

JEFFERSON COUNTY TOPSIDE PROGRAM

Information Sheet

What is the Topside Program?

The Topside Program is a multi-agency involved treatment court designed for youth who are presenting as high risk in at least two of four target domains on the Washington State Risk Needs Assessment. The purpose of the program is to offer juveniles an alternative to full criminal proceedings and/or prosecution. Topside meets twice a month and along with the Judge, Prosecutor, Defense Counsel and Juvenile Court Staff; also present is a designated counselor from Jefferson Mental Health, the Functional Family Therapist, our local drug and alcohol treatment provider, and of course the family members that are involved in that youth's life. This team approach provides seamless access to services, close supervision, and a quick response time so that youth can be righted when needed and rewarded when deserved.

Who is eligible for Topside?

To qualify for the Topside program, a juvenile's risk and criminal activity must be at a level where traditional court and probation supervision are not meeting that youth and family's needs. The Topside program is a good match when a youth would benefit from a team approach that includes both the youth and treatment professionals, family, probation, and Judge all at the same table creating a case management plan. The juvenile and family must be supportive of the program and agree to participate.

Juveniles are referred by the recommendation of Juvenile and Family Services, Prosecutor and Defense Counsel. A youth must score high or moderate risk in at least two of four targeted domains on the Washington State Risk and Needs Assessment.

How does Topside Work?

- * Youth will first meet with the public defender and/or their attorney to review the Topside contract and the program agreement.
- * Upon acceptance into the Topside program, the youth and their family will attend the Topside meeting with other Topside members and the professional team twice a month and proceed through a 4 stage process.
- * Topside meets the first and third Thursday of every month from 3-5pm.

How much does it cost?

No fee is required for participation in Topside

JEFFERSON COUNTY JUVENILE AND FAMILY SERVICE

TOPSIDE PROGRAM MANUAL

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JUVENILE COURT TOPSIDE PROFESSIONAL TEAM MEMBERS

Meghan Dewalt, Mental Health Counselor, Jefferson Mental Health

Kelli Parcher, Jefferson County Detention Manager, Proctor House

Scott Charlton, Jefferson Associated Counsel, Public Defender

Craig Isenberg, Marriage & Family Therapist, Functional Family Therapy

Cheryl Potebnya, Jefferson County Prosecutor

Shannon Burns, Juvenile Probation Counselor, Juvenile Court Services

Ford Kessler, Director, Safe Harbor Recovery Center

Barbara Car, Juvenile Court Administrator

Keith Harper, Superior Court Judge

INTRODUCTION

MISSION STATEMENT

It is the mission of the Jefferson County Topside Program to give multi-system involved youth the skills to choose and maintain crime free behavior. This is a life changing process that requires each Topside participant to examine their life, including substance abuse/dependency, mental health, peer and family relationships, school, work and the support systems in place for him/her.

GENERAL DESCRIPTION

Jefferson County Juvenile Topside Program is a multi-agency response for youth who are charged with crime(s) and have several domains of risk as identified by the Washington State Risk Needs Assessment. The intent of the program is to offer minors an alternative to full criminal prosecution. This alternative will include close supervision, treatment for substance abuse/dependence, mental health and evidence-based programs to address attitudes/relationships. Topside meetings include the Judge, prosecutor, defense counsel, community treatment professionals, and family members of participating youth. This program is designed to meet the needs unique to each individual eligible youth. A combination of rewards and sanctions will be used as a motivator for the participants in the program, and recognition will be provided at the completion of each of the four stages. A graduation ceremony will be held at the end of the program.

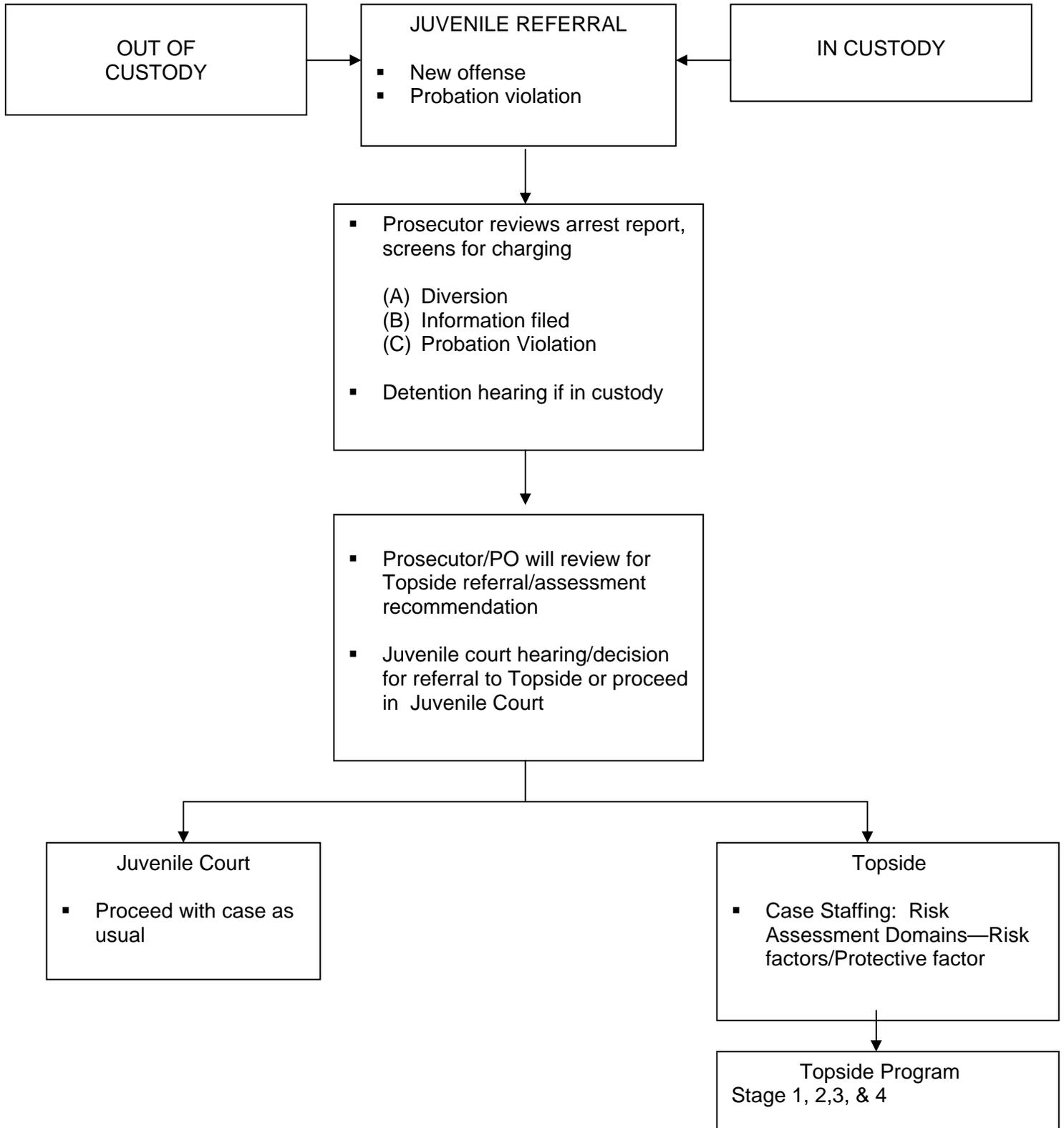
ELIGIBILITY

Eligible youth

Juveniles charged with an offense may enter the Topside program prior to conviction through an agreement between the juvenile and his/her attorney, the probation department, and the prosecutor's office. That agreement may take the form of a deferred adjudication or continuance for dismissal. The agreement will recite that failure of the juvenile to abide by the terms of the agreement will result in immediate prosecution for the underlying offense or offenses and the juvenile stipulates to the court reviewing the police reports as the sole means of determining guilt or innocence.

- Youth must score high or moderate risk in at least two of four targeted domains (Mental Health, Chemical Dependency, Attitudes/Behaviors, or Relationships) on the Washington State Risk and Needs Assessment.
- The youth and family is willing to engage in the program.
- The crimes being referred are not sex offenses and/or committable offenses.
- All cases a youth has, new adjudications, as well as previously adjudicated cases already under probation supervision, will all be monitored in Topside Program.

PROCEDURAL FLOW CHART



PROGRAM ADVANCEMENT - STAGES

Once referred to Topside, the Topside Probation Counselor will complete the Washington State Risk/Needs Assessment and eligibility requirements with the youth and family. Upon acceptance into the Topside program, the youth will proceed through 4 stages. Each stage has a time frame which includes a minimum and maximum of weeks for completion. This range allows for youth to have incentive and guidance in moving to the next stage. At the end of each stage the youth will be rewarded, and the goals of the next stage will be established.

Stage 1 : All Hands on Deck—Motivation and Engagement

Focus: Engagement covers whatever it takes to get the youth and their family through the door and attending Topside meetings. Motivation takes it to the next step to not only showing up, but to want to show up and participate because the youth feels there is something to be gained through the Topside program.

Time Frame: 4-6 weeks

Motivation/Engagement Goal: The goal of motivation is for youth and family to feel a sense of personal investment in the Topside program and to see Topside as a team looking out for their best interest rather than “them vs. us.” The Topside Probation Counselor will make an effort to meet the youth at their level through demonstration of empathy and using motivational interviewing techniques.

The following are primary goals for the youth in this initial phase of the Topside program:

1. Show up: The youth will demonstrate an initial willingness to participate in the program by showing up on time during regularly scheduled sessions and continuing to show up. It is also prudent that family members participate, especially in this early phase.
 - a) A Topside Probation Counselor will be assigned to youth who is available by phone or in person between regularly scheduled Topside meetings. Assigned Topside Probation Counselor will help connect the youth and youth’s family to the Topside program design.
 - b) Topside Probation Counselor will assist in successful entry of the youth into Topside with a phone call to youth and family 24 hrs prior to meetings to remind them of the date and time of meeting.

d) Youth and Family will complete the Washington State Risk Needs Assessment, discuss the outcomes of this assessment, and agree to the target behavior that will be the focus for next three Stages.

Engagement & Motivation Completion: Youth has successfully completed the Engagement and Motivation change for Topside when they demonstrate:

1. Consistent attendance of Topside meetings
2. Regular check-ins with Topside Probation Counselor (minimum 1/week)
3. Ability of youth to identify goals and areas for change designated through Washington State Risk/Needs assessment.

Stage 2: Set the Course----Action

Focus: Action involves identifying the targeted behavior and developing an action plan that has clear steps for the youth to follow and progress through in order to lower the risk of the targeted behavior. Referral to the appropriate agency should be as seamless as possible. The youth and family will work to follow treatment recommendations. The action plan will be seen as a priority to the youth as demonstrated through both their help in its development and their previous commitment to change established in Stage I (Engagement & Motivation).

Along with lowering the risk of the Targeted Behavior in this stage, the youth will explore increasing protective factors and creating strategies to enhance strengths and support systems in their life.

All accomplishments such as certificates and treatment reports will be compiled in the individual's portfolio that will be kept with the Topside Probation Counselor.

Time Frame: 6-14 weeks

Action Goal: Along with remaining engaged and motivated, the following are the primary goals for the youth in this stage of the Topside program:

1. Establish an Action Plan with clear steps to reduce risk in Target Behavior. The action plan shall include all the treatment recommendations of the referral program.
2. Establish an action plan with strategies to increase protective factors that will increase and establish an overall support system and strengths for the youth.
 - a) Create an action plan that is directly related to targeted behavior with the help of

probation counselor and Topside team and/or referring agency.

- b) Create an action plan that increases the protective factors and creates a support system for the youth with the help of probation counselor and Topside Team.
- c) Call and make necessary referral to service agency
- d) Begin process of developing a portfolio

Action Completion: Youth has successfully completed the Action stage for Topside when they demonstrate:

1. Youth has been referred to service agency for targeted behavior, has met with service provider, created a treatment plan with provider, has attended appointments and is fully compliant with treatment plan.
2. Youth has created strategies towards increasing protective factors through community involvement or pro-social activities.
3. Youth and Topside Probation Counselor will collect any treatment reports, completion certificates, and any other documentation for a portfolio that will be kept with the Topside Team.
4. Upon consistent progression through the individual action plan, youth will be reassessed by the Topside probation counselor on the Washington State Risk Needs Assessment and upon recommendation of Treatment provider he/she will progress to Stage 3.

Stage 3: Weather the storms---Maintenance

Focus: Stage 3 requires the Topside member to display maintenance with his/her action plan for a period of time determined specifically by the treatment provider. The maintenance stage is exactly how it sounds, maintaining the change that has occurred around the target behavior.

Time Frame: 10-14 weeks

Maintenance Goal: The following are the primary goals of Maintenance stage. Maintaining action includes the following:

1. Continue to follow through with reducing the target behavior of the action plan
 - a) Attend and participate in recommended treatment. Continue to make progress towards changing the risk of target behavior. This can be shown through reports

from treatment provider, parents, topside probation counselor, and the Topside Team. Examples of this are: 1. consistent negative results from UA testing if one's target behavior is chemical dependency 2. no missed appointments with a mental health clinician and reports that one is participatory in sessions, if one's target behavior is Mental Health 3. consistent participation in Functional Family Therapy if one's target behavior is family 4. full participation in ART if one's target behavior is aggression/attitude.

2. Continue to follow through with the strength-based portion of the action plan
 - a) Explore interests aligned with your identified strengths
 - b) Pursue at least one of those interests by maintaining contact with whatever community resource/program that fulfills the interest/strength
 - c) Develop a consistent pattern of attending and participating in the strength-based resource/program.

Maintenance Completion: The youth has completed maintenance stage for Topside when they have demonstrated:

1. The treatment provider will recommend a youth move to stage 4 based on the youth's progression through the action plan and maintaining compliance with for 10-14 weeks.
2. The youth continues to follow through with increasing the protective factors or strengths in his/her life.
3. The youth and family have undergone a reassessment on the Washington State Risk Needs Assessment with the Topside Probation Counselor.
4. The Topside Probation Counselor and youth have continued to collect treatment reports, certificates of completion, and compliance reports in their portfolio.
5. The Topside Team will progress the youth to Stage 4—Transition.

Stage 4 : Anchored---Transition

Focus: The focus of Stage 4 requires the Topside member to be anchored with his/her action plan for a period of time determined specifically by the treatment provider. The anchored stage is exactly how it sounds, anchored in the change that has occurred around the target behavior that has become a way of life.

Time Frame: 4-8 weeks

Transition Goal: For the youth to graduate from Topside and the criminal justice system.

1. Anchored in steady and consistent behavior change within target behavior.
2. Anchored in strengths and protective factors that have been increased such as: community involvement, employment, mentorship, social clubs.
3. Youth will put the finishing touches on their portfolio which has been kept with the Topside Team, and present it to Topside prior to graduation. The portfolio has items such as: a) Certificates of Completion: ART, CSW, DBT, FFT, D/A, SMART, MH, Girls Group b) community service reference c) Work accomplishments: Food Handlers, Drivers Ed d) Community reference letters: personal supports, school, work, e) Education: progress reports, course completions, extracurricular activities
4. Exit plan: The youth will develop his/her exit plan with the Topside Probation Counselor. It will include written strategies of support network, treatment supports, and personal/family members committed to supporting and keeping youth anchored in change. The youth will provide the exit plan to two adults who will sign exit plan and agree to support youth in remaining anchored. These adults will also be invited to the graduation ceremony from Topside.
5. The youth will participate in a final assessment with their Topside Probation Counselor.

Transition Completion: The youth will complete Stage 4 and Transition through a graduation ceremony. Upon graduation, their juvenile justice matter will be completed and they will be exited out of the criminal justice system.

PROGRAM SANCTIONS

While progressing through the four stages, it is possible a youth may not be in compliance with the stage requirements or not progressing through the stages. At anytime, the Topside Team may deem it necessary to provide sanctions to a youth. These can range from written assignments, work crew, a stage freeze, sending a youth back to the previous stage, warrants, or incarceration. A youth who is not progressing or continues to violate Topside may also be remanded back to regular court. The team will consider facts from all members and treatment providers, and ultimately the presiding judge will make the final decision.

PROGRAM INCENTIVES

Throughout the four stages, the youth and family will be motivated by the fact they are progressing through the stages with an end in sight. There also may be the ultimate incentive of receiving a dismissal of a charge or having multiple cases being handled in one venue. Incentives and needs identified by the youth will be addressed by the Topside Team and, when able, provided to the youth and family. Incentives may range from gas cards, restaurant gift cards, or clothing items. Along with the above, the youth and family will be rewarded at the completion of each stage with a stage graduation.

PROGRAM GRADUATION

All youth that complete the four stages of Topside will receive a graduation ceremony. This will be tailored to the youth and family, but would consist of family, friends, and identified support network being invited. The Topside Professional Members and the rest of the participants and their families would be in attendance, as well as anybody that the youth identifies. The youth will receive a certificate of completion, his supervision and underlying charge would be completed successfully and those that felt inclined may speak to the process that the youth underwent in accomplishing the four stages. Along with the above, refreshments and snacks will be offered.

TOPSIDE PROGRAM STAFF RESPONSIBILITIES

Topside Operations

In between Topside meetings, the assigned Topside Probation Counselor will facilitate the progression of the youth in completing necessary items in current stage. The Topside Probation Counselor will also communicate with family members and encourage them to attend Topside meetings and assist them in support of the youth. The Topside Probation Counselor assists in the collection of needed documentation.

The Topside Professional Members will appear at the Topside meeting at 2:30 every first and third Thursday of the month. During this portion of Topside, the professional team will discuss each Topside member. This staffing will include the stage the youth is in, his/her progress in that stage, and any reports by probation and treatment providers. The team will also discuss any support the youth may need to progress to the next stage and any sanctions for non-compliance.

The participant will appear in Topside meeting every first and third Thursday of every month at 3pm for review regards to his/her progression through the four stages. The youth will be able to articulate what stage he/she is in and what needs to be completed to move to the next stage. The youth and family will update the team on what support is needed and if anything that may need to be changed in regards to the stage they are in.

Superior Court Administrator:

The court clerk will keep a file of all juveniles participating in Topside and place any violation paperwork in the Topside file.

Topside Probation Counselor:

The Topside probation counselor will be responsible for performing the risk/needs assessment and all additional reassessments at the end of each stage. They will provide an overview of the domains that are at risk, the target behavior for change, and will orient the Topside team in regards to protective factors. They will use the case management process to motivate and engage the youth in the Topside process. The Topside Probation Counselor will update the Topside team at each staffing in regards to progress and non-compliance. The Topside Probation

Counselor will facilitate action plans per Topside request and communicate to treatment providers when needed.

TopsideTreatment Professionals:

The Treatment provider who is designated a Topside professional member will be the contact person who will provide recommendations, treatment progress and attendance information to the Topside team at each staffing. They will help to provide seamless access to services and when they agree to assist the youth in an action item, they will do everything possible to complete it with the youth and family. The treatment provider will work closely with the Topside team and topside probation counselor and will provide timely information and communication regarding issues and updates. The treatment provider will be responsible for treatment services and referrals to other agencies as needed.

THE TOPSIDE AGREEMENT

The Topside agreement outlines the responsibilities of each participant, parent and team member. This contract is reviewed with the youth's attorney to ensure that participants understand the requirements, release of information, and sanctions and incentives of the Topside contract.

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF JEFFERSON

IN RE:)
)
) NO.
)
) TOPSIDE PROGRAM AGREEMENT
DOB)
_____)

Topside Youth Participant's Responsibilities and Agreements:

1. I will not possess or consume alcoholic beverages, *tobacco products*, or non-prescribed drugs. I will not use over-the-counter medication in excess of the recommended dosage, unless directed by a medical professional. I will provide my Juvenile Probation Counselor (JPC) with copies of any prescriptions within 72 hours of receiving such.
2. I will take prescribed medication as directed by my treatment provider.
3. I will complete any diagnostic screening, risk/needs assessment or evaluation required.
4. I agree to follow any curfew set by the Topside Team.
5. I understand I must obey rules and regulations established in the household in which I reside.
6. I will attend school, or be actively involved in a vocational training program or other education program approved by the Topside Team, on time on a daily basis or pursuant to the educational program schedule. I will cooperate with school authorities and abide by school rules and regulations. I will maintain grades to the best of my ability. Should a pattern arise of not attending school, or vocational training, on a regular basis due to illness or medical condition, the Topside Team may require a written excuse from a doctor or health professional for any absence.
7. I will attend all Topside sessions as ordered, arriving on time and staying until excused.
8. I will use respectful words and behave in a respectful manner to the Topside Team and to the other Topside participants.

9. I will follow the treatment plan as developed by my treatment provider, including participation in self-help meetings if deemed appropriate by my treatment provider.
10. I will participate in personal counseling or educational training services and/or family intervention services as the Topside Team directs. I understand required interventions may include family and/or individual counseling, Aggression Replacement Training, Functional Family Therapy, Girl's Circle, mental health counseling or chemical dependency treatment.
11. I will obey all laws and I understand that if I engage in any criminal act, I may be prosecuted for any new charge(s).
12. I must notify my JPC within forty-eight (48) hours if my telephone number changes or is disconnected. I must notify my JPC forty-eight (48) hours prior to changing my residence, employment or school status.
13. I will submit random, observed UA's for testing upon request by the Topside Team, my JPC or my treatment provider. If I miss a test or refuse a test, it will be regarded as a positive test result and be subject to sanctions.
14. I will not be in places or associate with persons who are using alcohol or drugs, or selling illegal controlled substances.
15. I will not associate with persons as identified by the Topside Team.
16. While I am in the Topside Program I will not possess firearms or any other dangerous weapons.
17. I understand that the term of the Topside Program is 6-12 months, and the length of my stay in the program will largely be determined upon my performance and progress.
18. I agree to sign any and all releases of information necessary to allow the Topside Team to monitor my progress in the Topside Program.
19. I understand that the Topside Team will join with me and endorse my target behaviors for growth during my Topside participation. I understand that these targets may change depending upon my rate of progress and/or changing circumstances.
20. I will not share any information or personal stories heard during the Topside meetings with anyone outside of the Topside Team, participants, or Jefferson County Juvenile Justice system.

Topside Youth Participant's Rights and Benefits:

- ___1. While in the Topside Program, the prosecution of the criminal case(s) pending against me will be stayed or placed on hold.
- ___2. While in the Topside Program, the finding of any probation violation or revocation of a deferred disposition pending against me will be stayed or placed on hold.
- ___3. My participation in the Topside Program is a condition of the court's granting a deferred disposition in this case. Successful completion of this program will result in the charges being dismissed, the guilty plea withdrawn and probation terminated.
- ___4. While in the Topside Program, the finding of contempt on any civil matter will be stayed;
- ___5. If I successfully complete the Topside Program, either the charges against me will be dismissed (including deferred dispositions), or the probation violation/revocation of deferred disposition pending against me will be stricken.
- ___6. I CAN TALK WITH AN ATTORNEY AT ANY TIME. I may hire my own attorney or I may talk to the defense attorney on the Topside Team at any time and at no expense to me.
- ___7. I can quit the Topside Program, but I understand that any legal actions pending against me would proceed and I would face (1) imposition of a sentence on any pending criminal charge(s); (2) imposition of any probation violation or contempt sanction; or (3) revocation of a deferred disposition and sentencing on the underlying charge.
- ___8. I will not be required to provide information about other people involved in illegal drug or alcohol activity as a condition to remaining in the Topside program, and I will not be required to admit to any additional criminal activity beyond the facts originally stipulated as a condition to remaining in the Topside Program.

Topside Program Possible Sanctions for Non-Compliance by Youth

I understand that if I do not follow the terms of this Agreement, the Judge may impose sanctions on me, which can include but are not limited to:

- Imposing a curfew or geographic restriction or no contact order with another individual or limit my privilege to drive a vehicle;
- Writing an essay for the Court or a similar “thinking” task;
- Community restitution work;
- A period of incarceration in the Proctor Home or the Kitsap Youth Center (if a civil matter, civil procedures re: contempt will still apply);
- Termination from the Topside Program and returning to the standard court process with regard to my pending matter.

I HAVE READ (OR AHD READ TO ME) THIS PARTICIPATION AGREEMENT. I UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS STATED:

Participant Date

Attorney for Participant, WSB# Date

DATED this ____ day of _____, 2010.

Approved for Entry: _____
Prosecuting Attorney WSB#

IN AND FOR THE COUNTY OF JEFFERSON

IN RE:

)

)

) NO.

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) TOPSIDE PROGRAM AGREEMENT

DOB

) FOR TEAM MEMBERS AND PARENTS

)

Topside Team Participant's Responsibilities:

1. I will attend all Topside Meetings to best of my ability and will notify Juvenile Services if I am unable to attend any Topside meeting.
2. I will use respectful words and behave in a respectful manner to the Topside participants and parents.
3. I will work to help find appropriate target behaviors for growth for youth participants.
4. I will not share information or personal stories disclosed during the Topside meetings with individuals not involved in the Topside Program or Jefferson County Juvenile Justice system.
5. I will honor the work that is being done by the youth in their efforts to change behaviors.
6. I will work with other Topside Team members to seek creative solutions to difficult problems.
7. I will hold high expectations of this youth's ability to be successful in this program and beyond.
8. I will respect the parent's role in the life of their child.
9. I will hold the youth accountable to the promises they made in their Topside Agreement.

Parent/Guardian Responsibilities:

1. I will attend all Topside meetings to the best of my ability. I will notify Juvenile Services if I am unable to attend for any reason.
2. I understand my responsibility as the parent of my child and I will do my best to assist my child in participating in all services and interventions recommended by the Topside Team.
3. I will not share information or personal stories disclosed during the Topside meetings with individuals not involved in the Topside Program or Jefferson County Juvenile Justice System.
4. I will honor the work that is being done by my child in their effort to change behaviors.
5. I will hold high expectations of my child's ability to be successful in this program and beyond.
6. I will use respectful words and behave in a respectful manner to the Topside Team members and other Topside participants.
7. I will work with the Topside Team members and my child to seek creative solutions to difficult problems.
8. I will participate in any family counseling or Functional Family Therapy as recommended by the Topside Team.
9. I will respect the Topside Team's role in the current experiences of my child.
10. I will hold my child accountable to the promises they have made in the Topside Agreement.

DATED this _____ day of _____, 2010.

TOPSIDE TEAM MEMBERS:

PARENT(S) OR GUARDIAN(S)
