

**BERKS COUNTY COURT
OF
COMMON PLEAS**



**DUI TREATMENT COURT
POLICY AND PROCEDURE MANUAL
Revised March 2018**

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MISSION STATEMENT

The mission of the Berks County DUI Treatment Court Program is to integrate substance abuse / mental health treatment with the justice system for the promotion of public safety, individual responsibility, and reduction of drug/alcohol related recidivism. Further, the Berks County DUI Treatment Court Program provides a judicially supervised regimen of individualized treatment, case management, and intensive supervision to the chemically-involved offender through a coordinated interdisciplinary approach that treats the addiction while protecting public safety.

TEAM MEMBERS

Court of Common Pleas – The Honorable Judge Eleni Dimitriou Geishouser, Presiding Judge
Treatment Court Coordinator – Jessica Bodor – Assistant Chief Probation Officer
Berks County Adult Probation and Parole – Sasha Becker – Probation Officer
Berks County Adult Probation and Parole – Julie Kirlin – Probation Officer
Berks County District Attorney’s Office – Cory Chwiecko – Assistant District Attorney
Berks County Public Defender’s Office – Keith McConnell – Public Defender
Pretrial Services – Jason Mensch - Director
Treatment Access Services Center – Melani Calabria – IPP Evaluator
Pennsylvania Counseling Center – Jorge Acevedo – Therapist
Berks Counseling Center – Richard Washington – Therapist
Berks Counseling Center – Melanie Wills – Therapist

Each team member agrees to carry out the daily tasks involved in planning and monitoring operations of this DUI Treatment Court Program. Furthermore, the group will conduct staffings for the DUI Treatment Court Program and will also meet outside the court setting to review operations and discuss modifications to the policies and procedures of this program.

GOALS AND OBJECTIVES

Goal 1: To provide early screening, assessment, and court interventions.

Objectives:

- Applicants will have legal screening to determine program eligibility within 20 days application as measured by the Berks County DUI Treatment Court management information system.
- Applicants determine to be eligible for the program following legal screening, will receive a clinical evaluation, substance abuse and mental health treatment recommendation and referral within 45 days of application as measured by the Berks County DUI Treatment Court management information system.
- Participants will be accepted into the program within 60 days of application.

Goal 2: To provide intensive court supervision, individualized substance abuse and/or mental health treatment and case management services to promote and maintain an appropriate level of daily functioning, an abstinence-based lifestyle and address ancillary needs.

Objectives:

- All active DUI Treatment Court participants will receive intensive treatment court supervision including regular court appearances, contact with DUI Treatment Court probation officer, and progressive sanctions for non-compliance as measured by the Berks County DUI Treatment Court management information system.
- All active participants will receive substance abuse and mental health treatment, as measured by treatment provider verification reports.
- All active participants will receive case management services and establish an individualized service plan to address areas of life stress, as measured by case management reports.
- All of the participants who complete the program will have a long-term recovery plan.
- All of active, unemployed program participants determined to be employable, but who have no marketable skills, will participate in educational services to facilitate employment, as measured by educational verification reports submitted by the DUI Treatment Court probation officer.
- All participants who complete the program will be abstinent for a period of at least 60 immediately prior to commencement for the program as measured by client self-reports, collateral contacts, and/or urinalysis testing.
- At discharge, 70% of the participants with substance abuse problems who do not complete the program will have reduced frequency of alcohol or drug use as measured by client self-reports collateral contacts, and/or urinalysis testing.
- At discharge, at least 60% of participants with a mental health disorder will exhibit a reduction of psychiatric symptoms as measured by treatment progress as determined by the primary therapist.

- All participants who complete the program will be employed or engaged in educational pursuits, or if unable to work or attend school, engage in productive, therapeutic activities, as measured by employment/ education verification reports or treatment / case management progress reports submitted by the DUI Treatment Court probation officer, case manager or treatment providers.
- All the participants who complete the program will reside in stable housing, as measured by housing verification reports submitted by the Treatment Court probation officer / case manager.
- 75% of program participants will complete the program successfully.

Goal 3: To enhance public safety by reducing recidivism of participants.

Objectives:

Note: The term “re-arrest” as used in Objectives 1 through 3, shall also mean “commitment to Berks County Jail System as a probation or parole violator

- No more than 25% of the participants who graduate from the program will be rearrested for an offense within one year post graduation.
- No more than 15% of the participants who graduate from the program will be rearrested for a felony within one year post graduation.
- No more than 25% of the participants will be rearrested for any offense while participating in the program.

Goal 4: To reduce the prison population of the Berks County Jail System

Objective:

- Reduce the number of jail days served by program participants by 20% as compared to the number of days served by non-participant control group.

Goal 5: To demonstrate cost savings to the County.

Objectives:

- To reduce jail costs by reducing the number of jail days served by program participants on their current charge.
- To reduce treatment costs by reducing program participants current need for residential inpatient treatment
- To reduce treatment costs by reducing program participants current need for Transitional Housing stays.
- To reduce jail, treatment, and other related criminal justice system costs by reducing recidivism, multiple relapses, and future readmissions among program participants.

COURT STRUCTURE

The Berks County DUI Treatment Court Program operates within a post-conviction model. The Berks County DUI Treatment Court Program is also open to taking people who are currently under the supervision of the Berks County Adult Probation and Parole Office for a DUI offense that have violated their probation or parole. In these cases their Probation Officer would refer them to a DUI Treatment Court officer and then have their attorney of record fill out an application for the program. Once the application is reviewed and accepted the person would sign the Treatment Court agreement and begin participating in the program in lieu of a violation of their Probation/Parole.

The Ten Key Components of Drug Courts and the Ten Guiding Principles of DUI Courts, as established by the National Association of Drug Court Professionals and the National Drug Court Institute, for the foundation and structure of this court:

- Drug courts integrate alcohol and other drug treatment services with justice system case processing.
- Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
- Eligible participants are identified early and promptly placed in the drug court program.
- Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
- Abstinence is monitored by frequent alcohol and other drug testing.
- A coordinated strategy governs drug court responses to participants' compliance.
- Ongoing judicial interaction with each drug court participant is essential
- Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
- Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
- Forging partnerships among drug courts, public agencies, and community based organizations generates

ELIGIBILITY CRITERIA

The Berks County DUI Treatment Court Program is a post-adjudication program that requires the offender to enter a guilty plea to his/her charges.

Entry into the program is voluntary and the offender must want to participate and follow all the terms and conditions of the program. Participant entry is also based on eligibility criteria. The Berks County DUI Treatment Court Program follows the guidelines set down by the Pennsylvania Commission on Sentencing for a sentence to County Intermediate Punishment.

The Berks County DUI Treatment Court Program primarily targets second and third time DUI offenders with a serious alcohol abuse problem or issues of drug dependence. The offender must meet with the DUI Treatment Court Probation Officer and then receive a Court Reporting Network (CRN) Evaluation and a further Drug and Alcohol Evaluation with Treatment Access Services (TASC) or obtain an evaluation through their private insurance provider at one of the DUI Treatment Courts Preferred Treatment Providers (Please see list in forms section of this manual). They must also submit to a Risk and Needs Triage where they must fall into one of three categories; high risk/high needs, low risk/high needs, high risk/ low needs. After these assessments are completed the offender must begin treatment (please refer to the Treatment Protocol section of this manual)

To better define its participants and give specific eligibility criteria for this program, the Berks County DUI Treatment Court uses the following criteria to determine its eligible participants.

- Participant must demonstrate an internal willingness to not only participate in the program but to make significant lifestyle changes;
- Must be a resident of Berks County for at least 90 days prior to application is made, and;
- Participant must be 18 years of age or older, and;
- Must have private insurance or meet criteria for funding through TASC, and;
- Second DUI Offenses with a blood alcohol content of .10 or above
- Third DUI Offenses

EXCLUSIONARY FACTORS FOR DRUG TREATMENT COURT

1. Offenders are considered ineligible if there are any unresolved out of county or out of state charges. It is the responsibility of the offender's counsel to resolve any pending out of county charges or out of state charges before offenders can be accepted into the program. This also includes anyone who is currently on State Parole.
2. Participants who have been previously terminated from Drug Treatment Court as a result of program violation(s) or have previously successfully completed the program may not be considered eligible for future participation.
3. The Berks County District Attorney's Office will review the offenses pertaining to each referral made to the program. Certain offenses are automatically excluded from the program:
 - a. Individuals presenting a history of present or past violent behavior;
 - b. Individuals who possess/use a weapon in the commission of any offense;
 - c. Individuals facing present charges, or with a prior conviction of the following offenses, including attempt/solicitation/conspiracy to commit:

Personal Injury Crimes

Title 18, Chapter 25 (Criminal Homicide)
Title 18, Chapter 27 (Assault and Related Offenses)
Title 18, Chapter 29 (Kidnapping and Related offenses)
Title 18, Chapter 31 (Sexual Offenses)
Title 18, Chapter 33 (Arson and Related Offenses)
Title 18, Chapter 37 (Robbery and Robbery of a Motor Vehicle)
Title 18, Chapter 49, Subchapter B (Relating to Victim and Witness Intimidation)

18 Pa.C.S. §3502 (Burglary, when graded as a felony of the first degree)
18 Pa.C.S. §3922 (Theft by Deception, where the victim is over sixty years of age)
18 Pa.C.S. §3923 (Theft by Extortion)
18 Pa.C.S. §4302 (Incest)
18 Pa.C.S. §4304 (Endangering the Welfare of Children)
18 Pa.C.S. §4915.1 (Failure to Comply with Megan's Law)
18 Pa.C.S. §5121 (Escape)
18 Pa.C.S. §5510 (Abuse of Corpse)
18 Pa.C.S. §5511 (Cruelty to Animals)
18 Pa.C.S. §5512 (Relating to Lotteries)
18 Pa.C.S. §5513 (Relating to Gambling and Related Offenses)
18 Pa.C.S. §5901 (Open Lewdness)
18 Pa.C.S. §5903 (Obscene Materials)
18 Pa.C.S. §6301 (Corruption of Minors)
18 Pa.C.S. §6312 (Sexual Abuse of Children)
18 Pa.C.S. §6318 (Unlawful Contact with Minor)
18 Pa.C.S. §6320 (Sexual Exploitation of Children)

18 Pa.C.S. Chapter 76, Subchapter C (Internet Child Pornography)
42 Pa.C.S. §9712.1 (Sentences for Certain Drug Offenses Committed with Firearms)
42 Pa.C.S. §9799 et seq. (Relating to Megan’s Law Violations)

d. Individuals with pending charges or prior convictions under the Motor Vehicle Code as follows:

75 Pa.C.S. §3802 (Relating to Driving Under the Influence of Alcohol in cases involving Bodily Injury) or the former statute, 75 Pa.C.S. §3731
75 Pa.C.S. §3732 Homicide by Vehicle
75 Pa.C.S. §3732.1 Aggravated Assault by Vehicle
75 Pa.C.S. §3735 (Relating to Homicide by Vehicle While Driving Under the Influence)
75 Pa.C.S. §3735.1 (Relating to Aggravated Assault by Vehicle While Driving Under the Influence)
75 Pa.C.S. §3742 (Relating to Accidents Involving Death or Personal Injury)
35 Pa C.S. §780-113 Delivery of a Controlled Substance

RECONSIDERATION PROCESS

The Berks County DUI Treatment Court will consider all appropriate referrals on a case-by-case basis. During the consideration process, a myriad of factors are considered. Major emphasis is placed upon the offense as charged, nature of the offense, prior record and likelihood of success. This information is derived from police reports, criminal history inquires, contacts with arresting officers and previous probation/parole records.

If a relevant party to the offender’s case (attorney, judge, treatment provider, police officer, etc) feels the Treatment Court Team failed to consider a particularly important factor, he/she may fill out a request for the case to be reconsidered.

The request must include supportive reasoning for reconsideration. Supportive reasoning is defined as mitigating circumstances pertaining to the crime, psychiatric/psychological reports that may not have been available for the initial consideration, or any other relevant information that can be placed in written format.

The original and one (1) copy of the reconsideration request must be filed with the Berks County Clerk of Courts. The Treatment Court Coordinator will retrieve reconsideration requests from the Clerk of Courts and submit the requests to the Treatment Court Team. The decision of the DUI Treatment Court Judge will be final.

TARGET POPULATION

The Berks County DUI Treatment Court Program targets that habitual DUI offender who has a serious drug or alcohol problem and continues to drive and get arrested while under the influence of alcohol or other drugs. Treatment Court is specifically focused on a person who is a second time offender with this being their second offense within ten years with a BAC of .10 or higher and a third time offender with this being their third offense within ten years.

ENTRY PROCESS

STEP 1: APPLICATION

Referrals to the program must include the following items, which make up the application packet:

- Copy of the Criminal Complaint and Affidavit of Probable Cause
- A Treatment Court Application (Please see an example of this application in the forms section of this manual)

The referral source will file the original and one (1) copy of the application packet and all accompanying documentation with the Berks County Clerk of Courts. The DUI Treatment Court Coordinator will retrieve Treatment Court application packets from the Clerk of Courts Office on a daily basis. The DUI Treatment Court Coordinator will distribute new application packets to the DUI Treatment Court Team at the Team Meeting to determine eligibility. Those applicants who meet age and residency requirements and are not excluded for any of the reasons defined in the Eligibility Criteria section of this manual shall have all pending charges transferred to the Treatment Court Judge's docket once approval has been given. As of that transfer, any previously scheduled court hearings are cancelled. Additionally, those applicants who meet age and program requirements and are not excluded for any of the reasons defined in the Eligibility Criteria section of this manual will be evaluated by Treatment Access and Services Center (TASC) or via their private insurance provider at one of our preferred treatment providers.

The probation officer will contact the applicant either by phone or mail and advise the defendant to meet with the probation officer within 7 days of the receipt of the letter. Once the defendant has completed an initial meeting with the probation officer, the CRN, a drug and alcohol screening, and the RANT tool, a final acceptance determination will be made by the DUI Treatment Court Team. Upon acceptance, a letter will be sent to the defendant and the attorney of record with a date to appear for a guilty plea and formal acceptance into the DUI Treatment Court Program. Additionally, the defendant will immediately engage in treatment.

If an offender is deemed ineligible for the Treatment Court at any time in the process, the defendant and his/her attorney of record will be notified in writing and the case will be transferred back to the originating judge in order to continue with usual criminal procedure.

The anticipated timeline from referral to decision to enter the program is approximately 45 days. Extraneous circumstances may prevent the ability to complete the referral within the proposed timeline.

STEP 2: RISK AND NEEDS TRIAGE TOOL (RANT)

The DUI-RANT or Risk and Needs Triage Tool, is a web-enabled decision-support tool designed to help judges, probation officers, and other criminal justice professionals make evidence-based dispositions for arrestees charged with DUI-related offenses. DUI-RANT was derived from empirical evidence demonstrating that the prospects for success among DUI-involved offenders

is influenced by how well the individuals are matched to services suited to both their criminogenic needs and criminogenic risks.

Criminogenic needs refer to clinical syndromes or other types of dysfunction that are commonly seen in offender populations and that have been shown to influence outcomes in correctional programs. Importantly, offenders often present with multiple needs but not all of them are criminogenic, meaning not all may influence criminal behavior. Some needs may be the result of criminal involvement and others may simply co-occur with criminal involvement. DUI-RANT focuses on those needs factors, such as addiction or severe mental illness, that if effectively remedied have been demonstrated to reduce the likelihood of future criminal involvement.

Criminogenic risks refer to those attributes of offenders that have been demonstrated to predict poorer outcomes in standard treatment interventions, and thus a greater likelihood of a return to crime. In this context, the term “risk” does not refer to a risk for violence or dangerousness, but rather to a risk of failure in standard treatment unless greater structure and accountability is also provided.

DUI-RANT addresses these factors through a brief, 23-item automated assessment that can be administered in 15 minutes or less by criminal justice officials or clinicians after a relatively brief training experience.

The Berks County DUI Treatment Court Program will utilize this tool along with their drug and alcohol assessment to determine what “Track” of treatment court they will be placed into. The results of their DUI-RANT will populate onto a graph as shown below that will tell the person administering the tool what Risk/Needs category the person falls into.

	High Needs	Low Needs
High Risk	TRACK I	TRACK II
Low Risk	TRACK II	TRACK III

STEP 3: DRUG AND ALCOHOL ASSESSMENT

DUI Treatment Court Applicants with a history of substance abuse, who meet age and program requirements and are not excluded for any of the reasons defined in the Exclusionary Criteria section of this manual, will be assessed by TASC or one of the DUI Treatment Court Preferred Treatment Providers. TASC or the preferred treatment provider will administer a drug and alcohol evaluation utilizing a Bio-psycho-social History mandated by the Pennsylvania Department of Health, Department of Drug and Alcohol Programs (DDAP). This history

contains demographic information, mental health and substance abuse history, social family and peer history, emotional and psychological background, risk assessment, history of physical, sexual and emotional abuse or neglect, medical history, legal problems, spiritual and recreational history, sexual history, community living skills, educational and employment histories, and mental status exam. From this information a diagnostic impression is made. The information is summarized in an overall impression that is commonly referred to as the Intake Clinical Assessment.

The comprehensive drug and alcohol history lists each substance that has been used, age at first use, amount and frequency of use, route of administration (i.e. oral, injection, etc.), course or duration of use as well as the severity of the problem. The assessment also addresses the impact of the drug use on the areas of social, family and personal life, physical health, emotional and psychological health, legal, community living skills, housing, employment, education and financial well-being. Also assessed are the longest periods of abstinence as well as the client's history of using readily available community resources to support continued abstinence.

Having met the diagnostic criteria for Substance Abuse or Dependence according to the Diagnostic and Statistical Manual (DSM V), the client's level of care in treatment is determined using the Pennsylvania Client Placement Criteria (PCPC), a clinical guide used in matching clients with appropriate levels of care.

For the detained defendant, the assessment will be conducted at the Berks County Prison. For all others, the assessment will be administered at the TASC office located at 19 North Sixth Street, Suite 300, Reading, PA 19601 or if they have private insurance at one or the Treatment Courts preferred providers. Following the assessment, TASC or a private treatment provider will submit an intake and referral summary to the court to include determination of whether or not the client meets the DSM V criteria for drug dependence.

All participants with a substance abuse diagnosis will receive drug and alcohol treatment from a licensed provider. The treatment mode comes from the results of the assessment and the client's prior treatment experiences. Treatment may include, but is not limited to: outpatient, intensive outpatient, outpatient partial hospitalization, residential partial hospitalization, halfway house, and inpatient (short, moderate, or long term). Providers may charge clients fees for services based on income. Also, defendants in need of inpatient rehabilitation can be applied prior to their treatment stay however they will not be formally accepted until their period of inpatient treatment has been completed.

The DUI Treatment Court does utilize a list of preferred providers based on their past dealing with the court and their willingness to share information regarding a participant's progress with treatment. However, if someone is engaged in treatment prior to applying for the DUI Treatment Court Program, they will be permitted to continue with that treatment provider with the understanding that proper releases of information will be filed and the treatment provider will communicate openly with the DUI Treatment Court Program.

STEP 4: INCARCERATION

Affective August 1, 2017 the DUI Treatment Court has chosen to institute new guidelines regarding jail time served by participants being placed into DUI Treatment Court. The jail time will no longer be based on what track the participant is placed in to but will be based off the DUI offense they are charged with.

2 nd Offense Mid-Tier .10%- less than .16%	4 days
2 nd Offense High-Tier .16% and higher, refusal or Controlled substance	4 days
3 rd Offense Low-Tier .08% - less than .10%	6 days
3 rd Offense Mid-Tier .10% - less than .16%	6 days
3 rd Offense High-Tier .16% and higher, refusal or Controlled substance	6 days

SCRAM

The SCRAM bracelet is an ankle bracelet that is worn by a DUI offender 24 hours a day, 7 days a week. SCRAM stands for “Secure Continuous Remote Alcohol Monitor.” The bracelet monitors the offender’s alcohol consumption by sampling the offender’s perspiration every 30 minutes. The SCRAM bracelet is worn by DUI offenders to ensure that they do not drink alcohol while serving their house sentence. SCRAM is used to assist the participant in their path to abstinence from alcohol. The SCRAM bracelet communicates the information gathered from the bracelet via a landline phone or through an internet Ethernet cable. Each treatment court participant could pay up to \$8.00 per day for the use of the bracelet with a minimum two months up front prior to the installation of the bracelet.

Initially the SCRAM bracelet is utilized as a portion of the participants Intermediate Punishment Sentence. Subsequently while participating in the program the SCRAM bracelet may also be used as a tool for sanctioning an individual when deemed necessary.

PROGRAM LENGTH

The expected length of participation in the Treatment Court Program is 6-18 months based on the track that the person is evaluated to need; however, this will depend on the participant’s ability to achieve program goals and remain drug free and/or psychiatrically stable. Some participants will complete the program in the minimum number of months required, while others will need more. The team reserves the right to review anyone’s case that exceeds 24 months and decide if the participant remains appropriate for the program.

SUPERVISION

Treatment Court is intensive supervision. In the beginning, participants are required to report to Court, Probation and Urine Drug Screening at least once a week. Probation officers are required to verify employment, attendance of AA or NA meetings, attendance of counseling, interaction with sponsor, payment of financial obligations and abstinence of drug use (via drug testing).

Participants are required to provide proof of employment by showing pay stubs, proof of meeting attendance by showing their meeting sheets and proof of payments by showing receipts.

The Probation Officer will also verify attendance in treatment and progress in treatment. Probation is also expected to make sure participants follow through with all court orders or agreements. Referring of participants to outside agencies for support in their recovery is another component included under supervision. Supervision requirements are specific to what phase the participants are in.

TEAM MEETINGS

The DUI Treatment Court Team meets weekly. During these meetings, the team will discuss the progress of those defendants scheduled to appear in the next Court session as well as any problems pertaining to participants not scheduled to appear. Problem areas will be discussed, alterations in case management and treatment plans will be addressed and sanctions and incentives will be determined. The Team will also review and update the DUI Treatment Court pending (new applicants) list on the weeks when sentencing court days are scheduled so that applicants can be discussed and move through the application process in a timely manner.

Counsel will be notified by probation if there are any concerns with their client's participation. If private counsel would like to attend their client's portion of the staffing meeting, they need to notify the Treatment Court Coordinator.

ROLES AND RESPONSIBILITIES OF THE TREATMENT COURT TEAM

The DUI Treatment Court Judge will preside over the Court proceedings and ensure appropriate application of therapeutic interventions, sanctions, and incentives while maintaining the integrity of the Court.

The Treatment Court Coordinator will be responsible for ensuring compliance with DUI Treatment Court procedures and guidelines, preparing and managing DUI Treatment Court dockets, coordinating the flow of information at DUI Treatment Court Team meetings, and monitoring offender applications and procedural compliance.

The District Attorney will review all potential participants for eligibility, actively participate in staffing of cases, and interact with the team in a non-adversarial manner to address revocations, pleas, and application of sanctions and incentives as they apply to each participant.

The Public Defender shall submit applications for admission to DUI Treatment Court, advocate for clients during staffing, negotiate plea agreements, and advocate and appear on behalf of clients at all hearings.

The Probation Officers will provide appropriate supervision, provide community linkages and referrals to appropriate agencies, and monitor the activities and the home environment of each participant.

Berks Connections and Pretrial Services (BCPS) will assist with intake and initial diversion, provide pretrial supervision, participate in staffing, and provide non-profit support through community outreach.

Berks Counseling Center, The Caron Foundation and Pennsylvania Counseling Services provide authorized services to offenders referred to the Drug Treatment Court in accordance with standards established by relevant state guidelines. The agencies conduct drug screens on offenders in coordination with other team members and share all drug screen results with partner agencies. In addition, they participate in team staffing and court review.

Treatment Access Services Center (TASC) will do all Court Reporting Network evaluations as well as any bio psychosocial evaluations for participants who do not currently have private health insurance that would cover drug and alcohol counseling.

Aside from the bi-weekly team meetings, the team members will communicate with each other as circumstances warrant. The Drug Treatment Court Judge and the Treatment Court Coordinator will also schedule regular procedural meetings to review and refine program policies and procedures.

COURT SESSIONS

Court sessions will be held every Thursday in open court to monitor a defendant's participation and progress in the DUI Treatment Court Program. The Court will review with the defendant his/her progress leading to that week's Court appearance. Sanctions and incentives will be administered during Treatment Court sessions. DUI Treatment Court sessions are held as follows: The first and third Thursdays of the month Track 1A will be @ 9:30 AM, Track 2A will be @ 1:30 PM. On the second and fourth Thursdays of the month Track 1B will be @ 9:30 AM and Track 2B will be at 1:30 PM.

Track C (Spanish Speaking ONLY) will be the first and third Thursdays of each month at 1:30 PM. All Track 1,2 and 3 sentencings will be held on Fridays twice a month.

CONFIDENTIALITY AND ETHICAL CONSIDERATIONS

State licensing requires the identity and privacy of participants be protected. In response to these regulations, the DUI Treatment Court and its treatment providers have developed policies and procedures that guard participant's privacy. Participants are required to sign a Consent for Disclosure of Confidential Treatment Information. This disclosure of information is for the sole purpose of reports concerning participants' specific cases. Failure to sign the appropriate releases will render participants ineligible to participate in the DUI Treatment Court Program. (*See Appendix*)

Participants are reminded that, similar to other adult court proceedings, their appearances in the DUI Treatment Court and before the DUI Treatment Court Judge are open to the public. They should expect members of the community, other DUI Treatment Court participants, and/or news media to be present at the DUI Treatment Court hearings.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires the employer to maintain the confidentiality of health information that identifies the member. This extends to any other businesses that the employer must share information with.

POLICY AND PROCEDURE REVIEW

A review of the DUI Treatment Court Policy and Procedure Manual will be done yearly to ensure that all contents of the policy and procedure manual are up to date.

SANCTIONS AND INCENTIVES

The use of graduated sanctions and incentives with DUI Treatment Court participants can help shape behavior and improve outcomes. In order to be effective, there must be a proper balance of sanctions and incentives. Within the framework, incremental, proportionate and predictable responses are delivered to encourage and reinforce positive behaviors and discourage negative, noncompliant behaviors. Sanctions are administered when participants fail to comply with program requirements (supervision, treatment, drug testing, etc.) and incentives are in response to positive behavior and achievements.

Research indicates that responses are most effective in shaping behaviors if they are:

- Certain - Responses should be predictable. If an identified behavior occurs, a specific response should then occur.
- Swift- Both incentives and sanctions should be administered as soon after the behavior as possible to link the behavior and the response.
- Proportionate- The intensity of the response, both incentives and sanctions, should be proportional to the behavior exhibited as well as the participant's phase in the program.
- Fair- The application of incentives and sanctions should be transparent and issued equitably. However, fairness does not always mean exactly alike.

In modifying behavior, there is a difference between proximal and distal goals. Proximal goals are those behaviors that the individual is already capable of performing and are necessary for long-term achievements. Examples include attending counseling or probation appointments and drug testing. Distal goals are those that are ultimately desired, but will take longer to achieve. Examples include obtaining and maintaining employment. Early on, the focus should be more focused on proximal behaviors. Over time, the focus should shift to distal behaviors and long term goals.

Possible incentives and sanctions include:

Incentives

Decreased drug testing
Early dismissal from court
Less frequent court appearances
Reduction in fines and costs

Sanctions

Increased drug testing
Increased community service hours
Increased court appearances
Paying for drug tests

Fishbowl picks	Writing assignments (essay, apology letter)
Verbal praise/applause	Verbal admonishment
Phase promotion	Incarceration
Decreased probation contacts	Increased probation contacts
Travel allowance	Travel restrictions
Additional “windows” while on monitoring	Life skills assignments
Other tangible items	Installation of monitoring device
Removal of monitoring device	Additional monitoring time
Phase advancement	Reduction of “windows”
Gift cards	Phase demotion
Graduation	Increased community restrictions
	Termination

These lists are not all inclusive but are a guide that may be used when administering an incentive or sanction. The DUI Treatment Court Team may divert from this list at any time and assign other sanctions or incentives. In addition, treatment interventions may be assigned but should not be categorized as sanctions.

TREATMENT COURT PHASES

There are three phases of DUI Treatment Court. The Phase advancement sheets are listed in the appendix portion of this document. The requirements to advance to the next phase are listed on each phase sheet as well as the anticipated length of each phase. In order to advance to the next phase the participant must complete all the steps on their phase sheet. Prior to graduating from the program the DUI Treatment Court Participant must complete a scarp book and turn it in to their probation officer.

DRUG AND ALCOHOL TESTING

Urine Testing

All participants are required to submit to random urine drug screens. Each participant is assigned a pin and must call the drug testing hotline and enter their pin number every day to determine if they have drug testing that day. Participants can call each day after 5 am. If a participant’s pin is called, he/she must report for drug testing. Urine collection is done at TASC, 195 North 6th Street 1st Floor, Reading, Pennsylvania Monday thru Sunday. Each participant will be given written information pertaining to urine drug testing times as well as their pin number to access the Redwood drug screening system.

All urine collections are observed by a male or female monitor. All urine screens are free to the defendant, provided there are no violations, paid for with money from the County Intermediate Punishment Grant. Those participating in Treatment Court as part of a Parole sentence will be required to pay full price for any urines they are required to take. Participants are expected to attend every drug test for their particular pin. Participants must come prepared to give a urine sample. If they cannot, this is also considered a positive test. Diluted or adulterated

urines are unacceptable and are viewed as a positive drug screen. Participants who attempt to pass false urine may be charged with a misdemeanor offense.

If a participant challenges a urine screen, they are required to pay the upfront re-testing fee of \$35.00 per substance they wish to be retested. This fee must be submitted within 48 hours of the positive test the participant wishes to challenge.

Alcohol Testing

The use of alcohol by DUI Treatment Court Participants is prohibited. Participants can at any time face random alcohol testing through the use of a portable breath testing device and urine.

Oral Fluids Testing

The use of oral fluid testing will be used should to participant not be able to produce a urine sample at the time it is requested.

DUI TREATMENT COURT POLICY ON NARCOTIC MEDICATIONS

Due to the high potential of narcotic medications interfering with treatment and recovery efforts, the DUI Treatment Court Programs prohibits the use of all addictive medications. This includes the use of narcotic pain medications (Vicodin, Percocet, Lortab, Oxycontin, etc.), muscle relaxers (Flexeril, etc), sleep aids (Soma, Ambien, etc), caffeine pills and the use of narcotic anxiolytic/benzodiazepine medications (Xanax, Klonopin, Valium, etc.). Please refer to the complete list of banned medications in the forms section of the participant manual.

Offenders seeking entry into the DUI Treatment Court Programs are expected to consult with their treating physician and/or psychiatrist to seek non-addictive medications with no abuse potential to treat conditions such as chronic pain and anxiety. Offenders using such medications while participating in the program are subject to sanctions.

Exceptions to this policy are made only in rare occasions, with the case of documented medical emergency treatment by a primary care physician. Participants who habitually seek exception to this policy are subject to increased sanctions and/or termination.

EMPLOYMENT & COMMUNITY SERVICE

Participants are required to obtain/maintain employment throughout their participation in the program, unless determined disabled by the Social Security Administration. Those who do not maintain employment for a two-week period will be placed on a job search. If employment is not obtained within two weeks, participants will be required to complete weekly community service in addition to the community service hours required by each DUI Treatment Court Phase. The DUI Treatment Court program utilizes vocational job placement services, such as the Office of Vocational Rehabilitation and CareerLink, to assist those participants who are having

difficulty finding employment. Participants referred to such programs are expected to follow all requirements of that program until successful completion.

In the event that a participant's physical health symptoms prevent him or her from obtaining or maintaining employment or if they are applying for disability, other meaningful activities will be discussed and approved by the DUI Treatment Court Team. These activities may include but are not limited to community service, volunteer opportunities, or regular attendance at vocational/socialization rehabilitation programs offered in the community.

Community service consists of placement at an approved community service provider through the adult probation department. Participants who are disabled and receiving Social Security income (SSI or SSDI) will be required to complete community service weekly at an amount determined by the DUI Treatment Court Team.

GRADUATION

Participants who have achieved program goals, who have remained drug free continuously for a minimum of four months, and who have participated in the program for no less than six months to one year depending on their DUI Treatment Court Track are eligible to graduate. Graduation ceremonies take place approximately four times per year. The team reserves the right to add or cancel any graduation based on the amount of participants who are eligible to graduate.

Ceremonies take place within the normal Court session and all participants are required to attend, unless excused for good cause. DUI Treatment Court graduations are utilized to accomplish significant goals for the DUI Treatment Court program. The graduation is used to honor the graduates and make them feel extraordinarily special. However, graduations are also an opportunity to build stronger support among the criminal justice agencies, which are partners in the DUI Treatment Court program. Graduations also honor members of the Treatment Court team who have dedicated themselves to making the program work. The most singularly important aspect of graduations is the message it sends to those participants who are still trying to finish the program. The DUI Treatment Court invites former participants back to Treatment Court graduations to serve as examples that people can continue to be drug-free after they graduate from the program.

Before each graduation ceremony, the DUI Treatment Court sends out invitations to many of the community leaders, political officeholders, and important members of criminal justice agencies. Moreover, the Court includes all of the judges who work in the criminal courts building, as well as those judges who hold leadership positions or are involved in other treatment court programs. Thus, the DUI Treatment Court graduation process builds institutional support among all segments of the criminal justice community and the public.

TERMINATION

Warrants, new arrests or a violation of any aspect of program rules and regulations may result in a participant's termination from the treatment court program. Specific violations which could result in termination include the following:

- A pattern of missed and/or positive drug tests
- Tampering with drug tests
- Demonstrating a lack of program response by failing to cooperate with the Drug Treatment Court Team or treatment program
- Violence or threat of violence directed at the Drug Treatment Court Team, treatment staff, and other participants of the program or other clients of the treatment providers
- A pattern of dishonesty with the Drug Treatment Court Team

Following a termination petition, a hearing will be held before an impartial Judge to provide evidence that would warrant termination from DUI Treatment Court. If a participant is then terminated, their case if pretrial will be returned to their originating Judge for disposition. If they are post-conviction their case would then go through the regular Gagnon procedure. Sentencing shall be within the sole discretion of the sentencing judge, limited only by the maximum penalty allowed by law.

DATA COLLECTION

The DUI Treatment Court currently utilizes the Problem Solving Courts Adult and Juvenile Information System (PAJCIS) to collect data for the DUI Treatment Court Program. At the time of Application the DUI Treatment Court Program Coordinator enters the applicant into the PAJCIS program. Once the Probation Officer meets with the applicant additional information is entered into PAJCIS system in order to ready the applicant for acceptance. Additionally other DUI Treatment Court team members add their relevant information into the system prior to acceptance (i.e. DA's Office, PD's Office, Pretrial Services, and Treatment) Once the applicant is accepted information regarding treatment updates, sanctions and incentives, treatment, and any other important information will be entered into the system to show the complete path each participant has had while in the program. Quarterly and yearly statistics will be pulled from this system in order to secure County Intermediate Punishment funding for the DUI Treatment Court as well as other programs.

MEMORANDUM OF UNDERSTANDING

The DUI Treatment Court Team developed and implemented a Memorandum of Understanding between all of the agencies involved in the DUI Treatment Court Program. This document outlines roles and expectations for each agency. This document will be updated on a yearly basis by the DUI Treatment Court Coordinator with any changes in duties or personnel that may have occurred the previous year.

SUSTAINABILITY

The DUI Treatment Court Program is working with the Berks County Community Foundation to reestablish the Friends of the Treatment Court Board which was previously in existence and ran the established 501(c)(3). Funds are available in the Friends of Treatment Court account with the Berks Community Foundation to support participants and to provide

financial support for staff training and other legitimate purposes. Board expansion is being planned, with the goal of finding community leaders interested in the DUI Treatment Court mission and helping those who suffer from drug and alcohol dependence. Through additional fund raising and grant writing, the DUI Treatment Court Program will continue to exist and serve more people in our community.

DIRECTORY OF SERVICES

Please refer to the appendix to see an attached copy of the directory of services that is available through Berks Connections/Pretrial Services. This directory provides a listing of community services that are available to Drug Treatment Court participants. The Berks County Adult Probation Office or a representative of Pretrial Services should be contacted with any questions about any of the services listed or should there be a need for other resources.

APPENDIX

- A. Treatment Court Application
- B. Confidential Release of Information
- C. Treatment Court Phase Advancement Checklists
- D. Directory of Services

**CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION
CRIMINAL JUSTICE SYSTEM REFERRAL**

I, _____, authorize (initial whichever parties apply):

- Berks County Drug Treatment Court Coordinator: Jessica Bodor
- Berks County Adult Probation and Parole: _____
- TASC IPP Evaluator: Amy Stout
- Berks County Public Defender's Office: _____
- Drug and Alcohol Treatment Provider: _____

to communicate with and disclose to one another the following information:

- My diagnosis, urinalysis results, information about my attendance or lack of attendance at treatment sessions, my cooperation with the treatment program, prognosis, and
- _____

The purpose of the disclosure is to inform the person(s) listed above of my attendance and progress in treatment.

I understand that my alcohol and/or drug treatment records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Parts 160 & 164. I in reliance on it, and that in any event this consent expires automatically as follows:

- There has been a formal and effective termination or revocation of my release from confinement, probation, or parole, or other proceedings under which I was mandated into treatment, or
- _____

I understand that I might be denied services if I refuse to consent to a disclosure for purposes of treatment, payment, or health care operations, if permitted by state law. I will not be denied services if I refuse to consent to a disclosure for other purposes.

I recognize that my review hearings are held in an open and public courtroom and it is possible that an observer could connect my identity with the fact that I am in treatment as a condition of participation in drug court. I specifically consent to this potential disclosure to third persons.

I understand that if I refuse to consent to disclosure of attempt to revoke my consent prior to the expiration of this consent, that such action is grounds for immediate termination from drug court.

I have been provided a copy of this form.

I acknowledge that I have been advised of my rights, have received a copy of the advisement, and have had the benefit of legal counsel or have voluntarily waived the right to an attorney. I am not under the influence of drugs or alcohol. I fully understand my rights and I am signing this consent voluntarily.

Dated: _____
Signature of Drug Court Participant

Witness: _____
Position

**PROHIBITION ON REDISCLOSURE
OF CONFIDENTIAL INFORMATION**

This notice accompanies a disclosure of information concerning a client in alcohol/drug treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by federal confidentiality rules (42 C.F.R. Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is **NOT** sufficient for this purpose. The federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

BERKS COUNTY DUI TREATMENT COURT PROGRAM
PHASE 1 CHECKLIST 1/26/18

CLIENT _____ ENTRY DATE _____

Requirements:	Date:	Requirements:	Date:
Attend bi-weekly court appearances		Establish & maintain a stable living environment	
Obtain medical assessment-physical and address any medical issues		Employment- provide pay stubs	
Engage with treatment and exhibit adequate progress w/treatment plan		Start changing people, places and things	
Attend 3 recovery related events weekly		Develop a financial plan	
Bi-weekly office visits with probation officer		Sign a release of information with treatment providers	
Develop a transportation plan		Sign a release of information with significant others/parents.	
Identify need in the following areas: Employment: YES NO GED: YES NO Resume: YES NO Literacy Needs: YES NO		Maintain a date book/calendar regarding all meetings and appointments. Bring date book to all appointments and court sessions. Set monthly goals to accomplish	
Attend all random drug/alcohol screens (60 days with no missed or positive tests)		Days sober – 60 days minimum	
Develop a transportation plan			

As evidenced by the above signatures, I have completed all requirements of Phase 1 and am now requesting advancement to Phase 2

Client Signature

Date

Form received by: _____
Signature of DUI Court Member

Date

BERKS COUNTY DUI TREATMENT COURT PROGRAM
PHASE 2 CHECKLIST 1/26/18

CLIENT _____ ENTRY DATE _____

Requirements:	Date:	Requirements:	Date:
Attend bi-weekly court appearances		Attend 3 pro social/recovery related events per week	
Engage with treatment and exhibit adequate progress w/treatment plan		Establish recovery network/home groups/sponsor	
Complete all court ordered community services hours		Review transportation plan	
Start cognitive behavioral DUI classes		Maintain stable living environment	
Attend all appointments with the appropriate treatment agencies		Maintain employment	
Bi-weekly office visits with probation officer		Making payments on fines and costs pursuant to financial plan	
At least one successful home visit by probation office monthly		Demonstrate changing of people, places and things	
Review areas of need (ex: needs GED, literacy, parenting, etc.)		Maintain a date book/calendar regarding all meetings and appointments. Bring date book to all appointments and court sessions. Set monthly goals to accomplish	
Attend all random drug/alcohol screens (60 days with no missed or positive tests)		Complete and hand in a scrapbook	
		Days sober – 90 days minimum	

As evidenced by the above signatures, I have completed all requirements of Phase 2 and am now requesting advancement to Phase 3

Client Signature

Date

Form received by: _____
Signature of DUI Treatment Court Member

Date

**BERKS COUNTY DUI TREATMENT COURT PROGRAM
PHASE 3 CHECKLIST**_{1/26/18}

CLIENT _____ ENTRY DATE _____

Requirements:	Date:	Requirements:	Date:
Attend monthly court appearances		Address transportation/license reinstatement	
Attend 3 pro social/recovery related events per week		Maintain stable living environment	
Develop continuing care plan		Maintain vocational training or school if applicable	
Monthly office visit with probation officer		Address financial plan, court costs, fines, restitution	
Complete cognitive behavioral DUI classes		Demonstrate continued change in people, places, and things	
Review identified need areas		Maintain abstinence for 90 days	
Random drug/alcohol screens		Engage in and get established with the DUI Treatment Court alumni group	
Maintain employment			

As evidenced by the above signatures, I have completed all requirements of Phase 3 and am now requesting advancement to Graduation

Client Signature

Date

Form received by: _____
Signature of DUI Treatment Court Member

Date

Driver’s License and ID Reinstatement/ Replacement

PA Department of Transportation.....800-932-4600

Call or go online for Driver’s license status/suspense.on info

Berks Co. Domestic Relations Section.....610-478-2900

Handle suspensions related to child support

Berks County Services Center- 6th Floor 633 Court St. Reading, PA

PA Driver’s License Center.....610-775-7728

Renewal fees: DL is \$30.50, ID is \$29.50. Checks/money orders only

600 East Lancaster Avenue Shillington, PA 19607

Social Security Card

Social Security Administration.....1-866-274-5960

Bring photo ID, no cost 201 Penn St. 2nd Floor Reading, PA 19601

Birth Certificate

Fee varies by state (PA is \$20), complete paper or online

application, photo ID is required, family may be able to help apply

Housing

Berks Coalition to End Homelessness.....610-372-7222

Oversight and governance to local agencies receiving HUD funding.

336 S 18th St. Reading, PA 19601

Berks Community Action Program.....610-376-6571

Housing referral. 247 N. 5th St. 1st Floor Reading, PA 19601

Housing Programs and Shelters

Hope Rescue Mission.....610-375-4224

Homeless shelter and rooms for rent. Services available to men only.

645 N. Sixth St. Reading, 19601

Mary’s Shelter610-376-1973

Pregnant women and children only. Must schedule intake interview and meet qualifications. Diaper drive available.

736 Upland Ave. Reading, PA 19607

Opportunity House610-374-4696

430 N. 2nd St. Reading, PA 19601

ADDAPT.....610-478-8800

428 Walnut St. Reading, PA 19601

Berks Counseling Center610-373-4281

Transitional/permanent housing at various locations.

645 Penn St. Reading, PA 19601

Berks County Housing Authority610-370-0822

Subsidized housing: low-income/ elderly individuals.

1803 Butter Lane Reading, PA 19606

Bridge of Hope – Berks County.....610-568-1250

2 yr. holistic program assisting single mothers: must be 20 years of age or older. Must have a GED & 12-24 months of sobriety. Referrals preferred.

300 Church St. Reading 19601

City of Reading Housing Authority.....610-372-3933

Housing assistance to low income families through public housing and section 8 programs. *Must be a Reading resident.*

815 Franklin St. Reading, PA 19602

Easy Does ItLeesport 610-373-2463 , Reading 610-373-955

Transitional & permanent housing for chemically dependent men & women 1300 Hilltop Rd, Leesport and 647 Walnut St, Reading

Family Promise of Berks County.....610-373-3323

Provides housing for low income homeless families in Berks County 325 N 5th St. #1 Reading, PA 19601

Freedom Gate Ministries.....610-750-5685

Christian aftercare support for ex-prisoners.

131-133 S. 9th St. Reading, PA 19602

Hogar Crea.....610-372-8410

18-20 months intensive drug and alcohol program for males.

302 S. 5th St. Reading, PA 19602

Mary’s Home.....610-603-8010

Provides up to 2 years of transitional housing for single mothers with newborns. 736 Upland Avenue Reading, PA 19607

Neighborhood Housing Services of Greater Berks610-372-843

Educates returning citizens on their rights and responsibilities.

213 N. 5th St. Suite 1030 Reading, PA 19601

New Person Center.....610-777-2222

Transitional housing for men (primarily sexual offenses) coming out of prison. Private Christian faith-based 3 month program. Application process. 730 Philadelphia Ave. Reading, PA 19607

Oxford House – Reading.....610-372-0631

Group Home for recovering male substance abusers. New members must be approved by existing members. 1045 N. 5th St. Reading 19601

Oxford House –East Reading

1806 Perkiomen Avenue Reading, PA 19606

Salvation Army.....610-373-5208

Provides assistance with electric and gas bills.

PO Box 1099 301 S. 5th St. Reading, PA 19601

PA Adult & Teen Challenge Treatment Center 717-933-4181, 717-673-4219

Medical detox, 30 day rehab and 14 mo. Recovery program.

PO Box 98 33 Teen Challenge Road Rehersburg, PA

YMCA of Reading and Berks County.....610-378-4736

Group home settings for chemically dependent, men/ women. Must be Berks County resident for 90 days. History of Arson, Child Abuse, Sex and Violent Crimes not permitted 631 Washington St.

YMCA Camp Joy Program.....20 bed program for men with history of substance abuse and involvement in the Criminal Justice system.

Single Room Occupancy Units – at the YMCA

Rooms for rent to men and women. Residents are exempt from program requirements and eligibility.

Soup Kitchens / Food Pantries

Holy Trinity Church of God/C.A.R.E.....610-374-0790

130 W. Buttonwood St. Reading 19601 M- F 11:30am to 1:30pm

Kennedy House.....610-378-1947

530 Spruce Street Reading Soup Kitchen Sat-Sun 11:30pm –12:30pm

Food Pantry: Wed. 9:30-11:30am

New Journey United Methodist Church.....610-375-2662

138 S. 6th Street Reading. Mon/Tues/Thurs/Fri 11:30-12:30p

Mobile Faith Kitchen.....610-621-5227

5th and Penn St. (1st, 3rd and 5th Fridays of month starting at 5:30pm and kitchen cupboard Wed. 10am-1pm.....610-375-3310

Boyertown Area Multi-Service Inc.....610-367-6957

Provides services to individuals in Boyertown School District – townships of Amity, Oley, Hereford, District and Pike. Call for appts.

200 W. Spring St. Boyertown, PA 19512

City Reach Church’s Faith.....610-621-5227

1011A Cotton St. Reading, PA 19602

2nd & 4th Saturdays of the month 11:30am

Friend, Inc.....610-683-7790

658D Noble St. Kutztown, PA 19530

Must be resident of Fleetwood/Kutztown/Topton/Albany/Greenwich/ Longswamp/Rockland/ Maiden creek/Maxatawny/Richmond/

Ruscombmanor. 658D Noble St. Kutztown, PA 19530

1st & 3rd weeks of the month (Call for appt.)

Greater Berks Food Bank.....610-926-5802

Provides food to local pantries/ soup kitchens/shelters. Call to get food pantry closest to you. 117 Morgan Drive Reading, PA 19608

New Journey United Methodist Church.....610-375-3310

138 S. 6th St. Reading 19602 Kitchen Cupboard: Wed: 10a-12p (Bring ID) Lunch served Mon/Tues/Thurs/Fri: 11:30am-12:30pm

Salvation Army.....610-373-5208

PO Box 1099 301 S. 5th St. Reading, PA 19601. 2nd and last Thursday of month at 4:30pm & Tues. and Thurs. at 9:30am

St. James Chapel Church of God and Christ.....610-375-7537

11 S. 9th St. Reading, PA 19602

4th Wed. of month: 10:00am - 12:00pm (Need ID)

Women Infants & Children.....610-939-8353

Vouchers for healthy food for pregnant/breastfeeding/postpartum women with infants and children under 5yrs.

Clothing Resources

Catholic Charities.....610-376-7144

Assistance with footwear necessary for employment

400 Washington St; Suite 100 Madison Bldg. Reading, PA 19601

City Thrift Shop.....610-376-3320

Clothing for men and women available at a discounted price.

314 Penn St. Reading, PA 19602

Goodwill.....610-777-5250

Clothing and footwear available at a discounted price.

602 E. Lancaster Ave Shillington, PA 19607

Hispanic Center.....610-376-3748

Provides info/referrals/advocacy to those seeking help with basic needs such as housing, food, clothing, health care, education, legal issues, financial concerns, government forms, notary service, job apps.

501 Washington St. Reading, PA 19601

New Journey Community Outreach.....610-375-2662

Clothing Center available at no cost to the public. Back to work clothing available by appointment.

138 S. 6th Street Reading, PA 19602 Fridays 10:30am - 12:30pm

Spring Valley Church of God.....610-929-7969

Free clothing for women, men and children. 1st Sat of each month

10a-12pm (call first to confirm open)

2727 Old Pricetown Road Temple, PA 19560

Hope Rescue Mission.....610-375-4224

Sells used clothing, shoes and furniture at affordable prices.

645 N. 6th St. Reading, PA 19601

Childcare or Parenting Needs

Berks Community Action Program610-376-6571

Fatherhood Initiative Program – Fathers learn values and responsibility, Family Center and Parenting classes

645 Penn St. Reading, PA 19601

BCIU – Berks County Intermediate Unit..... 610-987-2248

Subsidized childcare for those who are unable to afford it

1111 Commons Boulevard PO Box 16050 Reading, PA 19605

Even Start Family Literacy Program.....484-258-7000

Offers ESL, Parenting skills, PACT and Child Development classes for residents in the Reading School District with children between the ages of 0 and 8 years old.

Second Street Learning Center.....610-374-4696, ext. 242

Accepts childcare subsidies and assists with subsidy enrollment paperwork. Accepts children age 6 weeks to 13 years of age with special needs. 430 N. 2nd St. Reading, PA 19601

Mary’s Shelter.....610-376-1973

Prenatal care/child care. Parenting, relational and housekeeping skills.

Partnering with Diaper Bank. 736 Upland Ave. Reading, PA 19607

Caring Community

Community Prevention Partnership..... 610-921-9820

New Road Ministry.....610-373-3907

Interactive coaching centering on life topics and fellowship around a family-style meal. Hopewell Mennonite Church

6th & Cherry St. Reading, PA 19602 Thursdays at 5:45pm

Domestic Violence

SAFE BERKS.....610-373-1206

24 hr. Bilingual Hotline: 844-789-SAFE (7233)

TEXT LINE: TEXT SAFE BERKS to 20121

255 Chestnut St. Reading, PA 19602

Reentry Guide

A resource guide for returning citizens

Published by

Berks Connections/Pretrial Services

A Life Improvement Business

www.berksconnections.org



This resource guide was created by Berks Connections/Pretrial Services with assistance from local agencies and government departments that participate in the Berks County Community Resources Network.

Returning home can be difficult - we hope that this guide helps you to find resources that make you ready to reenter!

Berks Connections/Pretrial Services

Berks County Courthouse – 16th Floor

633 Court Street

Reading, PA 19601

610-478-6920



United Way of Berks County

Updated August 4, 2017

Employment Programs

Pennsylvania CareerLink Berks County.....610-988-1300

Government “one stop” location for employment-related assistance.

www.pacareerlink.state.pa.us 1920 Kutztown Rd, Suite F Reading, PA

Berks Connections/Pretrial Services.....610-478-6920

Referrals/assistance for residents of BCJ-CRC, referred clients of the DOC and Berks County Treatment Courts.

Berks County Courthouse - 16th Fl. 633 Court St. Reading, PA 19601

Berks Personnel Network / Threshold.....610-288-1448

Employment support services; Available to individuals with disabilities/barriers to employment. 1015 Rockland St. Reading, PA 19604

Community Skills Program®.....610-376-3380

Counseling & Rehabilitation, Inc. Vocational/psychological testing, job develop & placement, case management and cognitive rehab therapy to people with brain injuries/neurological impairments. Referrals only.

1150 Berkshire Blvd Suite 210 Wyomissing, PA 19610

Office of Vocational Rehabilitation.....610-621-5800

Vocational evaluation, training, placement & support services for individuals with disability. Applications online/phone.

3602 Kutztown Road, Suite 200 Reading, PA 19605

United Community Services.....610-374-3319

GED and vocational education, work readiness and on-site construction experience and job placement. 1251 N. Front St. Reading, PA 19601

Hispanic Center.....610-376-3748

Provides assistance with job applications. 501 Washington St. Reading, PA 19601

Public Assistance / Food Stamps / Medical Assistance/Veterans Assistance

Berks County Assistance Office.....610-736-4211

Apply in person or apply online 625 Cherry St. 3rd Floor Reading, PA

Social Security Administration.....866-274-5960

Must be aged, blind, disabled or Medicare eligible through employment to apply. 201 Penn Street, 2nd Floor Reading, PA

Berks VA Clinic.....484-220-2572

Provides Primary Care, nurses, lab, social work, psychiatry, psychology, group therapy support/ counseling, assessments, treatments and referrals to honorably discharged vets and their spouses through the CHAMP program.

2752 Century Blvd. Wyomissing, PA 19610

Berks County Veterans Affairs.....610-378-5601

Submits claims pertaining to service connected benefits/pension/ burial/death benefits/state veteran’s benefits. 726 Cherry St. Reading

Lebanon VA Medical Center(Incarcerated Veterans Reentry Center).....717-272-6621 or 800-409-8771

Substance abuse treatment, vocational and independent living skills programs, Community Transitional Residence Programs, ongoing support, case management and coordination of treatment.

1700 South Lincoln Ave Lebanon, PA 17042

Opportunity House.....610-374-4696

Provides assistance to veterans. 430 N. 2nd. St. Reading, PA 19601

Hope Rescue Mission.....610-375-4224

On site social/resource center for veterans. Single occupancy rooms for homeless veterans. Food, clothing and toiletries available for veterans.

645 N. 6th St. Reading, PA 19601

Drug/Alcohol and Mental Health Referrals and Treatment

Treatment Access & Service Center..... 610-375-4426

Intake and assessment services for individuals without private insurance. 19 N. 6th Street Suite 300 Reading, PA 19601

Council on Chemical Abuse.....610-376-8669

Offer educational resources on their website:

www.councilonchemicalabuse.org

ADAPPT.....610-478-8800

Intensive drug & alcohol program for state parolees with maximum stay of 90 days where parolees are provided with treatment services.

428 Walnut St. Reading, PA 19601

Berks Counseling Center.....610-373-4281

Outpatient and intensive outpatient counseling services for chemically dependent individuals. 645 Penn Street Reading, PA 19601

Caron Foundation.....610-678-2332

Inpatient and outpatient services for patients 13+ years of age 243 N. Galen Hall Road PO Box 150 Wernersville, PA 19565

Family Guidance Center.....610-374-4963

Outpatient mental health and drug and alcohol therapy. 1235 Penn Avenue; Suite 205-206 Wyomissing, PA 19610

New Directions Treatment Services.....610-478-0646

Dual diagnosis treatment, methadone maintenance and chemical dependency services 20-22 N. 6th Avenue West Reading, PA 19611

Pennsylvania Counseling Services.....610-478-8088

Reading Psychiatric.....610-478-8088

Outpatient and intensive outpatient drug and alcohol counseling 125 S. 5th Street Reading, PA 19602

Reading Hospital Medical Center.....610-988-8070

Drug & alcohol center offers detox, short-term residential, individual/group counseling, aftercare. 401 Buttonwood St. West Reading, PA

Easy Does It, Inc.....610-373-2463

Provides space for 12 step meetings, drug and alcohol free social events. Meetings for AA, NA, OA, Al-Anon, Alateen

1300 Hilltop Road, Leesport PA & 647 Walnut Street Reading, PA

Hogar Crea.....610-372-8410

18-20 month intensive drug and alcohol program for males. 302 S. 5th St. Reading, PA 19602

Adult/Teen Challenge Treatment Center.....717-933-4181/717-673-4219

Medical detox, 30 day rehab and 14 month recovery program. 33 Teen Challenge Rd. Rehrersburg, PA 19550

YMCA of Reading and Berks County.....610-378-4736

Group home settings for chemically dependent homeless men and women. Must be resident for at least 90 days.

631 Washington St. Reading, PA 19601

Berks County MH/DD Program.....610-478-3271

Subcontracts with SAM to provide MH and MR programs & administers oversight with the HealthChoices program. 633 Court Street; 8th Floor Berks County Services Center Reading, PA 19601

Service Access Management, Inc.....610-236-0530

Mental Health intake and assessment services for individuals who do not have private insurance. 19 N. 6th St. Reading, PA 19601

Greater Reading Mental Health Alliance.....610-775-3000

Referral information and advocates for parents and children. 1234 Penn Avenue Wyomissing, PA 19610

Berks Counseling Center.....610-373-4281

Mental health counseling/services for children adolescents and adults. 645 Penn. St. Reading, PA 19601

Child & Family Support Services, Inc..... 610-376-8558

Therapy for adults/couples/families. 4 South 4th St. 2nd Fl. Reading, PA

Family Guidance Center.....610-374-4963

Provides psychiatric services and medication management. 1235 Penn. Ave. Suite 205-206 Wyomissing, PA 19610

New Directions Treatment Services.....610-478-0646

Licensed psychiatric outpatient services for adults, provides evaluation, medications management, psychotherapy. 20-22 N. 6th Ave. West Reading, PA 19611

Mosaic House.....610-375-7840

Psycho/Social rehabilitation center. Assists with a MH/MR diagnosis with education and employment services. 525 Franklin St. Reading, PA 19601

Pennsylvania Counseling Services Reading Psychiatric....610-685-2188

Provides outpatient mental health counseling and psychiatric care. Spanish-speaking services available. 125 S. 5th St. Reading, PA 19609

Pennsylvania Counseling Services Reading-Wyomissing..610-670-7270

Provides mental health counseling. Medical Assistance not accepted. 1733 Penn Ave. Reading, PA 19609

Progressions.....610-375-7454

Outpatient MH/MR therapy for adults, family and children. 144 N. 6th St. Reading, PA 19601

Reading Hospital Medical Center.....610-988-8070

Provides inpatient and outpatient services as well as partial hospitalization programs for individuals experiencing psychiatric, emotional or behavioral health problems.

6th and Spruce St. West Reading, PA 19611

Health and Dental Needs

Berks County State Health Center.....610-378-4377

Tuberculosis treatment and diagnosis, communicable disease control/investigation, info on PKU, SIDS, Animal Bite and Child Lead Poisoning. 625 Cherry St.; Room 401 Reading

Berks Deaf & Hard of Hearing Services.....610-685-4520

TTY: 610-685-4525 2045 Centre Avenue Reading, PA 19605

Berks Community Health Center.....610-988-4838

838 Penn Street Reading, PA 19602

Co-County Wellness Services.....610-375-6523

Services for HIV/STD/HCV prevention, risk reduction, counseling, planning, testing and screening in addition to services for HIV positive individuals. 429 Walnut St. Reading, PA 19601

Farias Health Care.....610-898-0766

New patient visits, physicals, sick visits, follow-up appointments and injection. Payment based on household income. 525 Penn St. Reading, PA 19601 Monday – Friday (Hours 8:30am-4:30pm)

Planned Parenthood of Northeast PA.....610-376-8061

Education about safe sex, STD care and prevention, birth control and pregnancy tests to clients under the age of 18 (fees are based on household income)

48 S. 4th Street Reading, PA 19601

St. Joseph Medical Center.....610-378-2445

Dental Clinic 145 N. 6th St. Reading, PA 19601

Salvation Army.....610-373-5208

Prescription Assistance when funds available. 301 S. 5th St. Reading

Western Berks Free Medical Clinic610-693-6207

Clinic at St. Daniel’s Lutheran Church and meets the minor acute healthcare needs 480 Big Spring Road Bobesonia, PA 19551

Wednesdays beginning at 6pm by appointments only. Women’s Clinic 3rd Tues. of every month by appt. only

GED/ESL/Education Related Assistance

Catholic Charities.....610-376-7144

Provides GED and job training. 400 Washington St. Suite 100 Madison Bldg. Reading, PA 19601

Even Start Family Literacy Program.....610-370-8540 ext. 60218

ESL/ Parenting skills/PACT/Child Development classes for residents in the Reading School District: children between 0-8 yrs. old

Hispanic Center.....610-376-3748

Refers to appropriate agencies who provide ESL testing. 501 Washington St. Reading, PA 19601

Literacy Council of Reading / Berks.....610-670-9960

Workplace foundation skills training, support, materials and linkage services for clients. Also offers ESL classes and 1:1 literacy trainings and GED classes. 35 South Dwight Street West Lawn, PA 19609

Reading Area Community College (RACC).....610-372-4721 ext. 5322

ABE/GED/ESL classes & GED testing. 10 S 2nd Street Reading

111 Riverfront Dr. Reading, PA 19602

United Community Services.....610-374-3319

YouthBuild Program provides 17-24 yr. olds with GED and vocational education, on site construction experience and job placement

1251 N. Front St. Reading, PA 19601

Wisdom 31.....610-373-5777

Beginning intermediate and advanced ESL classes as well as citizenship classes. 640 Centre Avenue Reading, PA 19601

Berks County Career & Technology Center.....610-374-4073

1057 County Road Leesport, PA 19533

Berks Technical Institute.....610-372-1722

2205 Ridgewood Road Wyomissing, PA 19610

Lead.....610-624-3712

Charter school provides Associate’s Degrees in human services 401 Penn St. Reading, PA 19601

RACC Schmidt Training and Technology Center.....610-372-4721

10 S. 2nd St. Reading, PA 19603

Bus and Taxi

BARTA.....610-921-0601

www.bartabus.com 1700 N. 11th St. Cost: \$1.70 plus \$0.25 to transfer or ride between different route Zones. 1 Day Pass is \$4 when purchased on the bus and \$3 if purchased ahead

Inter-City Bus Terminal.....610-373-9911

Bus transportation between Reading and surrounding cities 20 N. 3rd St. Reading, PA 19601

Reading Metro Taxi.....610-374-5111

615 Elm Street Reading, PA 19601

Grab-A-Cab.....610-478-1111

YMCA Reconnect Program.....610-378-4700

Transportation costs to reconnect with supportive services and loved ones outside the Berks County area. 631 Washington St. Reading, PA

Miscellaneous

Berks Community Action Program610-376-6571

Budgeting assistance/credit repair/tax assistance 247 N. 5th Street, 1st Floor Reading, PA

Berks Co. Election Services.....610-478-6490

Berks County Services Center – 1st Fl. 633 Court St. Reading, PA

Legal Services

Pennsylvania State Parole.....610-378-4331

Reading State Office Building 633 Cherry Street Reading, PA

Berks Co. Adult Probation & Parole Office.....610-478-3400

633 Court St, 7th Floor Reading, PA Mon. – Fri. 8am – 5pm

Berks Co. Juvenile Probation Office610-478-3200

633 Court St, 10th Floor Reading, PA Mon.-Fri. 8am – 5pm

Berks Co. Domestic Relations Section.....610-478-2900

633 Court St, 6th Floor Reading, PA Mon.-Fri. 8am-5pm

Berks County Bar Association..... 610-375-4591

Lawyer Referral Service 544 Court Street Reading, PA

Berks County Clerk of Courts.....610-478-6550

Access your record and pay criminal case fines and costs. Berks County Courthouse – 4th Fl. 633 Court St. Reading, PA

Mid-Penn Legal Services.....1-800-326-9177

Provides legal services for Barriers to Employment, Custody, Domestic Violence, Debt Collection, Housing (including landlord/tenant issues and utility issues), SSI/SSD, unemployment, wage claims and welfare issues. 501 Washington Street – 4th Floor Reading, PA 19601

Pennsylvania Prison Society.....215-564-4775

Reviews prison conditions & provides assistance with inmate rights/advocacy. 245 N. Broad St; Suite 200 Philadelphia, PA

Hispanic Center.....610-376-3748

Provides info. and referrals regarding legal issues and government forms. 501 Washington St. Reading, PA