

DWI COURT TEAM TRAINING HANDOUTS TABLE OF CONTENTS

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CLIENT DATA SHEET

Date: ____ / ____ / ____

Name: _____ Age: _____

1. Sobriety date: _____ Current phase of SOBER Court? _____

2. Occupation and employer: _____

3. Describe your job: _____

4. Does your employer know about this probation? Yes / No If so, are they supportive? ____

5. Circle status: single / married / divorced / widowed / other committed relationship

6. First name of spouse/ significant other: _____

7. First name & age of each of your children: _____

8. Who lives with you & their relation to you? _____

9. Are you presently in treatment? Yes / No What phase / type? _____

10. What AA or other support group do you attend? _____

11. If AA, do you have a sponsor? Yes / No Working steps? Yes / No

12. What part of the SOBER Court program is the most helpful for your sobriety? (Circle all that apply)

My Case Manager My Treatment Sheriff's Visits AA/ Other Group Support

My Judge/ Team Drug/ Alc Testing Receiving Incentives Fear of Punishment

Accountability Avoiding Jail Interlock Device Support of Other Clients

Other (Specify): _____

13. What are your favorite incentives? (Circle all that apply)

Fish Bowl Gift Card Bus Passes Community Service Voucher

Skype report Candy, treats Spin the Wheel Certificate (Sobriety, etc.)

Praise, positive feedback Other: (Specify) _____

14. What are some fun things you do that help you stay sober? _____

15. The main source(s) of stress in my life right now is: (Circle all that apply)

Financial Family/Relationships Probation demands Transportation

Health issues Work/Employment Other: (Specify) _____

16. Who is the most supportive person(s) of your sobriety? _____

17. Circle what alcohol/ drug detection device(s) you currently have:

Portable or IN HOM / Interlock on Vehicle / SCRAM / Drug patch

18. Do you have a valid driver's license? Yes / No

19. If no, do you have an Occupational DL? Yes / No

20. Today, I'm feeling: (Circle ALL that apply)

HOW DO I FEEL RIGHT NOW?



Aggressive



Angry



Anxious



Ashamed



Bashful



Bored



Cautious



Confident



Confused



Curious



Depressed



Determined



Disappointed



Disbelieving



Disgusted



Ecstatic



Embarrassed



Enraged



Envious



Exasperated



Exhausted



Frightened



Frustrated



Grieved



Guilty



Happy



Hopeful



Hurt



Indifferent



Interested



Jealous



Joyful



Lonely



Loved



Loving



Miserable



Optimistic



Overwhelmed



Pained



Puzzled



Regretful



Relieved



Sad



Satisfied



Shocked



Shy



Smug



Sorry



Stubborn



Stupid



Surprised



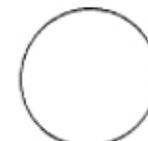
Suspicious

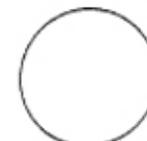


Thoughtful



Withdrawn





DWI COURT DEFENSE ATTORNEY
STEPS FOR HANDLING CLIENT'S PROPOSED SANCTION
By Tracie Palmer

- 1) You get notice of proposed client sanction (by email, staffing notes, in staffing, etc.)
- 2) If it is a minor sanction such as a verbal admonishment or essay, use your best judgment on whether to contact client immediately or speak to client in court review.
- 3) If it is a serious sanction, contact client to discuss proposed sanction. Find out if client has any information that you need to present to team such as mitigating/special circumstances, co-occurring disorders, and possible defenses.
- 4) Discuss options of rejecting or accepting sanction with client. Advise client about the strength of the evidence behind sanction. Advise client about consequences of not accepting sanction. (Usually, rejection of a sanction will result in the filing of a motion to revoke probation (MRP) and the necessity of acquiring an independent defense attorney to represent him/ her on the MRP.)
- 5) If client agrees to accept sanction, your job is done. If you find out any new information that helps client, communicate that information to team if you have permission from client to disclose information. Unless you advise otherwise, the client will probably speak to the judge and other team members at court review. Discuss situation with client before s/he appears before team or judge. Encourage client to be truthful.
- 6) Discuss client's position on proposed sanction with team. If sanction is altered, present new sanction to client. If client accepts sanction, your job is done. If client rejects sanction, advise client that an MRP will likely be filed. Inform team that client is rejecting sanction. At this point, you cannot share anything else that client has told you with the team.
- 7) Once MRP is filed and defendant has independent counsel, you still need to appear at first setting. Explain the case to MRP attorney. Also, help MRP attorney understand the workings and rules of DWI Court.



Sanction Admonishment

I, _____, SPN: _____ a S.O.B.E.R. DWI Court participant appeared before the Court on _____. I understand that:

After notice and an opportunity for me to be heard, the Judge found that the following violation(s) occurred:

1. _____ Level: _____
2. _____ Level: _____
3. _____ Level: _____

As a consequence of my actions, I understand that I must serve the following sanction:

- Judicial Admonishment: _____
- Community Service: _____ hours at _____ beginning _____
- Curfew: _____ days beginning _____
- House Arrest: _____ days beginning _____
- Days in Jail: _____ days (straight / off work hours), beginning _____
- Driving Restriction: _____ days beginning _____
- Behavior Contract: copy of contract attached
- Other: _____

I understand my Sanction must be completed by: _____

In addition to the Sanctions listed above, I understand that my treatment level will change as follows:

- N/A
- Change in LOC: _____
- Behavioral Chain: _____
- Cost/Benefit Analysis: _____
- Change in Aftercare frequency: _____
- Discussion about pharmacological interventions: _____
- Other: _____

I agree to the foregoing sanction(s) and/or treatment level changes, and hereby waive my right to an attorney and my right to contest these matters.

Defendant Date

Case Manager Date

Judge Date

DWI COURT CLIENT NEWS

Name: _____

Today's Date: _____

My Sobriety Date is _____, and I have been clean and sober for _____ days/
months.

Since our last Court Review:

This is a way I've used the skills I learned in treatment: _____

This is an activity I did that supports my sobriety: _____

This is a short term goal I'm working on: _____

This is a long term goal I'm working on: _____

I need help from the DWI Court Team with: _____

Another thing I want the judge / team to know: _____

CIRCLE ALL THAT APPLY:

HOW DO I FEEL RIGHT NOW?



Aggressive



Angry



Anxious



Ashamed



Bashful



Bored



Cautious



Confident



Confused



Curious



Depressed



Determined



Disappointed



Disbelieving



Disgusted



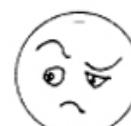
Ecstatic



Embarrassed



Enraged



Envious



Exasperated



Exhausted



Frightened



Frustrated



Grieved



Guilty



Happy



Hopeful



Hurt



Indifferent



Interested



Jealous



Joyful



Lonely



Loved



Loving



Miserable



Optimistic



Overwhelmed



Pained



Puzzled



Regretful



Relieved



Sad



Satisfied



Shocked



Shy



Smug



Sorry



Stubborn



Stupid



Surprised



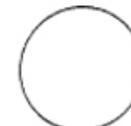
Suspicious

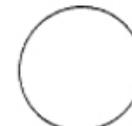


Thoughtful



Withdrawn





<p>Standing ovation! You're doing great!</p>	<p>Two thumbs up! You're on a roll!</p>
<p>Fist bump!! You've got this!</p>	<p>High five! Keep up the great work!</p>
<p>Your hard work earned you a break! Subtract 16 hours of community service!</p>	<p>You've got it made in the shade! Subtract 30 hours of community service! Good job!</p>
<p>Your hard work earned you a break! Subtract 4 hours of community service!</p>	<p>Your hard work earned you a break! Subtract 8 hours of community service!</p>
<p>Take a day off! Your hard work earned you A REPORT BY SKYPE PASS for Court Review!</p>	<p>Your hard work just paid off! <u>Draw again</u> for another chance at a fun reward!</p>
<p>Team salute! Job well done—you have our attention!</p>	<p>You deserve a hand! Your hard work is noticed and appreciated!</p>
<p>Your hard work just paid off! <u>Draw again</u> for another chance at a fun reward!</p>	<p>A round of applause for your hard work! You rock!!</p>
<p>Your hard work just paid off! <u>Draw again</u> for another chance at a fun reward!</p>	<p>Pick 1: 2 bus passes, 3-hour curfew extension <u>or</u> 4-hour community service voucher</p>
<p>Fist bump!! You've got this!</p>	<p>High five! Keep up the great work!</p>
<p>Go to the head of the class! One FREE PASS to jump the line and go first at Court Review!</p>	<p>Take a day off! Your hard work earned you A REPORT BY SKYPE PASS for an office visit!</p>

Behavior Contracts

Guidelines: Definition/Purpose

A behavior contract is an agreement between two or more persons that lists specific behaviors that the parties will perform and the consequences that will result. The consequences include what sanction (punishment) will be imposed if the individual does not perform the target behavior, as well as what incentive (reinforcer) the individual will receive for performing the target behavior within the designated timeframe.

Behavior contracts should be used when an individual engages in a repeated problem behavior. Typically, the probationer will have been given a sanction, according to the response grid, but s/he continues to engage in the problem behavior. The contract is designed to target a specific behavior for change.

Negotiating a Behavioral Contract

A behavioral contract should be negotiated between the team and individual receiving the contract. Once a meeting is scheduled with the probationer, concerns regarding his/her behavior should be discussed. The concept of the behavioral contract should be explained, i.e.:

“This contract serves as an agreement between you and me that you will perform the [list behavior] within the [list time frame]. If you do, you’ll receive a reward [list reinforcer] that you and I agreed on; if you don’t perform the behavior, you’ll receive the following sanction [list sanction]”.

Staff and the probationer can together decide what would be an appropriate reinforcer for performing the targeted behavior. Staff, however, should designate the appropriate sanction for not performing the behavior.

Be sure that the focus of the contract is on helping the offender to make better decisions, versus staff’s attempt to control the probationer. Discuss how continuing the identified behavior can be problematic in the short and long term.

Constructing the Behavior Contract

The *target behavior* listed on the contract is the behavior you *want* the probationer to perform, rather than the behavior you *don’t* want them to engage in. This helps the probationer to learn what to replace the problem behavior with. For example, if a probationer continues to get written up for not following staff instructions, the target behavior would be to *follow staff instructions* for a designated timeframe; or if a probationer has repeated write-ups for cursing, the target behavior would be to use appropriate/non-offensive language or to avoid using said cussword for a designated timeframe.

Be sure to *avoid* very general behaviors (i.e. respect staff) as this is too broad and difficult to measure. Instead, decide *how* the probationer is being disrespectful (tone of voice, words used, failure to follow instructions) and target that behavior. Be very clear with the probationer as to what needs to be done to receive the reinforcer listed in the contract.

When choosing the timeframe, one should begin with small increments of time. Contract times can range from a few days to a few weeks, depending on the frequency of the problem behavior. Avoid timeframes that exceed a week, especially if the behavior occurs on a regular basis. This makes success at meeting the contract more plausible. If a target behavior is achieved by a probationer, and s/he is given a reinforcer, the contract can always be continued for a longer period of time to promote continued behavior change.

After the contract has been written, review it with the probationer and sign your names, if both are in agreement. Have a witness read and sign the contract as well. This helps to ensure that everyone agrees to what is on the contract. Using a witness who is perceived positively by the client (team defense attorney) can be a good motivational tool. All of the signatures lend legitimacy to the contract.

Be sure to decide ahead of time who will be monitoring the behavior, who (judge or case manager) will be giving the probationer the reinforcer or sanction, and when s/he will be receiving it. It is very important to follow-through with the consequences stipulated on the contract (whether a reward or punishment), or an escalation in the problem behavior is possible.

Evaluating the Results

When a probationer performs the target behavior, in addition to issuing the reinforcer, be sure to also discuss *why* continuing the appropriate/pro-social behavior is beneficial for him/her—have the probationer tell you how it can help him/her in the short and long term. This helps to internalize the benefits of making good decisions.

If a probationer does not meet the contract behavior, immediately issue the sanction listed on the contract. Staff may decide to renegotiate the contract, perhaps changing the length of the contract, if it proved to be unrealistic. Staff could also monitor the behavior, and wait to issue another contract if the behavior pattern continues. Remember, behavioral change is difficult. Staff should not expect that one contract will result in long-term behavioral change. Even if the probationer is successful, s/he may revert back to the behavior, which suggests skills may need to be taught or reinforced to help him/her make better decisions.

Responsibilities:

The program should decide who will be responsible for constructing a behavior contract with probationers. Typically, case managers are responsible for constructing and overseeing the contracts.

DWI COURT BEHAVIOR CONTRACT

By agreeing to the terms and conditions of this contract, I understand and accept that everyone who signs this contract is bound by the contract and neither I nor the CSCD or court staff is free to vary from the terms of the contract.

I, _____ (probationer), enter into the following contract in order to successfully meet the conditions of this program and develop more pro-social behaviors. This contract will be reviewed _____ days from the date of signing, at which time it is subject to either being continued or renegotiated.

I, _____ (probationer) agree I will perform the following behavior: [*Target Behavior*] _____

I, _____ (probationer), also agree that I will receive the following consequences if I choose to violate the contract by failing to perform the behaviors as described above: [*Negative Consequences/Loss of Privileges*] _____

I, _____ (staff) agree that if _____ (probationer) performs the behaviors as described above, he will earn the following rewards in addition to avoiding any of the consequences as outlined above: [*Reinforcers to be earned*] _____

Both parties acknowledge that this contract is entered into voluntarily and that the terms and conditions will be respected. If the conditions are met, the staff agrees that the probationer will not be denied privileges or receive other consequences.

Defendant

Case Manager / Judge

Defense Attorney

Date

Case Managers' Staffing Checklist:

What the Team Needs to Know

Participant:

- Program entry date
- Current phase
- Sobriety date? (Any change?)
- Most sobriety-supportive person?
- Any personal information (employment, address, school, etc.) change since last review?
- Any other info that needs to be brought up with participant regarding documentation to provide, insurance, education info, fees, etc?

Treatment:

- Is client currently in treatment?
- If so, what phase?
- Significant details from provider's report?
- Is s/he actively participating?
- Will treatment rep be at staffing?

Sobriety Support Group:

- If in AA, were 12 Step logs provided? If not, need to consult with participant, no logs means team believes you are not attending)
- Sponsor located? (Remind client that needs to be done quickly to start step work)
- What step is he on?
- Any chips? Please have him bring them to court.

Programs:

- Any completions since last court review? If so, which program and what date?
- Any programs started since last court review? If so, which program and what date?
- Any reports (good or bad) from any of the programs that need to be addressed with participant?

Devices:

- What device is currently in use?
- Any violations on device? Photos reviewed?
 - Date(s) of violation
 - Details of violation: Positive? Skipped test(s)? When? Outside of window? By how much?

- Are the skips “true skips”, or are they late blows?
 - How late?
 - How long did client go between tests?
- Any discussion regarding violation during office visit?

Drug Testing:

- Any missed UA’s? Dilute samples?
- Any positives or admissions? What drug?
- Any discussion during office visit regarding missed UA or positive?
- Prior drug-related sanctions: for what infraction, when, and what sanction given?

Sanctions:

- Any sanctions today? Anything that needs to be addressed and sanctioned?
- What is the client’s sanction history?
- What is YOUR recommended sanction?

Incentives:

- Any incentives today? Anything positive to praise participant for?
- Are we celebrating any sobriety milestones? Certificate prepared?
- What is YOUR recommended incentive?

Promotions:

- Anyone eligible for promotion/ graduation or getting close?
- If so, has all required paperwork, etc. been completed by client?
- Is the certificate prepared?

Sheriff’s/ Case Managers Field visits:

- Please bring the sheriff’s visit report to Staffing
- Any field visits since last Court Review?
- Residing at address provided?
- Who is client living with? Are they supportive to client’s sobriety?
- Vehicles at residence? Installed interlock?
- Any evidence of alcohol?
- Anything concerning/alarming?
- Anything positive to report?

TEAM / CLIENT RATING SYSTEM

At Staffing, the each team member will rate each client on a scale of 0 – 2. After receiving team input, the judge gets the final say. At Court Review, ask the client to rate themselves. Inform the client of the team's ranking. Discuss the reasoning for the team's score. Keep a record of the team's and each client's rankings. Create individual graphs.

Possible Ratings:

0= Does not meet expectations

- No progress towards benchmarks
- Commitment to change is very low
- Hostile
- Disruptive in the program/process
- Refused to participate in activities/treatments
- Physical/verbal aggression
- Disrespectful towards others
- Used alcohol/drugs
- Engaged in illegal behavior
- Received a level 3 sanction or above

1= Meets some expectations

- Minimal progress on benchmarks
- Significant barriers still exist in reaching benchmarks
- Commitment to change is low or varied
- Attended interventions, but does not actively participate
- Received a level 1 or 2 sanction

2= Meets expectations

- Progressing appropriately on benchmarks
- Takes positive action towards sobriety
- Actively participates in treatment
- Seeks help and support from others
- Meets behavioral expectations
- Remains sober
- Remains crime free

SAMPLE STAFFING FORMS

S.O.B.E.R. COURT CASE STAFFING SUMMARY						
	Client:	[REDACTED]	Date:	1/8/2018		
	SPN/Case #:	[REDACTED]	Officer:	Vincent		
	Phase: 1	CSR Hours: 0/60	Events: 0/2	Sobriety Date:	11/7/2017	
	Intake Date:	12/13/2017		Referral method:	MRP	
ODL/TDL Status:			Suspension dates:			
Current Risk: Moderate		Current Needs: Moderate		Rating: 1		
Blow Protocol	5-8am, 11am-1pm, 3-5pm, 7-8pm, & 10pm-12am					
Treatment progress	Treatment Intake Assessment scheduled for 12/19/2017 and will start group on 01/08/2018					
Stage of Change / Question	1. Contemplation - Thinking about changing "How has your substance use contributed to you being in this program? and what behaviors do you think you need to do differently to remain sober?"					
Benchmarks accomplished towards phase advancement						
Barriers to services						
Interventions/Plan						
Infraction	Missed Blow Protocols: 01/03/18 (5-8am, blew at 8:10am); 01/02/18 (10-12am, no blow until next morning); 01/01/18 (3-5pm, blew at 5:30pm & 5-8am, blew at 10:50am); 12/31/2017 (5-8am, blew at 11:32am); 12/30/2017 (11am-1pm, blew at 3:29pm)					
Recommended response	Sanction: Judicial Admonishment Supervision Response: Remain on Blow Protocol and Cost Benefit Analysis Worksheet Treatment Response: Client to Start Treatment on 01/08/2018					
Goals						
Prior Court Reviews:	12/26/2017; Welcome to SOBER Court					
Additional Items to address with Client	ODL Paperwork					
Completion Date	Drug Test/Device					
Phase 1	Current Device	vehicle interlock		Date Ordered:	10/6/17	
Phase 2	Current Device			Date Ordered:		
Phase 3	Positive UA's					
Phase 4	Dilute UA's					
Residential	IOP/SOP		Boosters		DWI Edu/RO	



S.O.B.E.R. COURT CASE STAFFING SUMMARY

Client:	[REDACTED]	Date:	1/8/2018
SPN/Case #:	[REDACTED]	Officer:	Vincent
Phase: 3	CSR Hours: 60/60	Events: 2/2	Sobriety Date: 6/26/2017
Intake Date:	6/19/2017	Referral method:	new case

ODL/TDL Status: has ODL	Suspension dates:
Current Risk:	Current Needs:
	Rating: 2

Blow Protocol	Removed for Phase IV
Treatment progress	The Client successfully completed 46/46 Treatment Sessions on 10/17/2017 as well as Boosters on 12/20/2017
Benchmarks accomplished towards phase advancement	The Client has completed all required Phase III Benchmarks.
Stage of Change / Question	5. Maintenance - Ongoing practice of new, healthier behavior "What are you doing to keep from going back to the old way of doing things?"
Interventions/Plan	
Infraction	
Recommended response	Phase IV Promotion Review. The Client ran into a few issues with Diluted UA Specimens, but regained compliance and has maintained compliance since. The Client has always presented an amazing and pleasant attitude throughout the program even when faced with tough situations. The Client has been a helpful peer to those in her Treatment Class as well as her SOBER Sisters Group.
Incentive(s)	Wheel Spin
Prior Court Reviews	11/27/2017: Phase III Promotion, Rating 2/2; 11/13/2017: No Issues, 8 Hour CSR Voucher, Sobriety Milestone (Smths), 30 Hour CSR Voucher from Wheel Spin, Rating 2/2;
Additional Items to address with Client	The Client is currently working on obtaining her Personal Trainer Certificate and will be working at Saltwater Fitness as a Trainer, but has also applied at Planet Fitness and Anytime Fitness.

Completion Date	Drug Test/Device						
Phase 1	10/16/17	Current Device	vehicle interlock			Date Ordered:	
Phase 2	11/27/17	Current Device				Date Ordered:	
Phase 3		Positive UA's					
Phase 4		Dilute UA's	8/18/17	9/22/17			
Residential	NA	IOP/SOP	10/17/17	Boosters	12/20/17	DWI Edu/RO	NA

Stages of Change: Questions For DWI Court Clients

Below are the stages of change in addition to questions that you can ask individuals to assist you in determining at what stage individuals might be in the change process. In addition, following the questions, are action steps that might prove useful in engaging and empowering the person to move through the stages. You will not necessarily begin asking questions in stage one (1). Based on information already obtained, you may have a sense of what stage the person is in, and may choose to begin asking questions related to that stage to verify that the person is truly in that stage.

1) PRECONTEMPLATION STAGE

"IT ISN'T THAT WE CAN'T SEE THE SOLUTION. IT IS THAT WE CAN'T SEE THE PROBLEM."

Precontemplators usually show up in therapy because of pressures from others spouses, employers, parents, and courts. They resist change. When their problem comes up, they change the topic of conversation. They place responsibility for their problems on factors such as genetic makeup, addiction, family, society, destiny, the police, etc. They feel the situation is HOPELESS.

Questions to ask:

- How has your substance use contributed to you being in this program?
- Do you believe that you have a problem with substance abuse?
- Is there anything you would like to change about your alcohol/ drug use? If not, why? If so, what?
- If you were to change any of your alcohol/ drug use, what would you change?

ACTION STEP FOR TEAM: Provide information and feedback to raise the person's awareness of the problem and the possibility of change. Do not give prescriptive advice.

2) CONTEMPLATION STAGE

"I WANT TO STOP FEELING SO STUCK."

Contemplators acknowledge that they have a problem and begin to think about solving it. Contemplators struggle to understand their problems, to see its causes, and wonder about possible solutions. Many contemplators have indefinite plans to take action within the next few months.

"YOU KNOW THE DESTINATION, AND EVEN HOW TO GET THERE, BUT YOU'RE NOT READY TO GO YET."

It is not uncommon for contemplators to tell themselves that some day they are going to change. When contemplators transition to the preparation stage of change, their thinking is clearly marked by two changes. First, they begin to think more about the future than the past.

The end of contemplation stage is a time of ANTICIPATION, ACTIVITY, ANXIETY, and EXCITEMENT.

Questions to ask:

- If you're not satisfied with the way things have been and wanted to change one thing about your alcohol/ drug use, what might that be?
- What behaviors do you think you need to do differently to reduce/ eliminate your alcohol/ drug use?
- What would you like to do differently when you have had a few drinks and need to get somewhere?

ACTION STEP FOR TEAM: Help the person tip the balance in favor of change. Help him/ her see the benefits of changing and the consequences of not changing.

3) PREPARATION STAGE

Most people in the preparation stage are planning to take action and are making the final adjustments before they begin to change their behavior. Have not yet resolved their AMBIVALENCE. They still need a little convincing.

Questions to ask:

- What steps to sobriety have you made?
- Do you have a plan to help you make this change? If so, what does that look like?
- How will you know you have been successful in making this change?

ACTION STEP FOR TEAM: Help the person find a change strategy that is realistic, acceptable, accessible, appropriate and effective.

4) ACTION STAGE

This is the stage where people overtly modify their behavior and their surroundings. They make the move for which they have been preparing. This requires the greatest commitment of time and energy.

CHANGE IS MORE VISIBLE TO OTHERS.

Questions to ask:

- What behavior modifications are you working on now?
- How are you doing with this change?
- What are the things that are easy for you to change?
- What are the things that you've been finding to be a challenge?

ACTION STEP FOR TEAM: Support and be an advocate for the person. Help him/ her accomplish these steps.

5) MAINTENANCE STAGE

Change never ends with action. Without a strong commitment to maintenance, there will surely be relapse, usually to precontemplation or contemplation stage.

MOST SUCCESSFUL SELF-CHANGERS GO THROUGH THE STAGES THREE OR FOUR TIMES BEFORE THEY MAKE IT THROUGH THE CYCLE OF CHANGE WITHOUT AT LEAST ONE SLIP. MOST WILL RETURN TO THE CONTEMPLATION STAGE OF CHANGE. SLIPS CAN BE OPPORTUNITIES TO LEARN.

Questions to ask:

- What are you doing to keep the change going?
- What helps you to be so successful in maintaining the change?
- On a scale of 1 to 10, with 10 being the most confident and 1 not being confident at all, how confident are you that you will maintain this change over this next week?
- Does the change seem like it's permanent now? What makes you believe this?
- Do you still have to think about doing this the new way or does it feel pretty automatic, now?
- What are you doing to keep from going back to the old way of doing things?

ACTION STEP FOR TEAM: Help the person identify the possibility of relapse and identify and use strategies to prevent relapse.

6) RELAPSE

Most people experience relapse as they work to permanently change. It's more common to have at least one relapse than to not have one. The Stages of Change Model considers relapse to be a normal part of the process.

Questions to ask:

- When was your last relapse? What led to the relapse, and what are your plans for getting past it and avoiding another relapse?
- Has there been a time since your last relapse that you felt like relapsing but didn't? If there was, what kept you from using?
- What keeps you from having another relapse?

ACTION STEP FOR TEAM: Help the person holistically look at the situation. Reestablish the person's commitment to change. Avoid blame, review triggers and develop strategies to avoid recurrence.



Positive Behavior

Incentive Response Matrix

Step 1. Identify the **Behavior**

Easy	Moderate	Difficult
<ul style="list-style-type: none"> Compliance Attendance Report to UA Payment 	<ul style="list-style-type: none"> Health/Prosocial Employment Progress toward TX Goals Progress in TX Complete TX LOC 	<ul style="list-style-type: none"> Specific Target Abstinence Treatment Goals Completed

Step 2. Determine the **Response**

	Easy	Moderate	Difficult
Phase 1	Small	Medium	Large
Phase 2	Small	Medium	Large
Phase 3	Small		Medium
Phase 4	Small		

Step 3. Choose the **Incentive**

Small	Medium	Large
<ul style="list-style-type: none"> Verbal Praise Raffle Ticket Bus Pass ≤ \$10 Gift Card ≤ 1 day reduction of curfew 	<p><i>Any small or:</i></p> <ul style="list-style-type: none"> ≤ 3 day reduction of curfew Supervisor Praise Written Praise Positive Peer Board Certificate Voucher for _h CS Voucher for \$_ fees Letter Home 	<p><i>Any small, medium or:</i></p> <ul style="list-style-type: none"> Driving Privileges Certificate Travel Pass Reduction of Curfew

Treatment Response

	Phase 1	Phase 2	Phase 3	Phase 4
Single Event	<ul style="list-style-type: none"> Behavior Chain Cost/Benefit Analysis 	<ul style="list-style-type: none"> Behavior Chain Cost/Benefit Analysis 	<ul style="list-style-type: none"> Behavior Chain 	<ul style="list-style-type: none"> Behavior Chain
Continued Progress		<ul style="list-style-type: none"> Change in LOC 	<ul style="list-style-type: none"> Aftercare Fqcy Re-evaluate Pharmacological Interventions 	<ul style="list-style-type: none"> Aftercare Fqcy Re-evaluate Pharmacological Interventions

Supervision Responses

Phase 1	Phase 2	Phase 3	Phase 4
<ul style="list-style-type: none"> Change in Curfew Status 	<ul style="list-style-type: none"> Reduced Contacts Decreased ETG/UA Testing Reduction in Home Visits 	<ul style="list-style-type: none"> Reduced Contacts Decreased ETG/UA Testing Reduction in Home Visits Reduction in External Monitoring Devices Random Home Visits 	<ul style="list-style-type: none"> Reduced Contacts Decreased ETG/UA Testing

Inappropriate Behavior

Sanction Response Matrix

Step 1. Identify the Behavior

Low	Moderate	High	Very High
<ul style="list-style-type: none"> Non-compliance Late for Scheduled Event Failure to Complete Assignments 	<ul style="list-style-type: none"> Risky Unexcused Absence Tamper w/ External Device Tamper w/ UA Failure to follow download procedures 	<ul style="list-style-type: none"> Unhealthy Alcohol Use Drug Use 	<ul style="list-style-type: none"> Criminal Arrest

Step 2. Determine the Response

	Low	Moderate	High	Very High
Phase 1	Level 1	Level 2	Level 3	Level 4
Phase 2	Level 1	Level 2	Level 3	Level 4
Phase 3	Level 2	Level 3	Level 4	Level 5
Phase 4	Level 3	Level 4	Level 5	Level 5

Step 3. Choose the Sanction

	Level 1	Level 2	Level 3	Level 4	Level 5
CSR	≤ 4 hrs	≤ 8 hrs	≤ 16 hrs	≤ 32 hrs	≤ 40 hrs
House Arrest	≤ 24 hrs	≤ 72 hrs	≤ 5 days	≤ 7 days	≤ 15 days
Curfew	≤ 3 days	≤ 5 days	≤ 7 days	≤ 10 days	≤ 15 days
Driving Restriction		≤ 3 days	≤ 5 days	≤ 7 days	≤ 15 days
Jail				≤ 3 days	≤ 7 days
Other				Review Placement	Termination

Treatment Responses

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> Behavior Chain Cost/Benefit Analysis Skill Development Thought Restructuring Disapproval Homework/Practice Thinking Report 	<i>Level 1 plus:</i> <ul style="list-style-type: none"> LOC Review 	<i>Level 1, 2, plus:</i> <ul style="list-style-type: none"> SCRAM Sober-Link Referral Medication Eval Treatment Team Review 	<i>Level 1, 2, 3, plus:</i> <ul style="list-style-type: none"> Re-Assessment 	

Supervision Responses

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> ≤ 3 additional report days Official Letter in File 	<ul style="list-style-type: none"> ≤ 5 additional report days Home Visit Curfew 	<ul style="list-style-type: none"> ≤ 7 additional report days Home Visit Increase ETG/UA Test Contingency Contract External Monitor Device Additional Court Report Case Conference 	<ul style="list-style-type: none"> ≤ 3 additional report days Contingency Contract External Monitor Device Case Conference Curfew 	

EFFECTIVE DISAPPROVAL

- “I really disappointed that you ____ (describe noncompliant behavior) ____
 - Because (describe WHY the behavior was harmful for the client) .”
- “Right now, how do you think this behavior has or could hurt you?”
- “Can you see where continuing the behavior might cause any problems for you down the road?”
- “Let’s discuss what you could have done instead, and how that would have looked.”
(Guide client to express his thoughts and ideas about his behavior.)
- “You have to _____ (INSERT PUNISHMENT) _____ for this behavior.”
- “I am confident that you are able to turn this around (OPTIONAL: “with the help of _____”) and when you come back next time, I want to hear how about how well you are doing.”

EFFECTIVE REINFORCEMENT

- “I really liked how you (describe compliant behavior)
 - Because (describe WHY the behavior was good for the client) .”
 - Add verbal affirmation, acknowledging client’s efforts:
“You should be proud of yourself; I know you have worked hard to change.”
- “Right now, how do you think this behavior has, or will, help you?”
- “Can you see where it might have any long term benefits for you?”
- “I’m going to give you a _____ (INSERT REWARD) _____ for this behavior.
- I’m really proud of you. Keep up the great work!”

