

# Policy & Procedure Manual

## For ACT

### HCDOC Substance Treatment Program

---



Superintendent Joseph Costanzo

Programs Director Alyssa Ng

[Alyssa.Ng@hcnh.gov](mailto:Alyssa.Ng@hcnh.gov)

445 Willow St, Manchester, NH 03103

(603) 627-5620 Ext. 6628



## Index

INTRODUCTION.....3

MISSION STATEMENT.....3

SCREENINGS.....3

TARGET POPULATION.....3

TEAM MEMBERS AND ROLES.....4

PROGRAM REQUIREMENTS.....4

RULES.....6

SANCTIONS & INCENTIVES.....7

DRUG TESTING.....8

MEDICALLY ASSISTED TREATMENT (MAT).....8

ELECTRONIC MONITORING.....9

TERMINATION.....9

## Introduction

This document will provide policies and procedures of the Hillsborough County Department of Corrections substance use treatment program, ACT – “Accept and Commit to Treatment”. This document will be modified as needed by the Superintendent and/or the Programs staff. “ACT” follows the Transition from Jail to Community (TJC) Model. The National Institute of Corrections (NIC) launched the Transition from Jail to Community Initiative (TJC), in collaboration with the Urban Institute, to address reentry, reduce recidivism and enhance public safety.

## Mission Statement

(Insert Mission Statement Here – Programs Team/Superintendent)

## Screenings

The Programs staff will assess everyone who has been recommended for the ACT program. Currently, the Drug Use Questionnaire (DAST-20) and Ohio Risk Assessment System: Community Supervision Tool (ORAS-CST) are used to determine eligibility. It is anticipated that once eligibility is determined, the County Attorney’s Office and the Public Defender’s will come to a decision and schedule a plea and sentencing. These evidence-based assessment tools are subject to change but will always remain evidence-based clinical and criminogenic tools.

## Target Population

The target population for the ACT Program is those who qualify by assessment as having a substance use disorder (high moderate to severe) and are NOT considered low risk in conjunction to having committed a non-violent crime of combination of crimes. The crime(s) must be considered a non-violent misdemeanor or felony offense under RSA 651:2 with a 12 month or less House of Corrections sentence. This is a program for **sentenced** individuals at this time.

### Disqualifiers

1. Low risk (to reoffend)
2. Low need (of substance use treatment)
3. Current or open sex offense charges

## Team Members and Roles

Director – The Programs Director oversees the entire ACT Program. The Director reports to the Superintendent of Hillsborough County DOC. The Director ensures that the program continues to follow evidence-based practices and provides quality treatment for those participating in the program. The Director oversees the referral and assessment process. The Director also updates and collaborates with community partners and others employed and elected by the County.

Coordinator – The Coordinator supervises the Case Managers and reports to the Director. The Coordinator oversees the day to day facility operations and schedules that pertain to the ACT Program. The Coordinator does perform case management duties, facilitates classes, and screens request forms. The Coordinator also serves as a second liaison to the community.

Clinician – Clinicians are responsible for providing assessment and treatment planning as well as facilitating groups (SUD & MAT) and individual therapy (as needed).

Case Manager – Case Managers are responsible for helping with assessments and working with participants to determine an approved transition to community plan. They assist with housing, employment, medical insurance, SUD and health service appointment scheduling and linkages/referrals to other services and agencies in the community. Case Managers are also responsible for facilitating groups.

Security – Security is responsible for the day to day safety within the facility and also for supervising the Track II “Electronic Monitoring Portion” Participants. Security will be conducting home checks and supervising drug testing.

## Program Requirements

There are three “tracks” for the ACT Program. The first track is the “in-house” portion of the program. The participant will remain incarcerated at the house of corrections until all the criteria has been met (listed below). There is no set timeline for this. Track I will take as long as it takes to complete treatment and create a transition plan. Once the participant has completed Track I, they may be released from the house of corrections to an approved living situation on electronic monitoring. This is Track II. Participants will again be required to meet the criteria listed below. After completion of their HOC sentence and the successful transition to the community, participants will be transitioned over to the Probation Department for the remainder of the program. This is Track III. Successful termination from probation is considered the completion of the ACT Program. Participants success and recovery will be celebrated with a graduation ceremony during the transition from Department of Corrections supervision to Probation Supervision. This is a big milestone for many who have never completed a treatment program.

### **In-House Portion of the ACT Program I**

#### **Requirements**

- Completed Thinking For A Change (T4C)
- Complete Seeking Safety
- Complete Helping Men/Women Recover
- Complete 2 Interactive Journals
- All homework completed
- Attend 2 NA/AA Meetings (plus Revive Meeting) per week
- Completed transition plan with Case Management
- Meaningfully participate in the ACT Program
- Complete in-person Anger Management
- Complete any agreed upon electives

### **Community Supervision (Electronic Monitoring) Portion of ACT Program II**

#### **Requirements**

- Compliance with random drug testing
- Compliance with Security/electronic monitoring
- Attend 3 self-help groups a week (NA/AA/Smart Recovery)
- Obtain employment/volunteer hours
- Consistently making payments to restitution and EM bills (as agreed upon)
- Engaged in individual counseling (if determined)
- Engaged in IOP/OP groups
- Maintain stable housing
- Attend After-Care groups as directed
- Continued progress in any other agreed upon goals

### **Probation Portion of the ACT Program III**

#### **Requirements**

- Continued engagement with OP programming as recommended
- Compliance with Probation requirements
- Attended after-care group as recommended
- Maintained stable housing

- Maintained steady employment or otherwise discussed with team
- Other goals recommended by PPO or ACT Staff

## Rules

1. Participants are required to abide by the following rules, including, but not limited to; 1. Totally abstaining from the use of illegal drugs, alcohol, mind altering substances, supplements or synthetic drugs (e.g.: K2, bath salts, molly, inhalants, and flakka, kratom, or workout supplements). Participants are prohibited from selling, possessing, distributing, transporting or being in the presence of any controlled drugs, including synthetic substances.
2. Attend all treatment and all other appointments as directed and recommended by the ACT program staff and probation.
3. Participants must sign and have in place all proper releases of information for any services they are engaged in within the community.
4. Report for all drug testing as required. Adulteration, dilution, substitution and refusal are sanctionable offenses which may result in reincarceration. **Any substance use (alcohol/drug) should be reported to the ACT program staff, security, or probation immediately.**
5. Participants are expected to pay restitution, fees and fines. Accommodations and payment plans are considered for those who are actively seeking employment.
6. Keeping the ACT Team, Security and PPO informed of the participant's current address and phone number at all times. Participants must also obtain permission from Security/ACT Team to change addresses/residences.
7. Participants released into the community on electronic monitoring are under the supervision of the Hillsborough Department of Corrections for the duration of their 12-month sentence and are therefore subject to search of one's person, property, place of residence, vehicle or personal effects with or without a warrant or probable cause.
8. Participants must report ANY police contact by phone to Security/ACT Team
9. Abiding by all other rules and regulations imposed by Hillsborough County Department of Corrections
10. If a participant is arrested and charged with new offenses she/he may be subject to termination from the ACT program. This includes being charged within the facility.
11. Participant must "meaningfully" engage in the program. Participate, be respectful of others and staff, and not be disruptive to others.
12. A participant must be classified as a C1 status before able to join programming.
13. A participant must have no outstanding holds in order to join programming and ensure release to the electronic monitoring portion (Track II).

**Violation of these rules may result in reincarceration. Participants will be provided an internal disciplinary hearing.**

## Sanctions

## Behaviors

Low	Moderate	High	Very High
<ul style="list-style-type: none"> <li>Late for check-ins or other treatment obligations (unexcused)</li> <li>Reported appropriate police contact</li> </ul>	<ul style="list-style-type: none"> <li>Missed Curfew (1x)</li> <li>Honest Use <b>(treatment based response)</b></li> </ul>	<ul style="list-style-type: none"> <li>Tamper with drug testing</li> <li>Tamper with EM device</li> <li>Unreported police contact</li> <li>Dishonesty/ Dishonesty about use</li> <li>Unexcused absences</li> <li>Unexcused missed drug testing</li> <li>Excessive unexcused late/missed curfew</li> </ul>	<ul style="list-style-type: none"> <li>Criminal Behaviors</li> <li>**New Crimes</li> <li>**New Arrests</li> <li>**Violence</li> </ul>

## Sanctions

Low	Moderate	High	Very High
<ul style="list-style-type: none"> <li>Meet with Case Manager to reduce barriers or difficulty with scheduling</li> <li>Meet with Clinician to discuss situation surrounding behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Community Service</li> <li>Relapse Prevention</li> <li>Support Group</li> <li>Reengage with Treatment inside facility</li> </ul>	<ul style="list-style-type: none"> <li>DOC disciplinary hearing</li> <li>In-house community service</li> <li>Reincarceration at the House of Corrections for determined amount of time</li> </ul>	<ul style="list-style-type: none"> <li>Return to House of Corrections for determined amount of time</li> <li>Termination from ACT</li> </ul>

**\*\*Depending on the severity or frequency of the offense the Department of Corrections reserves the right to increase or decrease the level of sanction.**

## Drug Testing

Drug testing will be conducted at the jail by DOC staff, 7 days a week, 7am to 7pm. The program will use a tiered color system. Meaning, upon first being released the participant will follow the most frequently called color **(RED)**. Upon stabilization in the community (determined by DOC staff), the participant will step down in color **(BLUE)**. Blue is called less frequently. Once the participant is nearing the end of their Department of Corrections 12-month sentence and have established support and sobriety within the community setting, they will finish the program on the final color **(GREEN)**.

## Medically Assisted Treatment (MAT)

Medically Assisted Treatment (MAT) is an accepted form of treatment for substance use disorder by the Hillsborough County Department of Corrections. Services and groups will be provided in-house during incarceration and appointments and referrals made for after release during Track II. This includes treatment at a methadone clinic outside of the facility. A release of information will be required for the Department of Corrections and also Probation during a participant's time in the program for whatever agency a participant obtains MAT services from. Utilization of MAT is

not a requirement nor a disqualifier for the ACT Program. While in the community, participants will be required to report all medications to the treatment team. Individuals may be required to report to the facility with medications for count and verification.

## Electronic Monitoring

Electronic Monitoring (EM) is a required part of Track II. GPS data will be monitored by DOC Security 24/7. There is a cost associated with the monitor, however, this will NOT hinder a participant from being released on EM. The DOC staff will work with the participant to arrange a payment plan that is appropriate for the participant's financial situation. The participant must have approved housing to be released and must allow for HCDOC access upon demand. A protective order does not disqualify a person from EM, but they will have exclusion zones that will be monitored closely.

### Rules for EM

1. Participant is expected to contribute to the costs associated with monitoring.
2. Participant cannot tamper or remove device.
3. Participant must keep device charged at all times. Failure to do so may result in reincarceration.
4. Participants will be charged for: loss of device, damage to monitor or strap, water damage, anything that renders the monitor unusable. Participants will be charged market value.
5. If the monitor is "paged" or "buzzed" you have 60 mins to call into the facility and report.

## Termination

Termination from the program means that the participant will serve the remaining time on their 12-month sentence within the correctional facility. There will not be another opportunity for release on electronic monitoring. As shown above, termination is reserved for extreme behaviors such as poor institutional behavior, new arrests or charges, and violence. HCDOC reserves the right to terminate at any time for such things. A disciplinary hearing will take place and the programs team will make recommendations. The Superintendent will make the final decision in conjunction with the recommendations.

This manual will continue to evolve and change to adhere to evidence-based clinical and corrections policies. Please check with any of the Programs Staff to ensure you have the most updated version.