress in restitution and community service
- Recommendations from your PO, treatment or other service providers
 - Phase up
 - Tasks
 - Next court date

How is the progress report used?

If your progress report shows that you are struggling, the team will come up with ideas to help you improve. If your progress report shows you are doing well, the team will come up ideas to encourage more of the same. Don't worry, most reports have a little of both. **STEP is about progress, not perfection!**

What should you do before court?

- Show up early.
- Check in with your defense attorney. They will let you know what was discussed in staffing and what you can expect during court.

Who will be present for your hearing?

The following people will be present during your hearing

- The Judge
- Your defense attorney
- Deputy District attorney
- A Behavioral Health Treatment representative
- Probation officer
- Your Mentor
- Court coordinator
- Court Clerk
- Other STEP participants
- Members of the public are also able to attend

What Happens During Court?

- Hearings start with attendance – Team members put their names on the record and then the coordinator calls all the names on the docket. **Remember, early is on time!** If this is a virtual appearance, remain muted, with your video off until your name is called.
- Those on *Quick List* are called first and then participants are called in alphabetical order. Sometimes A-Z and sometimes Z-A.
- Pay close attention when others are in front of the Judge. If someone is on the *Quick List*, they must be doing something right.
- **You're next!** During your appearance the Judge will take time to recognize your accomplishments and discuss any challenges you may be having. The judge will share recommendations from staffing and you will get a chance to share your thoughts and ideas. If this is a virtual appearance, unmute and turn on your video.
- **Orders** – If there are things you must do between this hearing and next, the Judge will make that clear in an order. The Judge will also make it clear what will happen if you do not do what is ordered. **No surprises here!** If this is a virtual appearance, your attorney will make sure you get a copy of all orders.
- **Next date** – Before you leave, you will be given a return date. **The better you're doing, the less you come to court!**

Tip for success!

Start simple, with two things:
Show up and Be honest

Success is a habit! What you do all day, every day, matters.

We are here to help you build healthy habits, so we do not skip or overlook opportunities to encourage or discourage behaviors. **If we are paying attention, you're paying attention!**

STEP uses three main response styles to encourage behavior change:

- **Incentive-style responses** – These are for behaviors that are beneficial and encouraged. You can expect rewards, phase advancement, *Quick List* and more.
- **Sanction-style response** – These are for behaviors that are discouraged and **not** beneficial. You can expect sit Sanctions, community service, jail and more.
- **Resource-style response** – Sometimes you may not have the resources or ability to do what is expected. Transportation, mentorship and referrals to community resources are just a couple examples of how we address barriers.

What are you expected to do in this program?

It depends on what your assessment says:

- **Court** – If your assessment tells us that you will benefit from close monitoring, you may come to court on a regular schedule. Others may require court less often. You will come to court if we see concerning behavior like new criminal activity or failure to participate in the program. You can even come to court less often if you are doing what is required.
- **Supervision** – Office and home visits with your probation officer will be based on your assessed need. Some may require frequent in-person visits, while others may require less.
- **Behavioral Health Treatment** - If you have a ***Mental health and/or Substance Use Disorder***, you will be required to attend treatment at your assessed level of care. The goal is to get you the right treatment at the right amount.
 - For Substance Use Disorders, this includes outpatient and/or residential. Random observed drug testing will be used to monitor progress in drug and alcohol treatment. No matter what behavioral health treatment you require, you will have access to medications that support mental well-being and recovery.
- **Services to meet your needs** - Referrals to community-based services will be made when there is an assessed need. This may include parenting classes, job readiness training, medical care and more.
- **Pro-Social classes** – Depending on your assessment, you may be required to participate in classes to address criminal thinking.

How long is the program?

This program is a minimum of one year. That year is broken down into five phases. Each phase clearly describes what we expect of you and meeting the requirements of one phase prepares you to successfully meet the requirements of the next.

You are not expected or required to finish this program in a year. We've chosen this length for the program because research has shown that programs like this provide the most benefit when the court stays involved for at least one year. Based on your sentence, probation may continue beyond the STEP program.

Program Phases

The STEP program uses risk and need assessments to determine how much supervision, behavioral health treatment, court and other supports you need. This helps us tailor the requirements of the program to the individual participant. The phases are detailed below, and each has four parts:

- The core purpose of the phase
- Basic expectations of the phase that everyone must do
- Expectations of the phase that are informed by assessment and vary from participant to participant
- Explanation of how to move to the next phase

STEP Court Phases

Phase one

What are we trying to do in this phase?

- Get supervision started
- Get started in behavioral health services, like mental health or addiction treatment, if there is a need
- Get started in criminal thinking curriculum if there is a need
- Introduce you to a mentor
- Address any behaviors that get in the way of your success

The basics – These apply to everybody

- This phase lasts a minimum of 30 days
- Initial court appearance
- Attend court as required
- Intake with probation
- Develop a supervision case plan
- Follow supervision case plan
- Meet with Probation officer as required
- Follow special and general conditions of probation
- No new criminal activity
- Meet with Mentor
- Show up
- Be honest

Depends on what your assessment says you need

- 30 consecutive days of documented sobriety
- Engage in random/observed drug testing as required
- Attend assessments as required
- Begin prevention services as required
- Complete behavioral health intake
- Develop a behavioral health plan
- Follow behavioral health plan
- Begin criminal thinking curriculum

How do I move to the next phase?

- **After at least 30 days in this phase, the team does a review.**
 - **You've been doing all the basic and assigned requirements of the phase and things are going well – On to the next phase!**
 - **You're struggling with some of the phase requirements, the team will work to find a way to support you in being successful – Stay in this phase a little longer if needed.**

Phase two

What are we trying to do in this phase?

- Build on the successes of the previous phase
- Encourage your continued engagement in behavioral health services, like mental health or addiction treatment, if there is a need
- Encourage your continued engagement in criminal thinking curriculum if there is a need
- Identify any other needs for personal development, like family counseling or job readiness
- Address any behaviors that get in the way of your success

The basics – These apply to everybody

- This phase lasts a minimum of 90 days
- Attend court as required
- Follow supervision case plan
- Meet with Probation officer as required
- Follow special and general conditions of probation
- No new criminal activity
- Show up
- Be honest

Depends on what your assessment says you need

- 30 consecutive days of documented sobriety
- Engage in random/observed drug testing as required
- Attend assessments as required
- Continue prevention services as required
- Follow behavioral health plan
- Continue criminal thinking curriculum
- Continue to engage with mentor
- Work with PO/behavioral health team/Mentor to identify needs for personal development
- Begin attending community support groups

How do I move to the next phase?

- **After at least 90 days in this phase, the team does a review.**
 - **You've been doing all the basic and assigned requirements of the phase and things are going well – On to the next phase!**
 - **You're struggling with some of the phase requirements, the team will work to find a way to support you in being successful – Stay in this phase a little longer if needed.**

Phase three

What are we trying to do in this phase?

- Build on the successes of the previous phases
- Encouraging your continued engagement in behavioral health services, like mental health or addiction treatment, if there is a need
- Encouraging your continued engagement in criminal thinking curriculum if there is a need
- Encouraging your continued engagement in services to meet personal development needs, like family counseling or job readiness
- Get started on restitution and community service obligations
- Address any behaviors that get in the way of your success

The basics – These apply to everybody

- This phase lasts a minimum of 90 days
- Attend court as required
- Follow supervision case plan
- Meet with Probation officer as required
- Follow special and general conditions of probation
- No new criminal activity
- Show up
- Be honest

Depends on what your assessment says you need

- 45 consecutive days of documented sobriety
- Engage in random/observed drug testing as required
- Attend assessments as required
- Complete prevention services if required
- Follow behavioral health plan
- Continue criminal thinking curriculum
- Continue to engage with mentor
- Begin attending community support groups
- Begin pro social activity
- Begin developing a network of people, places and things that support mental wellbeing and recovery
- Continue to engage in services to meet personal development needs, like family counseling or job readiness
- Establish restitution payment plan, if applicable
- Schedule community service, if applicable

How do I move to the next phase?

- **After at least 90 days in this phase, the team does a review.**
 - **You've been doing all the basic and assigned requirements of the phase and things are going well – On to the next phase!**
 - **You're struggling with some of the phase requirements, the team will work to find a way to support you in being successful – Stay in this phase a little longer if needed.**

Phase four

What are we trying to do in this phase?

- Build on the successes of the previous phases
- Encouraging your continued engagement in behavioral health services, like mental health or addiction treatment, if there is a need
- Encouraging your continued engagement in criminal thinking curriculum if there is a need
- Encouraging your continued engagement in services to meet personal development needs, like family counseling or job readiness
- Encourage you to continue meeting restitution and community service obligations, if applicable
- Address any behaviors that get in the way of your success

The basics – These apply to everybody

- This phase lasts a minimum of 90 days
- Attend court as required
- Follow supervision case plan
- Meet with Probation officer as required
- Follow special and general conditions of probation
- No new criminal activity
- Show up
- Be honest

Depends on what your assessment says you need

- 60 consecutive days of documented sobriety
- Engage in random/observed drug testing as required
- Attend assessments as required
- Follow behavioral health plan
- Continue criminal thinking curriculum
- Continue to engage with mentor
- Continue attending community support groups
- Continue pro social activity
- Continue utilizing your network of people, places and things that support mental wellbeing and recovery
- Continue to engage in services to meet personal development needs, like family counseling or job readiness
- Follow restitution payment plan, if applicable
- Follow community service plan, if applicable
- Actively engage in employment, school search/development
- Work with probation officer, behavioral health team or mentor to develop a Wellness plan

How do I move to the next phase?

- **After at least 90 days in this phase, the team does a review.**
 - **You've been doing all the basic and assigned requirements of the phase and things are going well – On to the next phase!**
 - **You're struggling with some of the phase requirements, the team will work to find a way to support you in being successful – Stay in this phase a little longer if needed.**

Phase five

What are we trying to do in this phase?

- Build on the successes of the previous phases
- Prepare you for program completion
- See you through the completion of behavioral health services, like mental health or addiction treatment, if there is a need
- See you through the completion of criminal thinking curriculum if there is a need
- See you through the completion of services to meet personal development needs, like family counseling or job readiness
- Encourage you to continue meeting restitution and community service obligations, if applicable
- Address any behaviors that get in the way of your success

The basics - These apply to everybody

- This phase lasts a minimum of 90 days
- Attend court as required
- Follow supervision case plan
- Meet with Probation officer as required
- Follow special and general conditions of probation
- No new criminal activity
- Show up
- Be honest

Depends on what your assessment says you need

- 90 consecutive days of documented sobriety
- Engage in random/observed drug testing as required
- Attend assessments as required
- Follow behavioral health plan
- Complete behavioral health treatment
- Complete criminal thinking curriculum
- Continue to engage with mentor
- Continue attending community support groups
- Continue pro social activity
- Continue utilizing your network of people, places and things that support mental wellbeing and recovery
- Continue to engage in services to meet personal development needs, like family counseling or job readiness
- Restitution paid off or continue payment plan if completion unfeasible
- Complete community service plan obligations
- Continue employment, school search/development
- Present Wellness plan
- Attend STEP graduation

How do I graduate?

- **After at least 90 days in this phase, the team does a review.**
 - **You've been doing all the basic and assigned requirements of the phase and things are going well - You graduate!**
 - **You're struggling with some of the phase requirements, the team will work to find a way to support you in being successful - Stay in this phase a little longer if needed.**

Can I be moved back in phases?

Self-improvement is rarely a straight line. If you are struggling at any point in the program, we are here to help. Unless you provided false information as part of your phase movement, you will not move back in program phases. We will just work with you in the phase you are in.

Graduation

Upon your **successful completion** of the five phases and satisfaction of all other court requirements, you will be eligible to graduate the court supervised portion of the STEP program. You will likely remain on supervision until your probation expires or you are told otherwise, but graduates are well on their way to successfully completing probation and avoiding a mandatory lengthy prison sentence.



Graduation Ceremony

Graduating from STEP means you did some serious work. A graduation ceremony is an opportunity for the STEP team to recognize and congratulate you for successfully completing the program. It is also an opportunity for friends and family to celebrate your success.

Program Termination

Termination from STEP is a decision taken very seriously by the team. All team members review your history in the program and discuss if termination is the appropriate response. Some of the most common reasons for termination are:

- A general failure to show up and participate - warrants, leaving behavioral health treatment against medical advice and not reporting to probation are just some examples.
- Repeatedly missing drug tests
- Tampering with a drug test
- Conditions of supervision are not being followed
- Conviction of new crime(s)
- Falsifying documents (meeting slips, attendance logs, etc...)
- Violence or threat of violence directed at STEP team members, other participants, or members of the community
- Community safety concerns found as part of a probation violation hearing
- Victim contact

Confidentiality

State and federal laws require that your identity and privacy be protected. STEP court and its team members and partners have developed policies and procedures that guard your privacy. You will be asked to sign releases of information (ROI). These ROIs are for the sole purpose of allowing the STEP partner organizations to communicate about your case and your participation. Other team members (or treatment facilities) may require that you sign additional forms and ROIs relative to your case in STEP.

The team will respect your right to privacy and refrain from sharing unnecessary personal information with other members of the team if it does not affect case planning, program expectations or decision making.

Information shared in court is public record by law, so please keep that in mind during your appearances. If you have any questions, please speak to your attorney.



CONFIDENTIAL

Program Rules and Policies

In STEP you will be required to abide by all **general** and **special** conditions of your probation (provided by your probation officer) as well as the following:

1. Comply with all treatment recommendations and requirements.
2. Comply with UA line expectations.
3. If drug and alcohol conditions are imposed, inform any medical care providers or prescribers that you are in a recovery program and are participating in a drug and alcohol treatment program.
4. If drug and alcohol conditions are imposed, disclose to your probation officer within 24 hours of any prescriptions you have received from a medical doctor and sign an ROI (Release of Information) so PO's may verify the prescriber has been notified.
5. Be considerate, supportive and respectful of others. This includes other participants, staff, community partners and others in the community.
6. Remain quiet in the hallway while waiting for court to begin.
7. Attend court on time. Failure to appear for roll call may result in a sanction.
8. Remain in the courtroom during STEP proceedings until you have been seen by the Judge. Going in and out of the courtroom to smoke, take personal phone calls, etc. is not allowed unless approved by the PO, mentor or coordinator.
9. Food or drinks are not allowed in the courtroom with the exception of water.
10. Appropriate clothing must be worn in all STEP related activities. No clothing suggesting or promoting drugs, alcohol, gambling, sex or gangs will be allowed. You may be asked to leave if you violate this rule, which will count as a missed obligation.
11. Tampering with a drug test is considered a major violation may result in revocation in the program and new criminal charges.
12. Providing an altered or forged document to the court is considered a major violation may result in revocation in the program and new criminal charges.
13. If released from custody you must contact your PO within 24 hours.



S.T.E.P. Program
Multnomah County Courthouse
1200 SW First Avenue
Portland, Oregon 97204

Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon
Honorable Eric J Bloch

Notice to: _____

Dilute UA's

Dilute UA's are when the creatinine level in the urine sample is less than 20 mg/dl of creatinine. This happens when you ingest too much liquid prior to your UA.

To prevent dilute UA's, do not drink large quantities of water or other fluids before your UA. This includes coffee, sports drinks, energy drinks, etc.

In general, **you should not drink more than 16 ounces of liquid two hours prior to providing a UA.** If there are reasons you need or want to consume large quantities of liquid and you have to UA then you must provide a UA prior to doing so.

You are responsible for providing a UA upon request that is not dilute. The Judge will treat a dilute sample as a missed UA and dishonesty. A probation violation hearing may be set.

I acknowledge receipt of this warning. I understand invalid drug tests may result in sanctions from the court.

Defendant Signature

Date

S.T.E.P. Program
Multnomah County Courthouse
1200 SW First Avenue
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon
Honorable Eric J Bloch

Notice to: _____

Prescription Drug Policy

As part of the Multnomah County S.T.E.P. program, you are required to follow the requirements outlined below upon seeking any medical attention resulting in medications.

- 1. Prior to receiving any prescriptions, you must inform the prescriber you are in a drug treatment program.**
2. Medical marijuana is not allowed under Federal law.
3. You are required to ask medical providers for a safe, equally effective, non-narcotic medication.
4. You must be honest when providing information to any medical providers.
5. You must disclose to the prescriber if you are on any forms of medication assisted treatment which includes suboxone, methadone, vivitrol or naltrexone. This is for your own safety.
6. You must sign a Release of Information (ROI) with your probation officer and treatment provider so they can confirm you are following the rules of this policy.
7. You must bring in copies of any medical documentation and prescriptions to your probation officer within 24 hours of any medical appointments.
8. You must take medications as prescribed. If you are found to be distributing or selling medications, you are at risk for new criminal charges and revocation from the program.
9. If you are on a pain contract with your doctor, you may be required to develop a safety plan with your counselor and/or probation officer.
10. You may be asked to bring in your medication(s) for a pill count at any time.
11. If you have been prescribed an opiate, you understand you may receive an enhanced opiate drug test in order to determine if it is consistent with the prescribed medication.

By signing below, I acknowledge that I understand the above policy. I understand that failure to follow this policy may result in a sanction by the court up to and including revocation from the program.

Defendant Signature

Date

S.T.E.P. Program
Multnomah County Courthouse
1200 SW First Avenue
Portland, Oregon 97204



Circuit Court of the State of Oregon
Fourth Judicial District
Multnomah County, Oregon
Honorable Eric J Bloch

You have been directed to attend residential waitlist groups.

I, _____ acknowledge I have been directed to begin attending waitlist groups. I am expected to attend until advised otherwise by my Probation Officer or the Judge. By signing this agreement, I acknowledge:

1. I am to attend all waitlist groups as directed by the Judge or my Probation Officer. **I will collect a signature from staff confirming my attendance to submit to the court.**
2. I will sign a release of information at the residential center for my Probation Officer, Attorney and InAct Case Manager so they may track my progress toward admission.
3. If I am offered a residential bed I must accept and enter immediately, as instructed by the residential center. If I have any questions or concerns about accepting a residential bed I may contact my Probation Officer and/or attorney, yet I am still expected to enter.
4. When I enter residential treatment, I will contact my Probation Officer, InAct Case Manager or Attorney to let them know.

Probation Officer: 503.988.8493

InAct Case Manager: 503-228-9558 Ext. 4321

Metropolitan Public Defender: 503.225.9100

Multnomah Defenders, Inc.: 503-226-3083

Attorney: _____

The waitlist group(s) I have been directed to attend are as follows:

- VOA Men's Recovery Center
2318 NE MLK Blvd
503.335.8611
Mondays at 4 PM
- VOA Women's Recovery Center
200 SE 7th AVE
503.235.0131 - Main
503.595.6455 - Admissions
Mondays at 4 PM
- CODA Gresham Recovery Center (GRC)
1427 SE 182ND Ave
503.465.9795
Tuesdays & Thursdays at 10 AM
- Fora Health
1312 SW Washington St.
503.535.1151
Orientation: Fridays at 1:45
Waitlist: Mondays at 1:45

Signature: _____ Date: _____

WAITLIST GROUP VERIFICATION SIGNATURES

<u>Date</u>	<u>Agency</u>	<u>Staff Name (printed)</u>	<u>Signature</u>
_____ \	_____ \	_____ \	_____
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YOU MUST BRING THIS FORM TO YOUR COURT APPEARANCES.

I also understand that my records are currently protected under the Federal privacy regulations within the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Part 160 & 164. My health information, specified above, will be disclosed pursuant to this authorization. The recipient of HIPAA protected information may redisclose the information and confidentiality may no longer be protected by the HIPAA privacy law. However, 42 C.F.R., Part 2, noted above will continue to protect the confidentiality of information that identifies me as a patient in an alcohol or other drug program.

_____	_____
Defendant's Signature	Date
_____	_____
STEP Staff	Date
_____	_____
Witness Signature	Date

Acknowledgement of Prescribing Physician

Dear Physician,

Please review this before seeing me today. I am a participant in the Multnomah County STEP program and have been convicted of a crime involving the use of controlled substances.

- I am in recovery— please take this into consideration and offer non-habit forming medications when drugs are necessary for my medical treatment.
- I am subject to random and frequent drug testing. I must report to the court my visit today. Please list any medications you have prescribed to me below.

Medication(s) prescribed:

Is prescription refillable? No Yes How many refills? _____

If you have concerns about me, my recovery, or my participation in STEP, please contact my case manager.

_____	_____
(Printed name of Physician)	Phone number

_____	_____
Signature of Physician	Date

STEP COURT PHONE NUMBERS

Multnomah County Circuit Court: (503) 988-3957
Program Coordinator: (971) 274-0513
InAct/VOA: (503) 228-9229
Probation Office: (503) 988-3801
UA Testing Line: (503) 802-9101
Defense Attorney: (503) 225-9100
(Metropolitan Public Defenders)
County Crisis Line: (800) 716-1769

Other:



Signature Page

By signing this page, I affirm that I have read through the STEP court participant manual and fully understand what is expected of me as a participant.

Reviewed participant handbook with: _____

Signature of Participant: _____

Printed name: _____

Date: _____