

Wood County Adult Drug Treatment Court

Referral Instructions and Process

All forms are available online at:

<https://www.woodcountywi.gov/Departments/CriminalJustice/AdultTreatmentCourt.aspx>

New Charges/Non-Alternative to Revocation

1. Complete the [Referral Form](#)
2. Complete releases of information for:
 - a. Wood County Criminal Justice
 - b. Wood County Human Services
 - c. Department of Corrections (only if individual is on probation/parole)
3. E-mail all forms to: criminaljustice@woodcountywi.gov

*Referrals for open cases/new charges must have approval from the Wood County District Attorney's office.

Alternative to Revocation

1. Complete the [ATR Referral Form](#)
2. Complete releases of information for:
 - a. Wood County Criminal Justice
 - b. Wood County Human Services
 - c. Department of Corrections (only if individual is on probation/parole)
3. E-mail all forms to: criminaljustice@woodcountywi.gov

What happens once a client is referred to drug court?

1. The Drug Court Coordinator/Case Manager will review the referral for any disqualifying factors, such as violent offenses, residency issues, or District Attorney approval. If any issues are identified, you will be contacted.
2. The client will be scheduled to complete a risk/needs assessment with the Drug Court Coordinator/Case Manager. Clients must score as moderate to high risk to qualify for the program.
3. The client will be scheduled to complete an AODA assessment with Wood County Human Services. (If a client has had an AODA assessment within one year, they may not be required to complete a new assessment. This requires approval from the treatment provider). Clients must have an identified substance use disorder to qualify for the program.
4. The referral will be presented to the Drug Court Team during a staffing meeting, which occurs every Monday.
5. The team will vote on acceptance into the program. This usually occurs immediately after the presentation, unless there are further issues to discuss.
6. The final decision on acceptance or denial will be sent to the referral source via e-mail.