

ORANGE COUNTY CORE PROGRAM

CENTER FOR **O**PPORTUNITY **R**EENTRY AND **E**DUICATION

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**A Cooperative Program of the
Orange County Probation Department and
The Orange County Department of Education**

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I understand and acknowledge receipt of the CORE Participants Handbook and will abide by the rules and regulations listed.

Name (Print)

Date

Signature

DPO

Date

TIME	MON	TUE	WED	THU	FRI
7:30 - 8:00 a.m.	Check in				
8:00 - 9:50 a.m.	Education/ Life Skills				
9:50 - 10:00 a.m.	Break	Break	Break	Break	Break
10:00 - 11:00 a.m.	Education/ Life Skills				
11:00 - 12:00 p.m.	Lunch/ Afternoon Transition	Lunch/ Afternoon Transition	Lunch/ Afternoon Transition	Lunch/ Afternoon Transition	Lunch/ Afternoon Transition
12:00 - 1:00 p.m.	Education/ Life Skills				
1:00 - 1:10 p.m.	Break	Break	Break	Break	Break
1:10 - 2:40 p.m.	Education/ Life Skills				
2:40 - 3:00 p.m.	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting

CORE Probation Officers

DPO Kristy Samuel (714) 796-8742
DPO Tom Byrd (714) 796-8743
SPO Ken Liebel (714) 796-8741

CORE DOE Staff

Steve Thornhill, Program Manager
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WELCOME/INTRODUCTION

Welcome to the Orange County Center for Opportunity, Reentry & Education (CORE) Program. This handbook is designed to answer questions, address concerns and provide overall information about the CORE Program. As a participant, you will be expected to follow the instructions given by the CORE staff members, and comply with the case plan developed for you by your CORE team. This handbook will provide you with a general description of what is expected of you as a CORE Program participant. Participants are encouraged to share this handbook with family and friends.

The Orange County Core Program staff would like to welcome you into this program. You have been selected for this program by the Orange County Probation Department and Orange County Department of Education in an effort to help you successfully complete your time on supervision. This is an opportunity for you to receive services to address issues of substance abuse, education, and job development. These services are intended to help keep you from returning to jail or prison. We are here to HELP you to HELP yourself. Only you can change your life; we are here to provide you with the tools necessary to make changes to your life and circumstances. We hope you will take advantage of this opportunity and look forward to working with you throughout the process.

The following information should familiarize you with your program's goals and expectations. Please make sure you understand the information presented. Ask a staff member to clarify any information you do not understand. If you have any questions about information in this handbook or about information not covered, please ask your case manager or program staff for answers. You will be held responsible for all program standards.

PROGRAM DESCRIPTION

The Orange County CORE Program is a comprehensive collaborative program that includes alcohol/drug education, counseling, and random testing; individual and group education and counseling; preparation for High School Diplomas or GED testing; employment readiness and referrals. Attendance at self-help meetings (such as Alcoholics Anonymous or Narcotics Anonymous) may be required and some may be provided on the site. This program is provided through the combined effort of the

Probation Department and the Orange County Department of Education; however other partnering agencies will be solicited to provide services and assistance for your benefit. You will be assisted with obtaining education and skills assessments and will be provided with referrals for vocational training, education and/or job placement services. Participants transitioning from custody will be required to complete Phase 1. Phase 2 and 3 will be voluntary. Probationers sanctioned to the CORE program in lieu of a return to court for a formal probation violation will be required to complete the 90-day 3-phase program. Overall length of the program will be determined by each participant's level of need, cooperation, and progress (Ongoing aftercare services will be available to all graduates).

This program assists participants in moving toward reintegration into the community. As a participant, you will be expected to make positive changes in your life to avoid future encounters with the criminal justice system. Our goal is to provide services to assist you in making those changes; however, your success is up to you. The CORE offers programs, classes, and supervision services that will provide the tools you will need to make a positive transition back into the community and avoid repeating mistakes that have led to a delay in improvement in your lifestyle. With your hard work and good effort, the benefits offered by the CORE program will lead you on your way to a satisfying and productive lifestyle.

Upon your entry into the CORE Program, your program team will assess your housing, transportation, family and general living needs, and when appropriate, refer you to a local, state and/or county agency for assistance.

CORE PROGRAM DAILY SCHEDULE

Entry into the CORE Program is mandatory and will require that you sign a contract agreement to follow all program rules and requirements, which will be fully explained to you at your first meeting with program staff. While in the CORE program, you will remain assigned and accountable to your assigned probation officer who will be responsible for providing supervision and enforcing the usual probation terms and conditions and court orders. CORE staff will provide your probation officer with updates of your progress and cooperation in the program and may visit the program to observe first hand your performance or discuss your program with CORE staff. Failure or discharge from the program may result in a sanction or return to court.

CONCLUSION

The CORE Program has been developed to help you achieve total abstinence from all criminal activity. The program is designed to promote self-sufficiency and to return you to the community as a productive and responsible member. The team is present to guide and assist you, but the final responsibility is yours. Only you can change your life; we are here to provide the tools necessary to make changes to your life and circumstances. We hope you take advantage of this opportunity. You must be motivated to make this change and commit to crime-free life. We look forward to working with you throughout the process. We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the CORE Program, please feel free to ask your team. Important CORE telephone numbers have been listed at the end of this handbook for easy access. Also, a Core Program Daily schedule and phase requirement appendix has been included for your convenience.

We wish you the best success.

3. Additional case management services as determined by the treatment team
4. Ongoing review and updating of case plan
5. Stable, approved employment or positive response to vocational and or educational goals
6. Become a mentor to a new CORE program participant as approved by the CORE team

Graduation Criteria:

- Acceptable level of sobriety (to include no positive alcohol/drug tests, including missed and tampered tests, for a minimum of 30 consecutive days) as determined by the CORE team
- Obtained gainful, consistent employment or sufficiently involved in a vocational/educational training program as determined by the treatment team
- Maintained consistent attendance
- No unexcused absences from scheduled services for 30 consecutive days
- Continue to demonstrate a positive adjustment to ongoing treatment
- Progress toward treatment plan goals
- Definitive aftercare plan
- Recommendation of CORE staff members

GRADUATION

Once you have successfully completed the criteria for each phase (as described in the program phases section beginning on page 11), you will advance to the next level and eventually be a candidate to graduate from the CORE Program. The final decision for advancement from each phase as well as for graduation eligibility is determined only by the CORE team. Your family will be invited to join you as the team congratulates you on successfully completing the CORE Program and achieving your goal to establish a law-abiding and successful lifestyle.

PROBATION SUPERVISION

As a CORE program participant, you will be required to attend every day you are scheduled, depending on your phase and curriculum, and work with your CORE team (Probation and Department of Education staff) toward success. If you are not doing well, the team will discuss this with you and determine further action. A program violation, including but not limited to tardiness or failure to attend class; a missed, positive or tampered test; curfew violation; failure to complete volunteer hours, etc., may result in a sanction (See SANCTIONS on page 7). With repeated violations of program expectations, and/or a failure to progress satisfactorily, you may be discharged from the program and returned to court for a probation violation.

All decisions regarding termination from the program will be made by the CORE program team.

Supervision services may include electronic monitoring, random drug/alcohol screens, curfew calls, and supervision meetings with your probation officer.

CORE PROGRAM RULES

As a CORE program participant, you will be required to abide by the following rules:

1. **Do not use or possess any drugs or alcohol.**
Sobriety is a primary focus of this program. Maintaining an alcohol/drug free lifestyle is very important in your recovery process. This may include over-the-counter medications and alternative treatments typically found in health food stores. You must notify the CORE team if you are taking any prescription or over-the-counter medication.
2. **Check in and attend all scheduled classes and programs.**
This includes group counseling programs, educational sessions, and self-help meetings. If you are unable to attend a scheduled session, you must contact your CORE case manager. Although notifying your case manager generally will not excuse your tardiness or absence, it will allow the team to consider special circumstances that might be involved.

3. **Submit to Alcohol and Drug Testing (if Court-ordered to do so).**
If you are unable or fail to provide a urine sample, a technical positive test result will occur. You must submit to a breathalyzer test upon request by Probation, DOE or law enforcement. Tampering with any test will be deemed a positive test and may result in termination. You must notify your treatment team of any prescription or over-the-counter medication you are taking.
4. **Do not make threats toward other participants or staff or behave in a violent manner.**
Violent or inappropriate behavior will not be tolerated and will be grounds for immediate termination from the program. New law violation charges are also possible.
5. **Dress appropriately for CORE attendance.**
As a participant, you will be expected to wear a shirt or blouse and pants, dress or skirt of reasonable length. Shoes must be worn at all times. Clothing bearing inappropriate themes or promoting or advertising inappropriate behavior are unacceptable and if worn you may be denied access to the program or provided with “less stylish” temporary clothing for the day. Appropriateness of attire will be reviewed by CORE program staff.
6. **Use of Cell phones.**
Participants may have a cell phone on their person, but must have it turned off (not silenced or on vibrate) while attending classes at CORE. You may check your voice mails, texts, make calls, etc. during designated breaks of the lunch hour, unless given specific permission by staff. Failure to comply will result in confiscation of phones for the remainder of the day.
7. **Meals/food & beverage policy.**
The CORE program schedule provides a lunch break of one hour Monday through Friday. You may bring food or go to nearby restaurants for lunch. If you leave for lunch, you are expected to return to the facility prior to the beginning of the afternoon session.
8. **While in the CORE program setting, remain seated and quiet at all times.**
It is very important to be considerate and respectful of all persons in the program and to portray appropriate behavior at all times, for the benefit of yourself and others present.

PHASE 2
INTERMEDIATE PHASE
Length: a minimum of 30 days

In Phase 2 your case plan will be developed by you and your CORE case manager. Together, you will formulate personal achievement goals in addition to treatment plan goals (High School Diploma, GED, college classes, vocational/educational counseling, anger management, parenting skills, etc.) Phase 2 requirements include:

1. A minimum of 3 days attendance at the CORE per week
2. Random alcohol/drug testing (if Court Ordered)
3. Adult Education
4. Community Service (minimum 8 hours per month)

Advancement Criteria:

- No positive alcohol/drug test results (including missed or tampered tests) for 30 consecutive days
- No unexcused absences from scheduled services for 15 consecutive days
- Documentation of required attendance
- Stable approved employment or positive response to vocational or educational goals
- Proof of completion of required community service hours
- Demonstration of a positive adjustment to your case plan
- Recommendation of CORE staff members

PHASE 3
SUPERVISION AFTERCARE & EXPEDITED RELEASE
(This phase will concentrate on relapse prevention)
Length: a minimum of 30 days

Phase 3 will address your ongoing recovery needs including maintaining total abstinence from all alcohol and drugs. The focus will be on daily living skills. This phase is designed to support you in your return to the community as a productive and responsible member. In Phase 3, your case plan will be updated by you and your case manager to review progress on your treatment goals and objectives. Counseling and meetings will focus on areas that are challenging for you and identifying ways of coping with stressful situations. Phase 3 requirements include:

1. A minimum of 2 days attendance at the CORE
2. Random alcohol/drug testing (if Court ordered) but no curfew/calls

PROGRAM PHASES

The CORE Program is a three-phase, highly structured, out-patient program lasting a minimum of 1 month, depending on the reason for enrollment and progress while in the program. Individual progress will vary. Each phase consists of specified case plan and educational objectives, therapeutic and rehabilitative activities, and specific requirements for advancement into the next phase. The components and requirements for advancement from each phase are described below. Not all participants will be required to complete the 90 day Phase Program.

PHASE 1

INITIAL PHASE (TRANSITION / FIELD REFERRAL) / INTENSIVE PHASE

Length: a minimum of 60 days

The intensive phase is a period in which you will be assigned a case manager, who will provide you with an overview of the program. Your needs will be assessed and addressed by the CORE team. Your progress will be closely monitored by the team and reported to the assigned probation officer. Phase requirements include:

1. 5 days attendance at the CORE per week (unless otherwise directed by your probation officer)
2. Random alcohol/drug testing (if Court ordered)
3. Report to the CORE Probation Officer once weekly
4. Adult Education
5. Additional case management services as determined by the treatment team (Detoxification, employment search, psychiatric and/or psychological evaluation)

Advancement Criteria:

- No positive alcohol/drug test results (including missed or tampered tests) for 30 consecutive days
- No unexcused absences from scheduled services for 15 consecutive days
- Documentation of required attendance
- Demonstration of a positive adjustment to your case plan
- Recommendation of the CORE staff members

9. **Court Compliance.**
All court dates must be kept and court costs paid as directed. If you are ordered to pay restitution, the probation department will collect payment which will be forwarded to the victim on your behalf. You are not to be in contact with the victim.
10. **Searches.**
As a participant of the CORE program, you are subject to be searched upon the request of a CORE staff member. Failure to comply may result in sanctions or program termination. Participants will be searched upon entering the building. This is done for the safety of yourself, program participants, staff at the center, and in compliance with Orange County Department of Education regulations.
11. **Personal Property.**
For reasons of security, please bring as few personal items as possible. If personal items become a distraction for you or others, they will be removed by CORE staff, stored, and returned when you leave at the end of the day.
12. **Comply with all requirements of each phase.**
The CORE program operates on three phase levels, determined by your progress. Graduated sanctions, participation in groups, employment, and overall progress in the program are taken into consideration in determining your level of service. Your phase may be promoted or demoted depending on your efforts and performance in the program.
13. **Program Equipment.**
As a participant of the CORE program, you will be issued materials and equipment required for participation in class sessions and programs. You will be responsible for the care and maintenance of each item issued to you. If you lose or damage any piece of equipment, you may be required to pay for the cost of replacement. If equipment is not returned in proper shape, you will be required to pay restitution to the Department of Education or agency from which it was issued.

CASE PLAN PROCEDURES

Your treatment will be provided through a team approach with the combined resources of the Probation Department and Department of Education. The CORE team will assess what level of services will best meet your needs.

You and your CORE case manager, following an overall assessment of your needs, will develop an “initial” case plan. The plan will act as a guide for your Intensive phase, and within it you will set goals, select methods for meeting those goals, and develop target dates for achieving those goals. The plan will be maintained by your CORE team and will be updated as you progress through the program.

CASE MANAGEMENT

Case Management services are provided by the CORE team and are a result of a continuous assessment of your needs. These services are provided to facilitate your effort to successfully complete this program while you transition back into the community to become a productive member. Case management services may include:

- Substance Abuse Treatment
- Anger Management Counseling
- Employment and life skills programs
- Dual Recovery Education
- Criminal Thinking counseling
- Literacy Education
- Adult Education

EXPECTATIONS

What we expect from you:

- Be respectful of others
- Participate actively in your program
- When you have a question or concern, respectfully discuss it with the appropriate staff person
- Listen to staff when they talk to you. We are here to assist you
- Be in the facility and signed in prior to reporting time
- Care for and maintain any materials or equipment issued to you
- Participate in daily chores, housekeeping, and assistance with program activities as needed
- Comply with all court orders, terms of probation/parole, rules of the Department of Education, and program requirements

What you can expect from us:

- We will make every effort to provide a safe environment for all individuals
- We will listen to you when you have questions, issues or problems
- We will help you learn to make responsible decisions and choices
- We will monitor your employment and educational activities
- We will help you evaluate your thinking and work on things you want to change about yourself and your circumstances

CONFIDENTIALITY

Your identity and privacy will be protected consistent with Federal Regulations and State laws (i.e., 42CFR, Part 2; Health & Safety Code Sections 11812(c), 5328, and 45CFR, Parts 160 and 164). In response to these regulations, policies and procedures have been developed which guard your confidentiality. You will be asked to sign a waiver authorizing the transfer of information among all participating agencies. An identification number will be assigned to you that will be used in all research and evaluation activities to safeguard your identity.

SANCTIONS

If you fail to comply with the CORE Program, the team may impose one or more sanctions, including but not limited to the following:

- Admonishment from the team
- Increased alcohol/drug testing (if Court ordered)
- Writing an essay on a CORE program-related topic which must be read aloud in a group setting
- Journaling
- Increased participation in individual and/or group counseling
- Community service hours
- Curfew
- Demotion to an earlier program phase
- Formal probation violation
- Expulsion from program
- CalTrans / JCWP hours