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WELCOME TO THE DUI COURT PROGRAM

Congratulation on taking the first step towards recovery by participating in our program. You will learn the skills necessary to help you establish and maintain a life free from alcohol and drugs. Our goal is to support your efforts to improve the quality of your life while also ensuring the safety of our community. This handbook will provide a full explanation of our DUI Court. The entire DUI Court team is committed to your success and we will do all we can do to support your positive efforts. It will be your hard work, determination and willingness to honestly confront your addiction that will determine successful.

On behalf of the DUI Court Team, we wish you the best of

luck in your program

DUI Court Team

NEXT EXI

DRIVING UNDER THE INFLUENCE (DUI) COURT TEAM

- Superior Court of California, County of Fresno
- Department of Behavioral Health
- ♦ Probation Department
- ♦ Public Defenders' Office
- ♦ District Attorney's Office
- ♦ Community Treatment Providers

YOUR DUI COURT CONTACTS

four Lawyer is:
Phone:
our Probation Officer is:
ocated at: 2212 N. Winery St. Ste. 122, Fresno
Phone #:
our Case Manager is:
Phone Number:

The DUI Coordinator is also available at 559-457-2163

CONFIDENTIALITY

Your identity and privacy will be protected to follow Federal Regulations and State laws (i.e. 42 CFR, Part 2; Health and Safety Code Sections 11812(c), 5328 and 45 CFR Parts 160 and 164. Policies and procedures are developed which guard your confidentiality. You will be asked to sign a release form so that information can be shared among all participating agencies.

MISSION STATEMENT

The mission of the Fresno County DUI court is to provide offenders with a comprehensive program that will reduce the rate of recidivism and financial burden to the community while enhancing public safety. This will be accomplished through a coordination of collaborative court services which include individualized treatment plans, close supervision and judicial involvement.

Primary Goals of DUI Court are to:

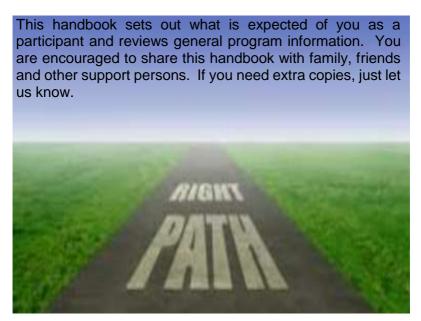
- 1. Improve Public Safety through reducing the number of reoffenders (recidivism)
- 2. Provide an alternative to long term incarceration for offenders who meet program eligibility
- 3. Provide community based therapeutic treatment and other supportive services long term recovery.
- 4. Employ close supervision of participants to ensure they are compliant with program requirements.
- 5. Provide a collaborative network of care between multiple agencies.

INTRODUCTION

Welcome to the Fresno County Superior DUI Court Program.

This collaborative Court is a group effort to provide coordinated assessment, services, support and monitoring. The partners who will work on your team include: the Superior Court, Community Treatment Providers, the Department of Behavioral Health, the Probation Department, the Public Defender's Office and District Attorney's Office.

As a participant you will be expected to follow the terms and conditions of probation given by your sentencing Judge. In addition you must do what your probation officer says and follow the treatment plan developed by your Case Manager and Community Treatment Provider.



TREATMENT PHASES

The DUI Court is a structured program lasting a minimum of

12 months for the court portion but may vary depending upon your individual progress. There is an Orientation Phase and four additional parts or phases. Each phase's requirements must be met to go on to the next phase.



Phase Promotions

Before individuals move up to the next phase, the DUI Court Team will review

your progress, on a case-by-case basis to ensure requirements have been met for a minimum number of days prior to promotion. For phase promotion, you must submit an application outlining some of the struggles you have had in that phase and your goals for the next phase. The Case Manager and Probation Officer must sign off on the phase and will provide recommendations to the Judge for final approval.



ORIENTATION PHASE

(Minimum of <u>60</u> Days inclusive of Phase 1)

- Attend court appearances as ordered by the Judge
- Participate in a DUI-RANT Criminogenic Needs Screening evaluation & American Society of Addiction Medication (ASAM) assessment
- Enroll in and begin to engage in treatment with a plan of care with a referred treatment provider
- Work with your Case Manager to develop both case and transportation plans while in the program.
- Maintain employment and/or Education (if possible)
- Be able to identify to the Judge, and other DUI Court Team members treatment providers and support programs that have been established for you.
- Demonstrate that you are taking actions to make changes in your life including but not limited to people you surround yourself with, places you visit and activities you take part of.
- Follow all other terms and conditions of probation as ordered by the Judge and as directed by the Probation Officer.
- Meet with your Case Manager and/or Probation officer on a weekly basis or as directed at a place & time to be scheduled by the Case Manager or Probation.
- Comply with orders made for drug and/or alcohol testing Follow all other terms and conditions of probation as ordered by the Judge and as directed by the Probation Officer including reporting for reporting for any scheduled tests.
- Follow Court ordered curfew

Orientation Success Required to Move to Next Phase

- ✓ Complete DUI Rant & ASAM Assessments
- ✓ Completion of Case, Treatment & Transportation Plans with your Case Manager and Treatment Provider
- ✓ Attend one treatment session.
- ✓ No missed Court hearings
- ✓ Regular contact with Probation Officer and/or Case Manager
- Ability to successfully communicate plans listed above and established treatment provider(s)

PHASE 1 - Stabilization

(Minimum of <u>60</u> Days inclusive of Orientation)

- Attend court appearances as ordered by the Judge
- Continue to meet and engage with your treatment provider
- Expand your transportation plan as needed to ensure that you do not drive without a valid drivers license or insurance
- Maintain employment and/or Education (if possible)
- Maintain safe and secure housing (room and board, apartment or residential treatment or other approved independent living situation). The housing site shall be free of drugs and alcohol.
- Verbalize for court the specifics of actions taken to make changes in your life including but not limited to people you surround yourself with, places you visit and activities you take part of.
- Meet with your Case Manager and/or Probation officer on a weekly basis or as directed at a place & time to be scheduled by the Case Manager or Probation.
- Comply with orders made for drug and/or alcohol testing including reporting for any scheduled tests.
- Follow Court ordered curfew

PHASE 1 Success Required to Move to Next Phase

- ✓ Demonstrated proof of regular attendance to scheduled treatment.
- ✓ Regular contact with Probation Officer and/or Case Manager
- ✓ No missed Court hearings
- ✓ Maintain no positive test results for 14 consecutive days. A missed test, diluted test or tampered test is a positive test.
- ✓ Submission of a Phase-up Application.

Note: Actual advancement depends on the advice of your Probation Officer, Case Manager, Treatment Providers, other members of the DUI Court team and agreement of the Judge.

PHASE 2 – Skill Building

(Minimum of 90 Days)

- Attend court appearances as ordered by the Judge
- Continue to meet and engage with your Treatment Provider
- Continue adhering to your transportation plan to ensure that you do not drive without a valid drivers license or insurance
- Maintain employment and/or Education (if possible)\
- Maintain safe and secure housing (room and board, apartment or residential treatment or other approved independent living situation). The housing site shall be free of drugs and alcohol.
- Establish a plan with your Case Manager to address any and all medical needs that you may have
- Demonstrate for the Court actions taken to make changes in your life including but not limited to people you surround yourself with, places you visit and activities you take part of.

- Work with Case Manager to establish a financial plan that will bring a healthy balance in your life.
- Meet with your Case Manager and/or Probation officer every other week or as directed at a place & time to be scheduled by the Case Manager or Probation.
- Comply with orders made for drug and/or alcohol testing including reporting for any scheduled tests.
- Follow Court ordered curfew

PHASE 2 Success Required to Move to Next Phase

- ✓ Demonstrated proof of regular attendance and engagement to scheduled treatment.
- ✓ Regular contact with Probation Officer and/or Case Manager
- Maintain no positive test results for 30 consecutive days. A missed test, diluted test or tampered test is a positive test.
- ✓ Submission of a Phase-up Application.

Note: Actual advancement depends on the advice of your Probation Officer, Case Manager, Treatment Providers, other members of the DUI Court team and agreement of the Judge.

PHASE 3 – Building Wellness

(Minimum of 90 Days)

This phase addresses your ongoing recovery needs, including focusing on daily living skills and if applicable, staying sober and not using any drugs and alcohol. The Phase is designed to support your return to the community as a productive citizen. Counseling and meetings will focus on areas that are challenging for you and identify ways of coping with stressful situations.

- Attend court appearances as ordered by the Judge
- Continue to meet and engage with your Treatment Provider
- Review of your case plan with Case Manager for modifications as needed for successful outcome of administered treatment.
- Work towards developing a network of support in the community
- Begin the "Thinking for a Change" program if found suitable. Program will target providing you treatment through helping you recognize and overcome criminal and addictive thinking patterns through a cognitivebehavioral approach.
- Begin to engage in Pro-social activity that benefit other people or society as a whole such as helping, sharing, donating, co-operating and volunteering.
- Continue adhering to your transportation plan to ensure that you do not drive without a valid drivers license or insurance
- Demonstrate for the Court actions taken to make changes in your life including but not limited to people you surround yourself with, places you visit and activities you take part of.
- Maintain/Explore employment, education or vocational training opportunities (if possible)
- Maintain safe and secure housing (room and board, apartment or residential treatment or other approved

- independent living situation). The housing site shall be free of drugs and alcohol.
- Continue addressing any and all medical needs
- Address and follow financial plan previously set with Case Manager
- Meet with your Case Manager and/or Probation officer every on a monthly basis or as directed at a place & time to be scheduled by the Case Manager or Probation.
- Comply with orders made for drug and/or alcohol testing including reporting for any scheduled tests.
- Follow Court ordered curfew

PHASE 3 Success Required to Move to Next Phase

- ✓ Demonstrated proof of regular attendance and engagement with treatment.
- ✓ Regular contact with Probation Officer and/or Case Manager
- ✓ Maintain no positive test results for 60 consecutive days. A missed test, diluted test or tampered test is a positive test.
- ✓ Begin pro-social activity
- ✓ Be enrolled into SB38 Multiple Offense Program
- ✓ Begin implementing a plan for longer term sobriety
- ✓ Submission of a Phase-up Application.

Note: Actual advancement depends on the advice of your Probation Officer, Case Manager, Treatment Providers, other members of the DUI Court team and agreement of the Judge.

PHASE 4 – Continuing Care

(Minimum of <u>120</u> Days)

This phase helps you move from the lifestyle within the DUI Court structure to a lifestyle more like what you will experience after program graduation. Requirements include that you:

- Attend court appearances as ordered by the Judge
- Continue to meet and engage with your Treatment Provider
- Develop a continuing care plan and implement a plan for long term sobriety.
- Continue in "Thinking for a Change" program if referred.
- Maintain participation in in Pro-social activities
- Continue adhering to your transportation plan and address transportation license reinstatement
- Demonstrate for the Court continued actions taken to make changes in your life including but not limited to people you surround yourself with, places you visit and activities you take part of.
- Maintain/Explore employment, education or vocational training opportunities (if possible)
- Maintain safe and secure housing (room and board, apartment or residential treatment or other approved independent living situation). The housing site shall be free of drugs and alcohol.
- Continue following financial plan previously set
- Meet with your Case Manager and/or Probation officer on a monthly basis or as directed, at a place & time to be scheduled by the Case Manager or Probation.
- Comply with orders made for drug and/or alcohol testing including reporting for any scheduled tests.
- Follow Court ordered curfew

GRADUATION

To successfully complete Phase 4 and be eligible to graduate, you must:

- ✓ Successfully meet program requirements as determined by the DUI Court Team
- ✓ Demonstrated proof of regular attendance and engagement with treatment.
- ✓ Engaging with Probation Officer and Case Manager
- ✓ Maintain a recovery network
- ✓ Maintain Pro-social activities
- Maintain no positive test results for 90 consecutive days. A missed test, diluted test or tampered test is a positive test.
- ✓ Prepare an essay that reflects on your journey during your process within the DUI Court Program. Reflect on your life circumstances at the time of your offense, your progress made during the program, and what is next.

Once you have successfully completed the DUI Court portion of the program, you will be eligible to "graduate" from the DUI Court. The DUI Court team decides when you are ready to graduate. You may invite your family to join you at the graduation ceremony.

Upon successful completion of DUI Court your Probation will be modified from Formal to Bench Probation. This means that you will no longer have to formally report to a Probation Officer. In addition, you may be eligible to have fines/fees previously ordered set aside.

As mentioned earlier, you may continue and are encouraged to continue utilizing the treatment services being administered by treatment providers.

PROGRAM SUPERVISION AND TREATMENT

While in the DUI Court Program, you will work with a Probation Officer, a Case Manager, Community Treatment Providers and your attorney. The Judge will oversee all progress in all these areas.

It is important that you maintain close contact with your Probation Officer. In addition, Case Managers will help you understand the program and all its different parts and phases. These include treatment appointments with referred providers, taking medication, 24/7 crisis intervention, drug and alcohol counseling and more. An assessment will be made of your needs and you will work together with the team to develop your treatment and service plan. You will



appear in court on a regular basis and the Judge will be given a progress report prepared by team members regarding your participation in treatment, your regular use of medication, substance test results and how well you are doing following your terms and conditions of probation. The team members will discuss your progress and any problems you may have been experiencing.

Your defense attorney will continue to represent you and protect your interests while in the DUI Court program as in any other criminal matters. The prosecuting attorney may also file new charges if you commit a new crime while in DUI Court.

Please remember that you are on **probation**, **which may extend after your court proceedings are finished**. Many activities included in your treatment plan, such as not using alcohol or illegal drugs and obeying all laws are also normal requirements of your probation.

INCENTIVES AND SANCTIONS

Incentives and sanctions are used by the Court to motivate each participant to follow the rules of the recommended treatment plan. If following the plan, you will receive encouragement and incentives for continuing to do well. If you are not following the plan, sanctions may include the Judge admonishing you (a reprimand) or other measures to make sure that you are following the court orders.

Examples of incentives include:

- Judicial praise of your success at a review hearing
- Applause
- Certificates of Achievement
- Less restrictive treatment
- o Required to come to court less often
- Tokens (such as gift cards)
- Graduation

Sanctions are used to assist the participants to achieve treatment goals. At any time, with or without a sanction, you may be assessed for a higher level of treatment, hospitalization, additional support meetings, or more intensive case management. The judge imposes sanctions after hearing from the participant, counsel, and the DUI Court team.

Examples of Sanctions include:

- o Admonishment or reprimand from the Judge
- Volunteer Community Service Work
- Assignments/Written Essays
- o Required to attend court more often
- Drug testing
- o Demotion
- o House Arrest
- Stricter Curfew
- Bench Warrant
- o Jail
- o Termination from Program

EXPECTATIONS OF ALL PARTICIPANTS

Mandatory Court Appearances

As a DUI Court participant you will be required to appear in DUI Court on a regular basis. As you advance to higher phases of the program the number of required court appearances may be decreased.

If you fail to appear for a scheduled court appearance, the Judge may issue a warrant you're your arrest. It is your responsibility to get yourself set back on calendar or turn yourself in. If you have questions about your court appearances you may contact your Probation Officer or your attorney.

Maintain compliance with treatment

You are required to attend all treatment sessions. This includes individual and group counseling, educational sessions, sober support or other meetings conducive to your recovery. If you are unable to attend a schedule session you must contact your treatment provider as soon as possible.

Once you have graduated from your treatment program you will be expected to continue participating in aftercare/recovery services. See below for two (2) options available to you:

- 1. Attend aftercare services with your prgm. 1x per week; or
- 2. Attend AA/NA sessions 2x per week.

Note: If you are actively attending your DUI Offender Course (SB38) for reinstatement of your license each week, this may substitute for one of your AA/NA sessions.

No New Criminal Law Violations

Receiving another criminal charge or committing criminal acts while participating in DUI Court may be grounds for immediate termination from the program. You are required

to report within 24 hours any contact with law enforcement to your Probation Officer.

No Driving without a Valid License and Insurance

You must not drive any motor vehicle without a valid license and insurance. The DUI Court Team will work with you to develop a transportation plan if you do not have a valid license.

Abstinence from Alcohol, Marijuana and Non-Prescribed Drug

You are required to maintain total abstinence from alcohol, marijuana and non-prescribed substances. You will also be prohibited from entering or frequenting bars or other establishments whose primary business is serving/selling alcohol or marijuana.

Random Drug and Alcohol Testing

You will be continuously monitored for alcohol during your first year in the court, and drug tested if required throughout the entire DUI Court program. Testing may include a collection of breath, urine or saliva. Every urinalysis test shall be observed and monitored by your Probation Officer or your Treatment Provider. The DUI Court Judge and Team will be informed immediately of all test results including positive tests, refusal to test, missed tests and diluted tests. A refusal to provide a sample, a diluted sample or a missed test will be considered a positive alcohol screen and may be grounds for sanctions. Any attempt to adulterate or falsify a test will be considered a positive alcohol screen.

Ignition Interlock Device (IID)

You will be subject to mandatory IID requirement as a result of your DUI conviction. Driving without an IID, where one is ordered by the Judge is a violation and is grounds for sanctions up to an including termination from the program.

Housing and Social Contacts

It is important that you eliminate situations in which alcohol and/or drugs are in use. This may require that you reduce or eliminate contact with certain friends or family members. Part of your change toward sobriety is the association with clean and sober people. Social situations, work contacts, and residences will be reviewed to confirm that you are engaging in clean and sober activities. Remember your associations largely influence your life. Changes in your social contacts is essential to your sobriety and success in DUI Court.

Nightly Curfews / Random Home Checks

For the duration of your DUI Court program, you may be subject to a nightly curfew which will be extended as you advance through each phase. Curfews are enforced using phone check-in and random home checks.

Educational, Vocational and Employment Programs

Recovery from a substance use disorder means developing a self-sufficiency and becoming a responsible accountable person who contributes to the community. You will be assisted in obtaining an assessment of your need sand skills and will be referred to the proper agencies for education, training and job placement. If you are eligible, you will be assisted in learning about and applying for school loans, grants, or other financial assistance. If applicable, prior to graduation from DUI Court, you may be expected to be employed and/or involved in an educational or vocational training program.

DUI (SB38) Course

You will be expected to enroll into this course within 90 days of sentencing to begin the process of reinstating your drivers license.

Post Treatment Expectations

Once participants have completed their treatment with their designated facility they must enroll and participate in an aftercare program. If participant chooses not to enroll into aftercare, the Court may order that they attend AA/NA Sessions two (2) times per week.

TERMINATION

Although participation in the DUI Court program is mandated for all eligible offenders who have been convicted of a 3rd time Misdemeanor DUI, defendants may still be terminated from the program.

If you are not compliant with conditions of probation or continue to be in violation of program rules the Judge may decide that you are no longer an eligible participant. This usually occurs when the participant re-offends, stops coming to court appearances, or has left a treatment program and refuses to return. When this happens, the original sentence which includes a stayed period of jail time may be imposed.

Depending on the circumstances of the violation the defendant may be allowed to continue however continued participation will be considered by all members of the DUI Court Team.

If you fail to appear in court, the judge may issue or stay (put on hold) a bench warrant for your arrest. The Judge, after consulting with the DUI Team, will determine suitability to continue in DUI Court once you are back before the group.

If a defendant participating in DUI Court stops coming to court, leaves a treatment program, or refuses to return to treatment, **he/she is in violation of probation** and may have their probation revoked. As a result their jail sentence previously ordered may be fully imposed.

ELIGIBILITY AND SUITABILITY FOR DUI COURT

Who is eligible for DUI Court Treatment Program?

- 1. Applicant must be over the age of 18
- 2. Applicant must reside in Fresno County
- Applicant must be assessed as High Risk/High Needs as determined by the DUI-RANT Criminogenic Assessment Tool. This assessment will be administered by the Department of Behavioral Health.
- 4. Offense must be for a Misdemeanor 3rd DUI; or
- 5. Offense must be for a Misdemeanor 2nd DUI with the following conditions:
 - Applicant must be between ages of 21-23
 - Applicant BAC level must be over a 0.15%

Participation in DUI Court is **mandatory** for defendants convicted of the violation listed above. You will be expected to participate in **community treatment and adhere to all conditions set for under Formal Probation.** You also must **sign a release of information** for details about your substance use, mental health and past criminal history. Any communications with the DUI Case Manager are confidential and may not be used for any purpose in this matter or any other pending matter. The Case Manager will advise the Court and counsel whether or not you are eligible for the DUI Court.

If you meet eligibility requirements, you will be further assessed to determine which treatment services are most suitable to address your needs.

The Case Manager along with the DUI Court team will decides on a case-by-case basis, considering your:

- Mental health diagnosis and history
- Facts of the incident

- Criminal history or lack thereof,
- Possibility of placement and appropriate treatment
- Other relevant factors.

For successful completion of program you must be willing to participate in treatment, adhere to daily substance abuse monitoring and comply with all other terms of your probation.

FREQUENTLY ASKED QUESTIONS (FAQ)

What is a Case Plan?

A Case Plan outlines the specific treatment you follow as part of the program. You crewat it with the assistance of the Case Manager, Probation and your attorney. It typically includes counseling, education/vocational rehabilitation, and substance abuse treatment, if appropriate. Taking prescribed medication may also apply on occasion.

Where will I receive treatment?

The required substance abuse treatment is provided through Department of Behavioral Health, its contractors or providers covered by your insurance.

How will I know which program I will be assigned?

Your Case Manager will work with you to decide which program will be the most helpful. You will be provide a referral to the treatment program(s). Recommendations will also be made to the DUI Court team about the need for additional services such as mental health treatment.

What is a Case Manager?

A Case Manager is your primary contact if your treatment needs some changes, if difficulties getting to appointments arise, or if help is needed in any way. A participant is usually in contact with their Case Manager by phone, face to face at the office a home visit or video conference call.

Am I required to participate in DUI Court?

Yes! It is a condition of your probation if you are found to be an eligible candidate.

Will my defense attorney still represent me in court?

Yes. As a member of the DUI Court team, your attorney continues to protect your legal interests while working closely with other DUI Court team members to help you successfully complete your treatment and probation. You can call your attorney if you have questions or concerns while participating in DUI Court.

Can I bring a family member or friend to support me at DUI Court?

Yes. You are welcome to bring someone with you to court. We hope you will definitely bring your friends and family to celebrate graduation.

<u>Note:</u> COVID-19 restrictions may temporarily affect this. See Fresno Superior website <u>www.fresno.courts.ca.gov</u> for additional information in regards to Courtroom attendance.

What happens if I do not follow the treatment plan?

The DUI Court team will meet before your review hearing to discuss how you are doing with your treatment plan and probation. If there needs to be adjustments, these will be discussed at that time. If you have not followed probation rules or the treatment plan on purpose, a sanction may occur. This means additional meetings or community service could be required; it could mean jail time; it all depends upon the circumstances.

To assist you in being successful, additional treatment support such as in-patient substance abuse treatment may be recommended.

What happens if I do really well on the treatment plan? Will I get out early?

All members of the DUI Court Team want you to do well. There is applause in court when you do and praise from the judge. If you have completed all goals of a specific phase you may be allowed to move to the next phase of the program and may be awarded a gift card for your progress. However, the program is a minimum of 12 months, no matter how well you do. This is so new things learned become part of your life and makes sure that you know how to handle any relapses or stressful triggers if or when they occur.

What if it takes me longer than 12 months to graduate? The DUI Court team wants you to succeed. There are ups and downs to wellness and recovery and rarely does it follow an easy, straight path. If it takes longer than 12 months for you to go through all phases, that is understandable.

What happens when I graduate from DUI Court?

When you graduate, we want you to continue in treatment as long as it is helpful. The goal is that you keep up with your treatment so that you do not reoffend. When you graduate your probation will be modified from Formal to Conditional until your term ends. You may also be eligible to have your fines/fees set aside. Your case in court will be closed at graduation and you will no longer need to attend future review hearings.

What if I want to leave DUI Court before I graduate?

This is a mandatory program. You are ordered to participate as a condition of your sentence and probation.

Can I be required to leave DUI Court before graduating? If the DUI Court team has evidence that you are not trying and are consistently not following the rules of probation or the treatment plan, you could be terminated from the court. As a result of your termination you will be ordered to serve the full amount of jail time that was originally imposed and stayed during your sentencing.

After I complete DUI Court or finish my probation, can I continue to receive services?

Yes. You and your treatment provider can decide to meet and together make a decision to continue treatment services pursuant to your current needs.

Why do I have to sign a release of information?

The information you share with your therapist and doctor is privileged and confidential under both state and federal law. However, a release of information allows them to share specific information that helps the DUI Court team know how well you are doing with the treatment plan when necessary.



DUI COURT SUMMARY

DUI Court is a **post-conviction program** where you will be ordered to participate as a term and condition of your probation. This program has been funded by the Office of Traffic Safety for the State of California. The program has been developed to equip you with all of the tools and treatment necessary to facilitate your ability to live a productive law abiding life. While incarceration is often the outcome of DUI Convictions, this program focuses on treatment and rehabilitation to correct the participant's behavior.



NO [*]	
	TELLING YOUITIS GOING TO BE EASY, I'M TELLING YOUIT'S GOING TO BE WORTH IT.
	TO BEWORTH

NOTES	
	MY RECOVERY MUST COME FIRST SO THAT EVERYTHING
	DOES NOT HAVE TO COME LAST

NOTES
Make your own recovery the first priority in your life. Robin Norwood
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NOTES	
	Accept responsibility for your actions. Be accountable for your results. Take ownership of your mistakes.
	SIMPLE SEC.

NOTES		
	6	Inhale the future. exhale the past