

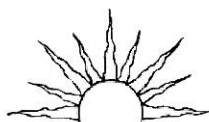


## Participant Handbook



**Family  
Recovery  
Program**

A Maryland Opportunity Compact



## New Beginnings

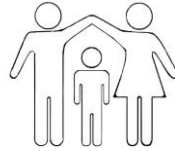


|    |                          |
|----|--------------------------|
| 04 | Welcome                  |
| 05 | What You Can Expect      |
| 06 | <b>Rules</b>             |
| 09 | Incentives               |
| 10 | Consequences             |
| 12 | <b>Tracks</b>            |
| 17 | Year End                 |
| 18 | Graduation               |
| 18 | Unsuccessful Discharge   |
| 19 | Mandatory Discharge      |
| 19 | Administrative Discharge |

A referral into the Family Recovery Program is the beginning of a new day, a new opportunity. FRP believes that you should have the opportunity to start a new life of recovery and a new sober and safe life with your family.



**Soaring with Sobriety**



**Recovering Families**



The Family Recovery Program provides every opportunity for you to become free from your addiction. Each service offered by FRP is designed to help you right away. We work hard to ensure that you will be able to soar with your recovery and reach the highest goals possible!

The Family Recovery Program believes that every child should have the opportunity to live in a safe and permanent home as quickly as possible. Each effort by FRP is designed to allow your child to be returned to your care.

## **Welcome**

Thank you for choosing to enter the Family Recovery Program, also known as “FRP.” This program is different than other programs you may have participated in before. FRP’s main goal is to keep your child out of the foster care system. The most important place where your child should be, is with you - the parent. As a result, FRP will work with you, closely, to provide you every opportunity to have your child returned to your care. Simply by being in FRP, you are twice as likely to be reunified as by not being in FRP.

We understand drug and alcohol addiction, recovery, and how to live a life of sobriety. Your FRP Case Manager is a certified substance abuse counselor, which means that they are the most qualified person to refer you to the appropriate treatment modality. Additionally, your FRP Case Manager will monitor your treatment progress so that you may receive additional services right away. Your case manager will document all of your efforts and report what you are doing to all the key persons involved in your child’s foster care case: the Court, DSS Case Worker, your lawyer, and your child’s lawyer. Everyone will know that you are working hard to have your child returned to your care.

# What You Can Expect

While in FRP, you should expect:

- Honesty and integrity from all FRP staff;
- Being able to talk with the Judge one-on-one;
- Enter into treatment within 24 hours of assessment;
- Success Portfolios – Each Participant is given a plastic portfolio with a Participant Handbook, calendar, and informative documents to help begin the program;
- Ability to access many different services:
  - Supportive Housing
  - Transportation Assistance
  - Mental Health Services
- Incentives as you progress in the program:
  - Child items
  - Household items
  - Beautification items

## Rules

Each time you go to Court, the Judge will evaluate your compliance with the program rules. You will either receive a Good, Fair, or Poor compliance grade. If you follow the rules, you will receive a Good Compliance grade, and move to higher Tracks, go to court less, have less rules to follow, and eventually may be able to have your child returned to your care.

If you do not follow the rules, you will receive a Poor Compliance Grade and be demoted to lower Tracks, have more rules added, and it will take longer for your child to be returned to your care.

And if you stop participating in the program, your child's case may move to a different plan like adoption or custody to a relative.

**Attendance.** You must attend all meetings and appointments, and participate fully in FRP Court Hearings. You must follow your Recovery Service Plan and attend:

- Weekly face to face sessions with your FRP Case Manager;
- Drug treatment sessions;
- 12-Step<sup>1</sup> or support group meetings;
- Drug tests by FRP, your treatment provider, housing provider, and any other agency;
- Court Hearings; and
- Other programs referred by your Case Manager.

**Do not use Addictive Substances.** You may never use illicit drugs, alcohol, or non-prescribed medications. If you are taking any over-the-counter or prescribed medications, you must give your Case Manager a list for approval.

**Recovery Services Plan.** Your Recovery Services Plan will list all of the rules and goals that are

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<sup>1</sup> FRP refers to NA, AA, and any other support groups that do not have religious affiliation.

specific to your personal recovery that was created by you and your Case Manager. You must follow the rules, and work to attain the goals created in your Recovery Services Plan, like how often you contact your Case Manager, where you go to treatment, how often you attend treatment sessions, how often you attend support groups, and how often you take drug tests.

**Update FRP Contact Information.** You must always update your FRP Case Manger and the Court of your current address, phone numbers, and any other contact information. If you are incarcerated, try to notify FRP of your incarceration.

**Follow Rules of other Programs.** You will be referred to many different programs by FRP. You must follow the rules of treatment providers, housing providers, and any other service provider. Failure to follow the rules of other services referred by FRP may result in non-compliance.

**Appearance.** Appropriate clothing is expected at all times. Sunglasses and baseball hats are not allowed inside the courtroom. If you need assistance in appropriate clothing for court, please let us know and we will try to help. Cell phones and pagers must be turned off in the courtroom.

**Behavior** The following actions are not tolerated towards staff or participants and participants guests:

- Violence or threats,
- Possession of any type of weapon, or
- Inappropriate sexual behavior or harassment.

This behavior can lead to your removal from our program.

**Office Hours.** FRP is open from 8:30 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. The office is closed on most major holidays and we follow the inclement weather closure schedule for Baltimore City Circuit Courts.



# Incentives

While in the Family Recovery Program, you will be rewarded with good compliance in many ways. FRP recognizes that you are concentrating on two ultimate goals, recovery and reunification with your children. With each step you make towards continued recovery and reunification, FRP will be here to congratulate you on these wonderful accomplishments.

**The Market Place.** The incentives given by the Family Recovery Program come from our incentive store located on the second floor in our building. The Incentive Store has items that you are able to select for yourself depending on your needs and wants. These items range from basic hygiene items to baby items, to DVD players. If there are incentives you would like to see in the Market Place, please let your case manager know and we will make every attempt to include it in the Market Place.

**Sober Recognition.** FRP recognizes and rewards your achievements in sobriety by issuing Market Place vouchers and recognition certificates for achieving 30, 60, 90, 120, 180, 270, and one year of sobriety.

**Reunification Package.** When you are reunified with your child, you will receive a congratulatory package of gifts from FRP that you select for your child.

**Housing Package.** When you move into your own permanent housing, you will receive a congratulatory house warming package from FRP.

## Consequences

You are expected to follow the rules given by the Judge, case manager, and those listed on page 2 of this manual. Sanctions are imposed for any rule infraction. Anyone involved in FRP or your child’s CINA case may recommend a consequence to the Judge, and the Judge decides when to impose a sanction. Below is a chart that lists the sanctions that may be imposed.

| INFRACTION   | SANCTION  |
|--|---|
| New arrest and charge for distribution or possession             | Loss of track and/or community service  |
| Pattern of being late to treatment and/or court                  | Writing assignment, community service, case to be called at the end of the court docket |
| Positive Drug Test, Failure to Test, or No Show for drug testing | Track reduction and increase in urine testing or Behavior Contract                      |
| Treatment Program rule infraction                                | Writing Assignment or Community Service   |

|  |   |
|--|---|
| Unexcused absences from FRP and/or Treatment   | Increase in court attendance or Behavior Contract   |
| Failure to submit attendance of NA meetings (or similar support group meetings)                | A graduated series of sanctions will apply:<br>1 <sup>st</sup> week – writing assignment imposed by the case manager;<br>2 <sup>nd</sup> week – 3 hours of community services imposed by FRP;<br>3 <sup>rd</sup> week – Compliance Reduction. |
| Failure to complete a consequence  | Track Reduction or Community Service  |
| Violation of a court order regarding treatment attendance or unexcused absences from FRP Court | Track Reduction and/or advancement of the child's CINA Hearing; Increase in court attendance or Show Cause/Body Attachment or Behavioral Contract   |

Other listed consequences can be used at any point during the program. All additional consequences will be initiated and monitored by your case manager.

1. Increased frequency of drug testing,
2. Community Service,
3. Meeting with your DSS case worker and FRP Case Manager,
4. Reassessment for more intensive treatment.

# Tracks

The Family Recovery Program participation levels are divided into the following five Tracks. Each track has specific rules to follow. Below are the general rules you must follow for each track, but the Judge may make changes to these rules for your case, which will be on your Recovery Service Plan.

## Introductory Track

The Introductory Track is the first FRP track.

**Requirements:** Participants must:

- Complete: first drug test, Intake information, and Recovery Services Plan;
- Attend the treatment facility directed by your FRP Case Manager and Recovery Services Plan;
- Maintain communication with your Case Manager as directed; and
- Attend FRP Court as scheduled and receive the welcome speech by the Judge.

**Advancement.** Participants are advanced to Track A immediately after attending their first FRP Court Hearing.

## **Track A**

**Requirements:** All Track A Participants must:

- Appear and participate in all FRP Court Hearings as scheduled;
- Attend Treatment and follow treatment program rules and requirements;
- Submit to random drug testing as required;
- Communicate with your Case Manager as directed;
- Attend 12-Step/Support meetings as recommended;
- Comply with Recovery Services Plan; and
- Comply with Court Orders and sanctions.

**FRP Court Hearings Frequency:** Track A Participants are required to attend FRP Court Hearings every week for the first six weeks. If you are doing well in the program, the Judge may reduce Court Hearings to once every two weeks.

**Advancement:** Participants are advanced to Track B if they have been:

- Attending Court regularly,
- Good or Fair for six consecutive court appearances,
- Compliant with sanctions, and
- No positive drug test results.

## **Track B**

**Requirements:** All Track B Participants must:

- Appear and participate in all FRP Court Hearings as scheduled;
- Attend Treatment and follow treatment program rules and requirements;
- Submit to random drug testing as required;
- Communicate with your Case Manager as directed;
- Attend 12-Step/Support meetings as recommended;
- Comply with Recovery Services Plan; and
- Comply with Court Orders and sanctions.

**FRP Court Hearings Frequency:** Track B Participants are required to attend FRP Court Hearings once every three weeks.

**Advancement:** Participants may advance to Track C if they have been:

- Attending FRP Court Hearings as scheduled,
- Good or Fair for three consecutive court appearances,
- Compliant with sanctions, and
- No positive drug test results.

## **Track C**

**Requirements:** All Track C Participants must:

- Appear and participate in all FRP Court Hearings as scheduled;
- Attend Treatment and follow treatment program rules and requirements;
- Submit to random drug testing as required;
- Communicate with your Case Manager as directed;
- Attend 12-Step/Support meetings as recommended;
- Comply with Recovery Services Plan; and
- Comply with Court Orders and sanctions.

**FRP Court Hearings Frequency:** Track C Participants are required to attend FRP Court Hearings once every four weeks.

**Advancement:** Participants may advance to Track D if they have been:

- Attending FRP Court Hearings regularly,
- Good or Fair for three consecutive court appearances;
- Compliant with sanctions; and
- No positive drug test results for four weeks prior to track advancement.

## **Track D**

**Requirements.** All Track D Participants must:

- Appear and participate in all FRP Court Hearings as scheduled;
- Attend Treatment program and follow treatment program rules and requirements;
- Submit to random drug testing as required;
- Communicate with your Case Manager as directed;
- Attend 12-Step/Support meetings as recommended;
- Comply with Recovery Services Plan; and
- Comply with Court Orders and sanctions.

**FRP Court Hearings Frequency:** Track D Participants are required to attend FRP Court Hearings once every six weeks.

**Advancement:** FRP Graduation Ceremony!!



## Year End

The Family Recovery Program is a year-long, intensive program. During your program year, you will have the opportunity to gain skills so that you may continue to care for your child. You will be referred to multiple services to enrich and support your life. Many participants end their time with FRP having their own housing, jobs, education, and other children that were in the foster care system finally returned.

**Continuing Care Plans:** From the start with us, you should be working with your FRP Case Manager in developing your Continuing Care Plan. The Continuing Care Plan will be geared specifically to your progress upon exiting FRP. Whatever services you need at the end of your time with FRP will be listed with enough information so that you may continue your success.

**Alumni/Support Groups.** FRP has had many successful Participants who hold monthly meetings at the FRP offices after they finish the program. These Alumni Meetings allow you to network with other parents and support each other.

# Graduation

Leaving FRP as a Graduate is an amazing accomplishment and FRP rewards your success in a ceremony, reception, incentives. You may graduate from FRP if before your end date you have over 120 consecutive days with:

- No positive drug tests;
- No missed treatment sessions; and
- Good compliance reports.

All FRP participants are encouraged to contact FRP after the year-end for updates and help if struggling in sobriety or experiencing a crisis.

# Unsuccessful Discharge

If you are not compliant with the FRP rules, or stop participating in the program, then you will face a series of sanctions that may ultimately end in an unsuccessful discharge. Unsuccessful discharges will prevent your child from going back to your care and will keep your child in the foster care system longer. We will work with you to make sure this does not happen. If you feel that you may stop participating, talk with your Case Manager, Attorney, and the Judge.

You will be discharged unsuccessfully if you are not participating in the program.

## **Mandatory Discharge**

FRP is an opportunity to help you reunify with your child. However, FRP does not tolerate certain acts that are detrimental to the Program and other participants. Below are acts that will result in your automatic removal from the program:

- Violent conduct with FRP Participants or FRP staff;
- Sexual misconduct with FRP Participants; or
- Any other conduct that may jeopardize another FRP Participant's progress or well-being.

## **Administrative Discharge**

There are times when FRP must discharge you from the program, even though you are in "good compliance". In these instances, FRP will do everything we can to place you in treatment and provide services so that you will continue in your recovery and plans to reunify with your children. These instances are when:

- Your case was referred in error, or you did not meet the eligibility criteria at time of Referral;
- Custody and Guardianship has been issued; or
- Your child's case was transferred to a different county.

# Housing

You may be eligible to receive housing assistance if you have housing issues. Each housing program is different, some lasting 30 days, and some lasting 5 years. All housing is supportive housing, which means that there are rules and services to support you in recovery and help you stay clean.

**Baltimore Area Association of Supportive Housing -“BAASH” Housing.** This supportive housing is available for short term periods, but is available immediately. These programs are usually sober and safe homes, where you can live for up to three months.

**Port Recovery.** This supportive housing is available for short and long term periods, and is available immediately. This program provides you a room in a beautiful house for you and your child. Port Recovery is a tight community that offers a lot of support. Parents must be able contribute a portion of the costs to live in this program.

**Dayspring Shelter-Plus Care.** This supportive housing program is available to those that have their children reunified, or will be reunified within 30 days. This program will give you your own Section 8 House, where you and your family can live for up to 5 years. After 5 years, parents generally move into their own permanent housing.

**Lanvale (“Rutland”).** This supportive housing program is available to single women who have a minimum of six months of sobriety.

**Women’s Housing Coalition.** This permanent housing program is available only to women who have their children reunified, or will be reunified within 30 days. This program will give you your own, permanent, site-based Section 8 apartment or house.

## **Drug Testing**

FRP utilizes an observation drug testing protocol. You must submit to all drug testing required by your FRP Case Manager and the Court. You are expected to be ready to test at all scheduled appointments and random drug testing dates. You may also be required to test at the Case Manager’s discretion.

FRP staff shall wait up to 30 minutes, if necessary, for you to test.

**Results from Drug and Alcohol Tests:**

**Negative Tests** – If there are no traces of alcohol or substances, then this is a negative test and you may be eligible for incentives.

**Positive Test** – If your test results indicate alcohol and/or substances present, then this is a positive drug test. All positive tests are immediately sent for

confirmation by GC/MS analysis. If the substance is for alcohol, illegal substances, non-prescribed medication, and misuse of prescribed medication, then you will receive a Poor Compliance and be subject to Court sanctions like: Track Demotion, increase in drug tests, increase in Court Hearings, different types of treatment, and behavioral contracts.

Failure to Test – If you do not submit to a random drug test or as requested by your FRP Case Manager or the Court, then the test will be considered a Positive Test and you will be subject to the consequences of Positive Tests listed above.

A no-show for a random drug test, or a scheduled drug test requested by your Case Manager, will result in a report of non-compliance to the court, social worker, and attorneys.

## **Support Group Meeting Attendance**

While in FRP you will be expected to participate in support groups regularly. Signed verification forms showing that you have attended meetings must be dropped off or faxed to the FRP office by the end of the reporting period. Each sheet submitted must be signed by you at the bottom of the sheet.

## **Grievance Procedure:**

Every Participant who has a grievance with FRP staff, contracted FRP staff, or programming, has a right to a review by the following procedure:

1. FRP Program Supervisor. If the matter is not resolved within ten (10) business days, the matter will be referred to;
2. FRP Program Executive Director. If the matter is not resolved within ten (10) business days, the matter will be referred to;
3. FRP Presiding Judge. The Judge has the final say in relation to matters surrounding FRP.

## **Other Rights:**

All treatment is voluntary and each participant has the right to refuse a referral to treatment.

FRP complies with 42 CFR, Part 2 and Article 7 (commencing with Section 5323 of Subchapter 2, Part 1 of Division 5 of Welfare and Institution Code).

No one is refused services or discriminated against on the basis of ethnic group identification, religion, age, sex, color, physical or mental disability, or the inability to pay for treatment. Our facility is 504 accessible.

All participant information and records are confidential and subject to state and federal law. Information will only be released with written consent from the participant.

To be accorded dignity in contact with staff, volunteers, and community agency partners.  
To be free from verbal, emotional, physical abuse and/or inappropriate sexual behavior

All FRP staff and contracted agency staff are expressly forbidden to have sexual relations with active participants.



## **Frequently Asked Questions**

***Q: Why should I be a part of the Family Recovery Program (FRP)?***

A: This program was created to help reunify families and provide general supportive assistance to families in need.

***Q: What is expected of me?***

A: It is expected that you appear and participate in FRP court as scheduled; attend substance abuse treatment intake and sessions; submit to weekly drug testing and regular (weekly) contact with Family Recovery Program Case Managers; comply with court orders; and attend CINA hearings.

***Q: Who is the Judge that will be hearing my progress?***

A: Judge Robert Kershaw.

***Q: What time do I have to be in court?***

A: You are required to be in court at 9:30 a.m. Court will begin shortly after that.

***Q: How often will I be in court in the beginning?***

A: You will be in court every Friday in the beginning. Your court appearances will decrease as you move from Track A through Track D.

***Q: What do the “Tracks” mean?***

A: Our track system is a way that we measure your progress. In the beginning of our program, you will be in an Introductory track while you are getting

adjusted to the program. As you progress, you will possibly be promoted from Track A through Track D. Each promotion signifies your progress and decreases the amount of times that you have to see the Judge and submit urine samples.

***Q: How will I know the date of my next Family Recovery Program court hearing?***

A: After your case is heard you will receive documents from the clerk that have all information pertaining to what happened that day in court and the date for your next court appearance.

***Q: Who do I call if I can't come to court?***

A: You must contact your Case Manager or their Supervisor at the Family Recovery Program. Please speak directly with someone rather than leave a message.

***Q: What are the office hours?***

A: Monday thru Thursday, 8:30 a.m.-5:00 p.m. and on Friday from 8:00 a.m. until 4:00 p.m.

***Q: How do I find answers to questions that I have about DSS?***

A: First, start with your Case Manager. If you still need additional information, there is a DSS Attorney and DSS Liaison at court every Friday.

***Q: How do I complete this program?***

A: You will meet with your Case Manager and complete a Recovery Services Plan. This plan will be your guide for working through this program.

You and your Case Manager will meet regularly to discuss and update the form. The program lasts for one year and you are expected to actively participate in the program.

***Q: How do I get help with things like transportation and housing?***

A: Meet with your Case Manager and let him/her know what your needs are. They will help you to the best of their ability.

***Q: When you say housing, what can I really get?***

A: We have access to transitional housing, recovery houses and referrals to permanent housing.

***Q: How soon will I be reunified with my child?***

A: Reunification is decided by the team that is working on your case. There is no set answer as every case differs. Staying sober and progressing through FRP is the best way to become reunified.

***Q: Is the Family Recovery Program a drug treatment program?***

A: No, we are case managers who help you work on reconstructing your life so that reunification is possible. FRP will refer you to treatment the day you are assessed.

## NOTES

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## What's next?

We are excited to have you as a part of our program. Today you will meet with a member of the FRP staff who will have you sign releases of information so that we may begin to create a plan for you. Once you have signed the forms please place a check in the associated box below. These checks and your signature below acknowledge to us that;

1. \_\_\_\_\_ I have received and reviewed this manual.
2. \_\_\_\_\_ I have met with an FRP staff person.
3. \_\_\_\_\_ I have signed releases of information.
4. \_\_\_\_\_ I have read, understand, consent, and agree to abide by the rules of the Family Recovery Program.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Final Thoughts.....

Here are some tips for success that have been provided by the FRP Alumni Group.

**Tips from us to you**

Believe in yourself

Be the best you can be

Stay open for suggestions

Stay still

Communicate with the people in your process

Don't focus on others before yourself

Don't compare situations

Build a positive and supportive network

Take it one day at a time

## **Important Numbers**

**FRP CASE MANAGER:** \_\_\_\_\_

239 N. GAY STREET

SUITE 300R

BALTIMORE, MD 21202

410.605.0492

### **DEPARTMENT OF SOCIAL SERVICES**

**CASE WORKER:** \_\_\_\_\_

**PHONE :** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

### **LAWYER:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

### **CHILD'S LAWYER**

**AGENCY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_