

Dearborn Superior Court II Alcohol and Drug Program

215 W. High St. 1st Floor

Lawrenceburg, IN 47025

Phone: (812) 532-3255 Fax: (812) 532-3246

ORIENTATION FORM

Program Services

***Dearborn Superior Court II Alcohol and Drug Program (DSCADP) accepts referrals from all courts in Dearborn County, prosecutor's pre-trial diversion program, and transfers from other courts as appropriate.** DSCADP provides program services under the authority of IC § 12-23-14 and is certified by the Judicial Conference of Indiana. The purpose of the program is to take a structured and consistent approach in attempting to reduce offender recidivism rates of substance-use related offences in order to make this county a safer place in which it live, work, and travel. The program offers a variety of services with specified goals, including:

1. Standardized assessment of each client to identify substance use patterns for determining an appropriate level of intervention in order to assist in preventing further development of substance abuse-related problems.
2. Substance abuse education to provide current information regarding substance abuse behavior patterns for those clients who, through assessment, appear to be appropriate for this level of intervention emphasizing the prevention of further substance-use -related problems.
3. Referral to substance abuse treatment for those clients who, through assessment, are found to be in need of treatment services. The Indiana Division of Mental Health and Addictions or other equivalent agency certifies all treatment providers utilized by the program.
4. Effective case management of all clients to monitor a client's participation in treatment or education and to ensure that clients are receiving quality services in addressing their specific substance use issues and needs.

***Hours of Operation**

The Dearborn Superior Court II Alcohol and Drug Program office is open Monday through Friday, 8:00am – 6:00pm, by appointment with some education courses offered in the evenings or on weekends, as scheduled. If a client is referred to a treatment agency, they should contact the agency for hours of operation.

***Financial Arrangements**

The program fee for DSCADP is payable at the Clerk's Office on the third floor of the Courthouse. Payments must be made by cash or money order unless taken directly out of cash bond. The judge will impose the Assessment and Case Management fee at sentencing; any additional fees will be determined at the time of the clinical assessment. Although not included on the fee schedule, drug screening fees could be a separate fee and may be paid at the Clerk's Office as appropriate. Fee payment deadlines are determined at the time of assessment. The Court Service fee schedule is as follows:

Assessment and Case Management	\$200.00
Basic Substance Abuse Education Course	\$200.00
Advanced Substance Abuse Education Course	\$200.00
Transfer Fee or Case Management-only Fee	\$50.00

***Program Rules of Conduct**

1. Attendance at all appointments is required unless specific permission for absence is granted by Court Services staff.
2. Clients must attend all appointments free of any mood-altering substances, subject to random drug testing at the time of appointments.
3. Clients must be on time for all appointments.
4. No mind-altering substances are allowed on program premises.
5. Smoking is permitted outside the building only.
6. Verbal or physical abuse of staff or destruction of program property will not be permitted and could result in additional criminal charges.

***Statement of Non-discrimination**

Dearborn Superior Court II Alcohol and Drug Program does not discriminate with regard to race, religion, gender, ethnicity, age, or disability.

***Program Grievance/Client Rights Violation Procedure**

If a client has a grievance with a staff member, or feels their rights have been violated, the client must speak with the Program Director regarding the situation and may be asked to put the complaint in writing. The Program Director will then determine, through investigation of the facts, if action should be taken. If the grievance is with the Program Director, the complaint must be in writing and delivered to the Supervising Judge at Dearborn Superior Court II, 215 W. High St. 2nd Floor, Lawrenceburg, IN 47025. The results of an investigation, by either the Program Director or Supervising Judge, will be documented in the client's record and the personnel record of the staff involved. Complaints regarding the program staff or director will not influence in any way the services provided to the client.

***Client Rights**

Each client has the following rights:

1. Right to confidentiality under federal and state laws relating to the receipt of services.
2. Right to be informed of the various steps and activities involved in receiving services.
3. Right to humane care and protection from harm, abuse and neglect.
4. Right to contact and consult with counsel and private practitioners of the client's choice at the client's expense.
5. Right to practice client's religion.
6. Right to make an informed decision whether to participate or to refuse treatment. A voluntary client, who has not been adjudicated incompetent, is entitled to refuse to submit to treatment. An involuntary client who wishes to refuse to submit to treatment is entitled to petition the committing court for consideration of the treatment. In the absence of such petition, the program may proceed with the proposed treatment. Whenever a client gives and informed consent to receive services of the program, consent must be made in writing and included in the client's record.
7. Right to inspect and copy the client's case record. A client's review of the client's care record shall be recorded in the care record. Any denial of the client's right to review the client's record shall be recorded in the client's record, together with the reasons for denial of the review. By policy the program may permit the withholding from the client all or part of the client's record if:
 - a. withholding is necessary to protect the confidentiality of other sources of information;
 - b. the client is in inpatient;
 - c. it is determined that the information requested is detrimental to the physical or mental health of the client to harm himself/herself or another;
 - d. the consent was not given freely, voluntarily, and without coercion; or

- e. granting the request will cause substantial harm to the relationship between the client the program or to the program's capacity to provide services in general.
- 8. Waiver of rights. A client may waive any of the rights enumerated in subsection "(2)" of this Section if the waiver is given voluntarily and knowingly. Any waiver shall be in writing and documented in the clients record. The waiver may be withdrawn at any time, and in no event may admission to a program conditional upon the giving of such a waiver.
- 8. Investigation of violation of the client rights. A procedure for review, determination, and Amelioration of instances of alleged violations of a client's rights shall be established by Policy in accordance with the following:
 - (A) Cases of alleged violation of a client's rights are investigated through the use of the established mechanism.
 - (B) The results of the investigation of cases of alleged violation of a client's rights are Entered in the client's record and the personnel file of the staff members involved.

***Confidentiality of Alcohol and Drug Abuse Patient Records**

State and federal laws and federal regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser, unless:

- (1) The patient consents in writing; OR
- (2) The disclosure is allowed by a court order; OR
- (3) The disclosure is made to medical personnel in a medical emergency, or to qualified personnel for research, audit, or program evaluation; OR
- (4) The patient commits or threatens to commit a crime either at the program or against any person who works for a program.

Violation of federal confidentiality laws and regulations by a program is a crime and any suspected violations may be reported to the United States Attorney in the district where the violation occurs.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

(See 42 U.S.C. 290dd-2 for federal laws and 42 CFR part 2 for federal regulation