

Phase Guidelines

Below is both your and the treatment team's road map to successfully completing the Veterans Trauma Court (VTC). You will notice some parts of the map are blank. That is because both you and the team still need to discover where we are headed. But this document will provide expectations. Read these carefully because this is how you move forward to each next step toward graduation.

Tips and Information:

- 1) Graduation is held once every 3 months; minimum time in the program is one year, but frequently longer. Graduation requires the treatment team to agree you are ready to graduate. The average length of the program is 14-18 months, but could be significantly longer based on progress.
- 2) VTC is part of your sentence, but not your entire sentence. Graduation is not the same as termination. Keep in mind that everyone's sentence is a little different. So when you graduate VTC, it only means you completed VTC. It is then up to the team (Attorneys, Judge, Probation, and recommendations of treatment providers) and the conditions of your plea agreement to determine if it is appropriate to terminate or modify a sentence.
- 3) New Criminal Charges result in phase hold, and you cannot move phases until the pending case is resolved. If the new case is dismissed or you are found not guilty, the team will adjust phases as deemed necessary by the treatment team.
- 4) The team will help create Phase goals and requirements based on individual needs.
- 5) As you progress through Phases, you will be asked to write a Phase Advancement letters. This is not a punishment, but a chance for you to reflect on your accomplishments! Please type or neatly handwrite your letter and be prepared to read it during your court appearance. Bring a copy to share with the Judge.

Sentencing Order Checklist:

These are the conditions of your sentence that must be completed prior to termination of any sentence:

- Useful Public Service: _____ Hours
- D.V. Eval and Treatment
- Alcohol Eval
- Level II Education and Track ____ Therapy
- Court Costs and Fees: Total \$ _____ Restitution: \$ _____
- MADD Panel
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Phase 1:
(Minimum 60 days)

Phase 1 is where you will gain/sustain stability and become engaged in treatment. In Phase 1, the VTC team expects you to make all appointments and begin your treatment plan. Phase 1 could be considered the hardest part of the program, as it has the most appointments, most U.A.'s, and most court appearances. If we compared this program to building a house, Phase 1 is where we lay the foundation of the house.

Accountability

- Able to agree with and initial this statement: "I understand the rules, procedures, and expectations of the VTC and I am willing and ready to work this program."

- At the end of Phase 1, review the conditions of Phase 2 and initial next to this statement: "I have read the Phase 2 guidelines and understand what is expected of me." _____

Survival Needs

- Participant has **stable housing** or is **working with housing assistance program**.
Stable housing is housing that is not at immediate risk of loss. Proof of residence must be completed for probation (P.O. will provide guidance).
- *****Participant has financial security or started towards obtaining financial security.** This is completed by completing budget worksheet and submitting to P.O.
 - *****If Participant is able and has a need to work, participant will be required to job search** and submit proof of job search.
 - If employed, **provide proof of employment/school** (i.e. Paystub, school registration, etc.).
- *****Meet with Peer Mentor 1:1** to discuss expectations and roles and complete contact form.
- **Has healthcare** in place such as Medicaid, Medicare, Tricare, or VA.
 - If VA, please find out who your PACT Social Worker is: _____
- _____
- _____

Treatment Goals

- **Stable treatment attendance** for at least 30 days. Two (2) weeks without unexcused absences (Any absence that was not **approved by the Treatment Provider** ahead of time is unexcused).
- **If required, complete D.V. evaluation** and attend at least 2 consecutive weeks of groups prior to moving phases.
- **If needed**, meet with medication provider and **take medications as prescribed**. Provide medication list to P.O.
- Provide **30 consecutive days of compliant U.A. testing**. Compliant testing means clean, non-dilute U.A. testing and no missed tests prior to moving phases. This includes 30 days without any residual THC levels. (For example, if you quit using THC prior to sentencing, but test positive for 2 weeks after your sentencing, your 30 days of clean tests start at the time of your first clean test.)

Treatment Goals (cont.)

- Enrolled in at least one weekly mental health therapy as recommended by treatment provider (individuals, co-occurring groups, etc.)
- *****Completes Treatment Plan/Contract form**
- _____

My Individualized Goals (You must come up with at least one self-improvement goal should be set that is separate from court orders or other phase requirements (for example: go to weekly combat veteran support group; start coaching my child's soccer team, start exercising daily). Goals should be verifiable and achievable within about 60 days to prevent delay in phase movement. The team may place other goals in this section as well.)

- Self-Set Goal _____
- Self-Set Goal _____

Legal Requirements

- **Set up Payment Plan**
- **Sign probation conditions, release of information, sentencing order, drug and alcohol policy, phase guidelines, U.A. Instructions.**
- **No reliance** on illegal acts, such as driving on revoked license, living/contacting with someone who is protected by a restraining order, etc.
- Complete the following sentencing order(s): _____

PHASE I to PHASE II Letter:

- What steps have you taken to address or improve your basic needs (financial stability, housing, medications, etc)?
- What support systems do you have in place and how have you developed those?
- What treatment goals have you developed?
- What have you accomplished? What do you hope to accomplish long term? Short Term?
- How has the victim and community been impacted by your crime?
- What barriers have you worked on how have you overcome those?
- What remaining barriers are you still working on?

Requested Phase Progression Date: _____

Probation Officer: _____

Participant: _____

Judge: _____

Phase 2

(Minimum 90 days)

Phase 2 is about taking action. Phase 1 was about the foundation, now we start building the house's walls, electrical, plumbing, etc. In Phase 2, you will be expected to show understanding of the rules and willingness to comply, even if you don't agree with everything. Phase 2 comes with less frequent appointments; however, each new phase comes with more accountability.

Accountability

- **Begins to accept responsibility** for your role and your actions that led to the offense(s).
 - At the end of Phase 2, review the condition of Phase 3 and **initial** next to this statement: "I have read the Phase 3 guidelines and understand what is expected of me."
-

Survival Needs

- Participant maintains **stable housing, healthcare and financial security**. In this phase, you will start to work toward long term sustainability goals and will be individualized with your probation officer:
 - My Sustainability Goal -
-
-

Treatment Goals

- If probation helped you to pay for treatment services (U.A., D.V., DUI, etc.) in Phase 1, you will begin to **self-pay** by the end of this phase. Have a **zero balance with all providers** to move phases.
- Shows **stable treatment attendance** for at least 30 days. At least two (2) weeks without unexcused absence* (Any absence that was not approved by the **Treatment Provider** ahead of time).
- If needed, meet with medication provider and **take medications as prescribed**. Provide updated list to probation officer.
- Provide **30 consecutive days of compliant testing**.

My Individualized Goals (See same guidelines as Phase 1)

- Self-Set Goal - _____
- Self-Set Goal - _____

Legal Requirements

- Abides by **payment plan** and makes at least first payment.
- **Register with Front Range Community Services**.
 - I will be completing my community service at _____
- Complete the following sentencing order(s): _____

PHASE II to PHASE III Letter:

- Describe your current treatment plan and how have you exhibited a willingness to follow it?
- Describe the importance of taking the medication(s) that you have been prescribed?
- How long have you been sober and how did you accomplish this?
- What have you gained from starting or completing any community service/useful service hours?
- What positive, pro-social activities are you currently engaged in?
- What treatment goals have you developed?
- What have you accomplished?
- What do you hope to accomplish long term? Short Term?
- How has the victim and community been impacted by your crime?
- What barriers have you worked on how have you overcome those?

Requested Phase Progression Date: _____

Probation Officer: _____

Participant: _____

Judge: _____

Phase 3:

(Minimum 90 days)

Phase 3 is the second to last phase, so Phase 3 is about setting up where you want to be in the future. In our house analogy, a house without furniture, appliances, and dishes is just an empty building. In this phase, you will acquire the skills and tools so that you can live more comfortably. As before, this phase will likely result in less appointments, but a higher level of accountability.

Accountability

- **Accepts responsibility** for your role and your actions that led to the charge(s).
- At the end of Phase 3, review the condition of Phase 4 and initial next to this statement:
"I have read the Phase 4 guidelines and understand what is expected of me."

Survival Needs

- Maintains **stable housing, healthcare and financial security**. Continue work toward long term sustainability goals which will be individualized with your probation officer:
- My Sustainability Goal -

- Positive relationships are part of survival. In this world, going it alone is not enough. You will set a goal with your probation officer for how you could find **new relationships, strengthen existing bonds, or repair an old one**.

Treatment Goals

- **Pays for and is current on treatment costs** (U.A.'s, D.V., DUI, etc). Probation may voucher for some services in the event of unexpected need, but you must have be current on all balances with all providers prior to moving phases.
- Shows **stable treatment** attendance for at least 30 days. At least two (2) weeks without unexcused absence (Any absence that was not approved by the Treatment Provider ahead of time).
- If needed, must meet with medication provider and **take medications as prescribed**. Provide updated list to probation officer.
- Provide **30 consecutive days of compliant U.A. testing**.

My Individualized Goals (See same guidelines as Phase 1)

○ Self-Set Goal _____

○ Self-Set Goal _____

Legal Requirements

- Abides by **payment plan** and makes monthly payments. Reminder - Deferred sentences must be paid in full prior to the charges being dismissed and all cases must have restitution paid in full prior to terminating your sentence.
 - Complete at least **half of your community services hours:** _____
 - Complete the following sentencing order(s): _____
-

PHASE III to PHASE IV Letter:

- Describe your relapse prevention and/or re-offense prevention plan?
- Describe your overall improvement of your mental health status and recovery from substance abuse?
- How long have you been sober and how did you accomplish this?
- What action steps have you taken to begin developing your aftercare plan?
- What have you gained from starting or completing any community service/useful service hours?
- What positive, pro-social activities are you currently engaged in?
- What have you accomplished?
- What do you hope to accomplish long term? Short Term?
- How has the victim and community been impacted by your crime?
- What barriers have you worked on how did you overcome those?

Requested Phase Progression Date: _____

Probation Officer: _____

Participant: _____

Judge: _____

Phase 4:
(Minimum 120 days)

Phase 4 is the final phase! This phase shows the VTC team you will be ready for graduation. This phase is about maintaining everything you have accomplished. As a house, this is when you are routinely cleaning the house, taking care of yard work, and protect your home. In this phase, you will be held the highest standard but also given the most trust. You will be expected to act as a role model for other participants and help your other battle buddies who are not as far in the program.

Accountability

- **Accepts responsibility** for your role and your actions that led to the offense(s).

Survival Needs

- Maintains **stable housing, healthcare and financial security**. Continue toward long term sustainability goals which will be individualized with your probation officer:
- My Sustainability Goal -

- Positive relationships are part of survival. In our world, going it alone is not enough. You will set a goal with your probation officer for how you **could find new relationships, strengthen existing bonds, or repair an old one**.

Treatment Goals

- **Pays for and is current on treatment costs** (U.A.'s, D.V., DUI, etc). Probation may voucher for some services in the event of unexpected need, but you must have a clear balance with all providers prior to moving phases.
- Shows **stable treatment attendance** for at least 60 days. At least 30 days without unexcused absence (Any absence that was not approved by the **Treatment Provider** ahead of time).
- If needed, must meet with medication provider and take **medications as prescribed**. Provide updated list to probation officer.
- Provide **60 consecutive days of compliant testing**.
- 30 days prior to Graduation, you will be required to **discuss your treatment aftercare plan** with your primary therapist.
- Treatment team agrees you are ready to graduate based on treatment progress.

My Individualized Goals (See same guidelines as Phase 1)

- Self-Set Goal - _____
- Self-Set Goal _____

Legal Requirements

- Abides by **payment plan** and makes monthly payments. If deferred sentence, case must be paid in full.
 - **Restitution must be paid in full** prior to termination of supervision.
 - **All sentencing orders and community service must be completed.**
 - If charges are deferred, client must meet with VTC coordinator to set up **VTC Aftercare Plan.**
-

GRADUATION Letter:

- What is your plan now? (Treatment aftercare, self-improvement, etc.)
- What changes have you made that you feel you have most benefitted by and why?
- What recommendations do you have for the VTC participants who are Phase I, II and III to help them be successful in completing the program?

Requested Phase Progression Date: _____

Probation Officer: _____

Participant: _____

Judge: _____

Budget Sheet

Date: _____

Name: _____

Marital Status: Married Single Divorced Separated Cohabiting

Spouse/Partner Name: _____

Children: Yes No

If Yes, number of children you are supporting: _____ Number of children living with you: _____

Monthly Client Income

Spouse/Partner Monthly Income

Base Pay	
Military Retirement Pay	
VA Disability Income	
SSI	
SSDI	
TSGLI (If Received in Cal Year)	
CRSC	
Other Assistance Received	
Child Support Received	
Unemployment	
Other Income (Caregiver, Ed/COI Stipend, Other Employment, Inheritance, etc.)	

Base Pay	
Military Retirement Pay	
VA Disability Income	
SSI	
SSDI	
TSGLI (If Received in Cal Year)	
CRSC	
Other Assistance Received	
Child Support Received	
Unemployment	
Other Income (Caregiver, Ed/COLA Stipend, Other Employment, Inheritance, etc.)	

Client Total Income: \$ _____

Spouse/Partner Total Income: \$ _____

Monthly Expenses

Rent/Mortgage		Savings – Emergency	
Utilities		Savings - Investment	
Electric		Banking Fees	
Water or Waste Water		Home Phone	
Gas		Cell Phone	
Groceries/Household Items		Internet	
Insurance		Cable/Satellite	
Auto		Entertainment/Dining Out	
Medical		Cigarettes/Alcohol/Other	
Homeowners/Renters		Car Payment	
Life		Car Payment	
Dental		Other (Credit Card/Loan)	
Automobile Gas/Maintenance		Other (Credit Card/Loan)	
Household Maintenance		Other (Credit Card/Loan)	
Ed/Tuition Costs		Other (Credit Card/Loan)	
Ed/Tuition Costs (For Dependent		Other (Explain)	
Childcare		Other (Explain)	
Child Support/Alimony		Other (Explain)	
Clothing/Personal Hygiene		Total Expenses (Both Columns):	\$

Initial Peer Mentor Meeting

This appointment is required for you to get a chance to talk to your peer mentor about how they may help and support you. Peer mentors are a critical part of our team and of our client's success.

Your Peer Mentor's name and contact information:

This is to be used for your benefit, so take the time to discuss the following:

What support do you offer? What is your role in VTC?

When are you available to talk?

Can I text you? Call? Email?

Do you report to the judge? Probation? Treatment?

I currently need _____. Can you help me with that?

Are you available if I just need to talk?

How many VTC clients do you mentor right now?

Peer Mentor Sign

Date

Participant Sign

Date

Treatment Plan/Contract

Each Phase, you will be required to complete this sheet for your file. While this is clarification purpose, keep in mind your treatment plan can change if you and the team recognize new needs for you.

Phase: _____ Date: _____

Target Needs

Trauma Emotional Regulation Substance Abuse Decision Making
 Impulse Control Domestic Violence DUI Therapy

Other: _____ Other: _____ Other: _____

Treatment Plan/Schedule:

Day*	Time*	What/Who/Where	Target Needs
For Example: Tuesday	4 P.M.	Seeking Safety – Dr. O’Neil. VA Mental Health	PTSD Substance Use

*Write “By Appt.” if the time/day will vary.

TX Provider Sign

Date

Participant Sign

Date