

# State of Michigan



MELANIE D. STANTON  
PRESIDING JUDGE

DIANE M. CONKLIN  
COURT ADMINISTRATOR

## Thirteenth Judicial Circuit Court Grand Traverse County Family Division

Administrative Order 2014-02  
Rescinds Administrative Order 2009-02

### **ORDER FOR THE ESTABLISHMENT OF A JUVENILE DRUG TREATMENT COURT**

#### **IT IS ORDERED:**

This Administrative Order is issued in accordance with MCL 600.1060, et seq, effective June 1, 2014. The purpose of this Order is to establish a juvenile drug treatment court in the 13<sup>th</sup> Circuit Court – Family Division upon approval by the State Court Administrative Office (SCAO). All policies and procedures comply with the statute and are consistent with the 16 Strategies of Juvenile Drug Courts promulgated by the National Drug Court Institute and the National Council of Juvenile and Family Court Judges (see Attachment A). The previous Administrative Order 2009-02 is rescinded.

1. The court has entered into a Memorandum of Understanding with each participating county prosecuting attorney in the circuit or district court district, a representative of the criminal defense bar, a representative of community treatment providers and other key parties pursuant to MCL 600.1062. The Memorandum of Understanding shall describe the role of each party. The Memorandum of Understanding is attached.
2. The court has established eligibility criteria consistent with MCL 600.1064 and 600.1068.
3. In compliance with MCL 600.1064(3), no participant shall be admitted until a complete preadmission screening and substance abuse assessment are completed.
4. All participants must sign a written consent to participate in the program in conformance with MCL 600.1068(1)(d).
5. The court shall maintain case files in compliance with Trial Court General Schedule 16, the Michigan Case File Management Standards, and Part 2 of Title 42 of the Code of Federal Regulations to assure confidentiality of juvenile drug treatment court records.

**ROBERT P. GRIFFIN HALL OF JUSTICE**  
280 WASHINGTON STREET, TRAVERSE CITY, MI 49684

ADMINISTRATION  
SUITE 202  
231-922-4640

TRUANCY INTERVENTION CENTER  
SUITE B183  
231-922-4353

JUVENILE PROBATION  
SUITE B106  
231-922-4650

VOLUNTEER SERVICES  
SUITE B150  
231-922-4827

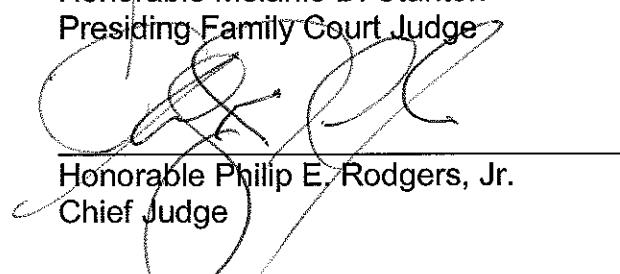
6. The court has established, as part of its program requirements, procedures to assure compliance with MCL 600.1072 and 600.1074.
7. Pursuant to MCL 600.1078, the court shall provide the SCAO with the minimum standard data established by the SCAO for each individual applicant and participant of the juvenile drug treatment court program.
8. The court shall use the Drug Court Case Management Information System (DCCMIS) to maintain and submit the minimum standard data as determined by the SCAO while receiving grant money from the SCAO.
9. The court acknowledges that it has completed the federal Drug Court Planning Initiative (DCPI) training sponsored by the Bureau of Justice Assistance (BJA), in compliance with MCL 600.1062(3).

Effective Date: June 1, 2014

Date: 4/29/14

Date: 5/30/14

  
Honorable Melanie D. Stanton  
Presiding Family Court Judge

  
Honorable Philip E. Rodgers, Jr.  
Chief Judge

## ATTACHMENT A

### The 16 Strategies of Juvenile Drug Treatment Courts

- 1) **Collaborative Planning:** Engage all stakeholders in creating an interdisciplinary, coordinated, and systemic approach to working with youth and their families.
- 2) **Teamwork:** Develop and maintain an interdisciplinary, nonadversarial work team.
- 3) **Clearly Defined Target Population and Eligibility Criteria:** Define a target population and eligibility criteria that are aligned with the program's goals and objectives.
- 4) **Judicial Involvement and Supervision:** Schedule frequent judicial reviews and be sensitive to the effect that court proceedings can have on youth and their families.
- 5) **Monitoring and Evaluation:** Establish a system for program monitoring and evaluation to maintain quality of service, assess program impact, and contribute to knowledge in the field.
- 6) **Community Partnerships:** Build partnerships with community organizations to expand the range of opportunities available to youth and their families.
- 7) **Comprehensive Treatment Planning:** Tailor interventions to the complex and varied needs of youth and their families.
- 8) **Developmentally Appropriate Services:** Tailor treatment to the developmental needs of adolescents.
- 9) **Gender-Appropriate Services:** Design treatment to address the unique needs of each gender.
- 10) **Cultural Competence:** Create policies and procedures that are responsive to cultural differences and train personnel to be culturally competent.
- 11) **Focus on Strengths:** Maintain a focus on the strengths of youth and their families during program planning and in every interaction between the court and those it serves.
- 12) **Family Engagement:** Recognize and engage the family as a valued partner in all components of the program.
- 13) **Educational Linkages:** Coordinate with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate to his or her needs.

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**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**JUDGE MELANIE D. STANTON**

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Each Juvenile Drug Court Memorandum of Understanding will serve to set forth the ground rules clarifying expectations of individual Juvenile Drug Court Team members. This Memorandum of Understanding shall be in effect from June 1, 2013 through June 1, 2014. A successful Juvenile Drug Court Program requires that all parties know, support, and adhere to these Memoranda of Understanding.

**IT IS UNDERSTOOD** that participants will disclose all relevant information to the Juvenile Drug Court Team. The information provided will be respected according to the federal confidentiality laws as they apply to Treatment/Drug Court Practitioners. Team member will abide by the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR part 2, to safeguard the confidentiality of participants' medical and substance abuse treatment records.

**IT IS ALSO UNDERSTOOD** that team members will attend all meetings and actively listen, with only one person speaking at a time. Each person's comments and views will be respected. Individuals are encouraged to explain their positions and opinions. Conflicts should be discussed in the forum of the Juvenile Drug Court Team meetings, so that the group can assist in the resolution of the conflict and help in the decision making process. Any differing of opinion should focus on ideas or strategies for the growth and development of the Juvenile Drug Court Program. Team Members will be pro-active in solving problems as they emerge.

**IT IS ALSO UNDERSTOOD** that the Juvenile Drug Court Team has the responsibility to review admission of participants, level changes, and recommendations for sanctions, expulsion, and graduation. The method of the decision-making process is consensus; however, the Presiding Judge has ultimate decision-making authority.

**IT IS ALSO UNDERSTOOD** that Team Members will follow through on assignments and commitments. It is each Team Member's responsibility to seek new ways to work more efficiently. In the event a Team Member is unable to attend the Juvenile Drug Court Team meetings, it is the expectation that the member will submit a report or send a delegate from their agency.

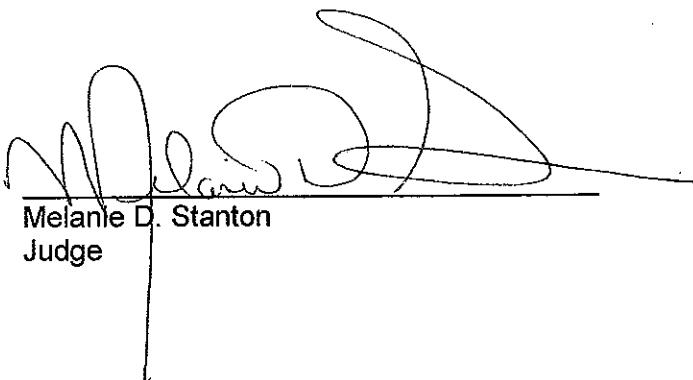
**IT IS ALSO UNDERSTOOD** that the Judge Presiding over the Juvenile Drug Court has the ability to sanction participants who illegally use or possess drugs. Due to the Judge's ability to sanction, the Team Members agree that if the participant admits to, or tests positive for drugs or alcohol, prosecutorial action will not be sought, provided that the use or possession of drugs or alcohol is discovered within the Juvenile Drug Court Program. The matter will be addressed within the structure of the Juvenile Drug Court Program.

**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the Juvenile Court Judge are as follows:

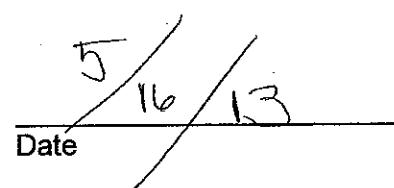
- Review juvenile's rights and verifying that all necessary participation and waiver forms are contained within the court file before entering into the program.
- Attend weekly status hearings for juveniles enrolled in the program.

- Provide support, sanctions, incentives, and determining, with the assistance of the Treatment Team, when graduations to next phase of the program shall proceed.
- Evaluate/modify the juvenile's treatment plan.
- Participate in graduation ceremonies.
- Participate in public relations and community education regarding the merits of Juvenile Drug Court.
- Attend trainings and quarterly team meetings to monitor program developments.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.



Melanie D. Stanton  
Judge



5 / 16 / 13  
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## 13<sup>th</sup> Circuit Juvenile Drug Court

### MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT

### TREATMENT PROVIDERS

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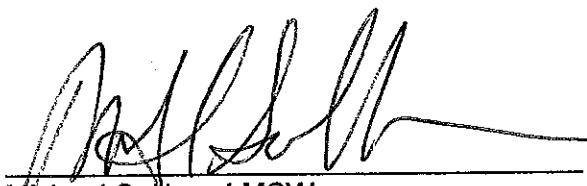
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**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the Juvenile Drug Court Treatment Providers are as follows:

- Provide comprehensive substance abuse counseling to juveniles and their families.
- Conduct substance abuse needs assessment at initiation of Juvenile Drug Court Program and intermittent assessments as needed.

- Hold Individual/group/family sessions.
- Maintain contact with Probation Officers regarding progress of identified youth and providing weekly progress reports concerning identified youth.
- Assist in providing and facilitation family/parent support groups.
- Develop specific counseling services and programs to assist in providing an appropriate service program to participants and members of the community.
- Assist in exploring funding options and intensive residential programming for youth identified as needing this type of treatment.
- Evaluate and make recommendations for the course of treatment throughout status phases.
- Developing a recovery/aftercare treatment plan.
- Attending graduation ceremonies.
- Participate in public relations and community education regarding the merits of Juvenile Drug Court.
- Attend trainings and quarterly team meetings to monitor program development.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.



Michael Sullivan LMSW  
Individual and Family Therapist

10/14/13

Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**TREATMENT PROVIDERS**

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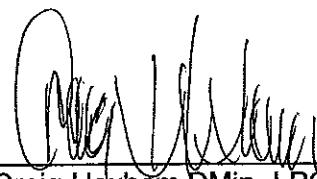
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Craig Hexham DMin, LPC, CFLE  
Individual and Family Therapist

6/6/13

\_\_\_\_\_  
Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**TREATMENT PROVIDERS**

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Jana Rockne LPC LMFT

Jana Rockne LPC, LMFT  
Individual and Family Therapist

5-16-13

Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**TREATMENT PROVIDERS**

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Patty Sharow, MA  
Patty Sharow MA  
Individual and Family Therapist

5/16/13  
Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**TREATMENT PROVIDERS**

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Amelia Siders, PhD

Amelia Siders PhD  
Psychologist/Family Therapist

5/10/13

Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**THERAPEUTIC PROGRAMS COORDINATOR**

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**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the **Therapeutic Programs Coordinator** are as follows:

- Ensure that an integrated approach is utilized in providing a broad range of services to youth and families.
- Meet/contact, in conjunction with the Probation Officers, the Prosecuting Attorney to review/approve all referrals.

- Collaborate with the Judge, Prosecuting Attorney, the Probation staff, and service providers.
- Educate and train Probation Officers and court staff about the processes and merits of the Juvenile Drug Court.
- Participate in public relations and community education regarding the merits of Juvenile Drug Court.
- Attend trainings and quarterly/monthly meetings to monitor development.
- Verify that all necessary participation and waiver forms are completed before entering into the program.
- Attend weekly status hearings for juveniles enrolled in the program.
- Monitor the utilization of the Michigan Drug Court Case Management Information System (DCCMIS) and insure that all required program data is entered in a timely manner.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.

Cheryl M. Goodwin

Cheryl M. Goodwin  
Therapeutic Programs Coordinator

5/16/13

Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**SCHOOL REPRESENTATIVE**

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Each Juvenile Drug Court Memorandum of Understanding will serve to set forth the ground rules clarifying expectations of individual Juvenile Drug Court Team members. This Memorandum of Understanding shall be in effect from June 1, 2013 through June 1, 2014. A successful Juvenile Drug Court Program requires that all parties know, support, and adhere to these Memoranda of Understanding.

**IT IS UNDERSTOOD** that participants will disclose all relevant information to the Juvenile Drug Court Team. The information provided will be respected according to the federal confidentiality laws as they apply to Treatment/Drug Court Practitioners. Team member will abide by the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR part 2, to safeguard the confidentiality of participants' medical and substance abuse treatment records.

**IT IS ALSO UNDERSTOOD** that team members will attend all meetings and actively listen, with only one person speaking at a time. Each person's comments and views will be respected. Individuals are encouraged to explain their positions and opinions. Conflicts should be discussed in the forum of the Juvenile Drug Court Team meetings, so that the group can assist in the resolution of the conflict and help in the decision making process. Any differing of opinion should focus on ideas or strategies for the growth and development of the Juvenile Drug Court Program. Team Members will be pro-active in solving problems as they emerge.

**IT IS ALSO UNDERSTOOD** that the Juvenile Drug Court Team has the responsibility to review admission of participants, level changes, and recommendations for sanctions, expulsion, and graduation. The method of the decision-making process is consensus; however, the Presiding Judge has ultimate decision-making authority.

**IT IS ALSO UNDERSTOOD** that Team Members will follow through on assignments and commitments. It is each Team Member's responsibility to seek new ways to work more efficiently. In the event a Team Member is unable to attend the Juvenile Drug Court Team meetings, it is the expectation that the member will submit a report or send a delegate from their agency.

**IT IS ALSO UNDERSTOOD** that the Judge Presiding over the Juvenile Drug Court has the ability to sanction participants who illegally use or possess drugs. Due to the Judge's ability to sanction, the Team Members agree that if the participant admits to, or tests positive for drugs or alcohol, prosecutorial action will not be sought, provided that the use or possession of drugs or alcohol is discovered within the Juvenile Drug Court Program. The matter will be addressed within the structure of the Juvenile Drug Court Program.

**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the **School Representative** are as follows:

- Work with the Juvenile Drug Court team members and community agencies to collaboratively address the issue of substance use among youth in our community.

- Educate school staff regarding the process and goals of Juvenile Drug Court, and incorporating necessary aspects into school policy, programs, and services.
- Develop specialized school programming and support services for those youth who have present substance use and coping issues.
- Attend graduation ceremonies when available.
- Maintain contact with Probation Officer regarding the progress of identified youth.
- Attend trainings and monthly team meeting, when available, to monitor program development.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.

Lance Morgan  
Traverse City Area Public Schools

6-6-13  
Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**PROSECUTING ATTORNEY**

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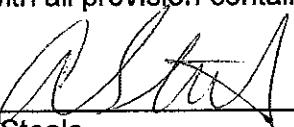
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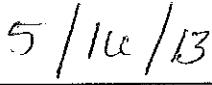
**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the **Prosecuting Attorney** are as follows:

- Screen and select potential candidates for Juvenile Drug Court.
- Convey selection to the Juvenile Drug Court Coordinator.
- Assist in monitoring reports of potential illegal activity and disseminating the information to the Juvenile Drug Court Coordinator.

- Use a non-adversarial approach to promote the best interest of the child and the public's safety, while protecting the participant's due process rights.
- Participate in a coordinated strategy for responding to instances of compliance and non-compliance with Juvenile Drug Court plan.
- Participate in public relations and community education regarding the merits of Juvenile Drug Court.
- Attend Juvenile Drug Court trainings and monthly/quarterly team meetings to monitor program development.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.

  
Amanda Steele  
Senior Attorney

  
Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**DEFENSE ATTORNEY**

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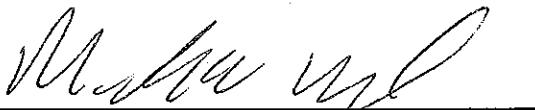
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**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the Defense Attorney are as follows:

- Ensure that juvenile is aware of his/her rights and how they pertain to being a Juvenile Drug Court participant.
- Review all terms of Juvenile Drug Court contract with youth and parents.

- Advocate for the rights of participants during Juvenile Drug Court Status Review Hearings.
- Use a non-adversarial approach to promote rehabilitation while protecting the participant's rights.
- Meeting with the Prosecuting Attorney, Probation Officers and Therapeutic Programs Coordinator to discuss progress of juveniles when necessary.
- Attend trainings and quarterly team meetings to monitor program development.
- Participate in public relations and community education regarding the merits of Juvenile Drug Court.
- Educate local Bar Association members regarding the benefits of the Juvenile Drug Court Program.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.



Mark Risk  
Defense Attorney



Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**PROBATION OFFICERS**

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**IT IS FINALLY UNDERSTOOD** that the specific roles and responsibilities of the Probation Officers are as follows:

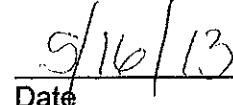
- Submit referral form to Prosecuting Attorney to review/approve all referrals.
- Interview the juvenile and his/her parents to determine if they meet criteria the Juvenile Drug Court Program.

- Meet with juveniles on a weekly basis, make referrals to appropriate community agencies, and monitor adherence to treatment plans.
- Coordinate and implement service/treatment of the juvenile and his/her family.
- Monitor results of ordered drug tests and applying sanctions and incentives as warranted by drug test results and team recommendations.
- Coordinate weekly status review hearings with Juvenile Drug Court participants, their families, the Judge, the Prosecutor, treatment providers and other relevant Juvenile Mental Health Court Team members.
- Prepare and complete all participants' status reports, documents, and record keeping as required by the Court and the program funding source and provide expert testimony in court proceedings as needed.
- Develop, coordinate and manage a full continuum of treatment services and interventions for the Juvenile Drug Court participants and their families, including employment and rehabilitation services.
- Actively monitor Juvenile Drug Court participants' compliance with court orders to ensure public safety and to promote development of life skills.
- Attend graduation ceremonies.
- Build relationships with family members and meeting with participant and family to discuss pertinent issues, to provide crisis intervention and to provide ongoing services.
- Timely utilization of the Michigan Drug Court Case Management Information System (DCCMIS) for required program data.
- Attend training and quarterly team meetings to monitor program development.
- Perform all other duties and responsibilities as required by the Juvenile Drug Court Judge, program administration, and the Juvenile Drug Court funding source.

The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.



Eric Salari  
Intensive Probation Officer



Date

**13<sup>th</sup> Circuit Juvenile Drug Court**  
**MEMORANDUM OF UNDERSTANDING FOR JUVENILE DRUG COURT**  
**PROBATION OFFICERS**

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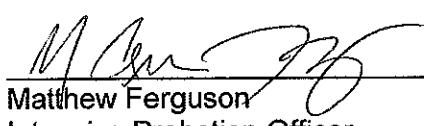
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- Meet with juveniles on a weekly basis, make referrals to appropriate community agencies, and monitor adherence to treatment plans.
- Coordinate and implement service/treatment of the juvenile and his/her family.
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The undersigned hereby affirms that he/she has read the above Memorandum and agrees to comply with all provision contained therein.

  
\_\_\_\_\_  
Matthew Ferguson  
Intensive Probation Officer

5/16/13  
\_\_\_\_\_  
Date