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## DWI SOBER Court Case Manger Duties

- Screen all potential clients as directed by the Court. This includes use of a unit-established standard screening form, the SALCE, and any other tools as established by CSCD management for determining eligibility.
- Conduct an initial field visit within the first 30 days to verify address. Follow up field visits are to be conducted as required for each phase of the DWI SOBER Court program.
- Prepare a staffing report on each client for each Court review and attend as scheduled with each judge and client according to phases (usually 2 hours per appearance twice per month but could vary according to court practices or due to multiple court cases on a caseload resulting from administrative decisions):
  - Phase 1: Contact with client at two (2) Court reviews per month and at least one (1) face to face contact per month in the office, in the field, or at the treatment provider's facility. A field visit is required at least once every thirty (30) days. **Case Managers are also required to make random calls to clients after hours.**
  - Phase 2: Contact with client at two (2) Court reviews per month and at least one (1) face to face contact per month in the office, in the field, or at the treatment provider's facility. A field visit is required at least once every sixty (60) days. **Case Managers are also required to make random calls to clients after hours.**
  - Phase 3: Contact with client at one (1) Court review per month and at least one (1) face to face contact per month in the office, in the field at the treatment provider's facility. A field visit is required at least once every ninety (90) days. **Case Managers are also required to make random calls to clients after hours.**
  - Phase 4: Contact with client at one (1) Court review per month; monthly office visits and field visits according the level of supervision are conducted by the Court Liaison Officer (CLO) in the assigned DWI SOBER Court.
- Document all significant events, including all contacts with the client, significant others and treatment or service providers. The requirement for this documentation includes the results of monitoring all special conditions and reviews of treatment progress reports and alcohol detection device reports.
- **Report violations to the judge immediately.** The officer will then report to the court with the client as directed for an emergency staffing.
- Use the *DWI SOBER Court Sanctions and Incentives Grid* document to make recommendations to the court in response to violations and compliance. Each Case Manager will have this document with him/her at every court appearance. In addition, the Case Manager must record the use of sanctions and incentives in the Management Information System (MIS) and in the JIMS 2 Casenotes.
- Administer the LSIR/Wisconsin/SCS assessment as required per CJAD standards and department policies and enter the results in JIMS 2
- Maintain current information on all cases in JIMS 2
- Maintain up-to-date client records in the Management Information System (MIS) as specified in the *MIS User Manual*

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- Make referrals to service providers based on needs of the clients (e.g., education, psychological evaluations, etc.). These referrals should be offered during the course of office visits.
  - Ensure client provides DWI SOBER Court documents as required such as:
    - DWI SOBER Court Personal Data Sheet
    - Family/Friend Affidavit
    - Medical Release – Client-to-Doctor
    - Medical Release – Doctor-to-Court
    - Sponsor Affidavit
    - HIPPA Consent for Disclosure of Confidential Health and Medical and Non Health Information
  - Contact employers, family members, 12-Step, etc. as needed by phone or in person
  - Prepare violation reports and motions to revoke probation as needed
  - Enter MIS information/Assessments/SAC
  - Monitor client compliance with DWI SOBER Court program
  - Amend conditions of community supervision as needed
  - Review the conditions of community supervision and the DWI SOBER Court Contract with clients