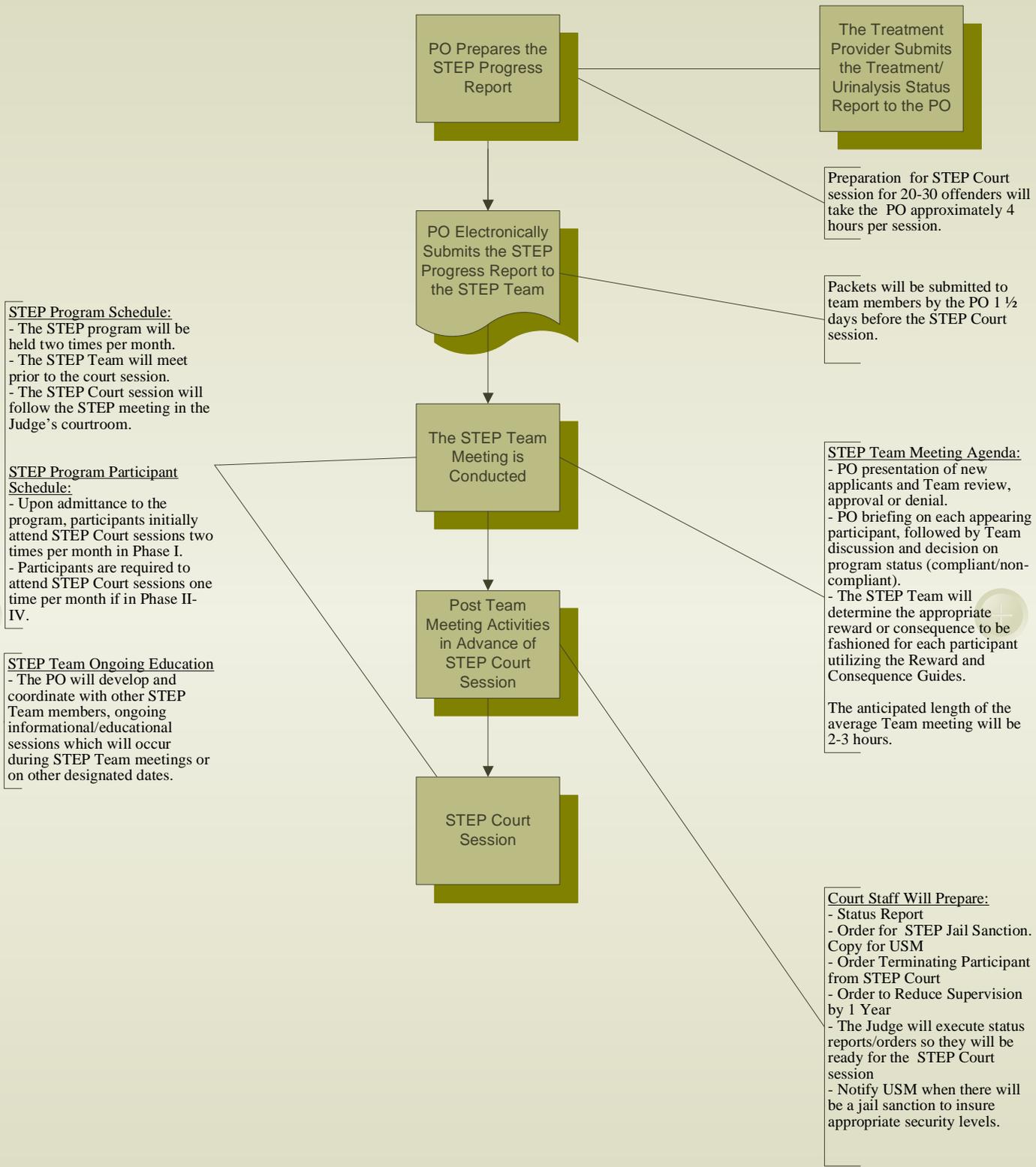


# EASTERN DISTRICT OF WASHINGTON STEP PROGRAM TEAM MEETING PROCESS



**STEP Program Schedule:**  
 - The STEP program will be held two times per month.  
 - The STEP Team will meet prior to the court session.  
 - The STEP Court session will follow the STEP meeting in the Judge's courtroom.

**STEP Program Participant Schedule:**  
 - Upon admittance to the program, participants initially attend STEP Court sessions two times per month in Phase I.  
 - Participants are required to attend STEP Court sessions one time per month if in Phase II-IV.

**STEP Team Ongoing Education**  
 - The PO will develop and coordinate with other STEP Team members, ongoing informational/educational sessions which will occur during STEP Team meetings or on other designated dates.

The Treatment Provider Submits the Treatment/Urinalysis Status Report to the PO

Preparation for STEP Court session for 20-30 offenders will take the PO approximately 4 hours per session.

Packets will be submitted to team members by the PO 1 1/2 days before the STEP Court session.

PO Prepares the STEP Progress Report

PO Electronically Submits the STEP Progress Report to the STEP Team

The STEP Team Meeting is Conducted

Post Team Meeting Activities in Advance of STEP Court Session

STEP Court Session

**STEP Team Meeting Agenda:**  
 - PO presentation of new applicants and Team review, approval or denial.  
 - PO briefing on each appearing participant, followed by Team discussion and decision on program status (compliant/non-compliant).  
 - The STEP Team will determine the appropriate reward or consequence to be fashioned for each participant utilizing the Reward and Consequence Guides.

The anticipated length of the average Team meeting will be 2-3 hours.

**Court Staff Will Prepare:**  
 - Status Report  
 - Order for STEP Jail Sanction. Copy for USM  
 - Order Terminating Participant from STEP Court  
 - Order to Reduce Supervision by 1 Year  
 - The Judge will execute status reports/orders so they will be ready for the STEP Court session  
 - Notify USM when there will be a jail sanction to insure appropriate security levels.