

2020 72 Hour DIP Schedule with Instruction

Thursday 3-5:30pm Check in, Check Temperature, Intake, and Luggage Search
(American Addict is on in the background)

1. Check in – Luggage searches and temp/ helps with intakes as can, counts meds
2. Table person complete rooms and take money, sign people in, has a master list.
3. Intake person do intakes once client has been through luggage & table reg.

Once Table person starts PPT, night admin check rooms for cleanliness and make sure they are ready for the clients. **5:30-8pm** Rules, Client Rights, Confidentiality, File Completion, File Review, Escort to Rooms.

(Sign into program (Master Sign in); PPT & Open; Client fee agreement; Consent for services; receipt of the schedule, rules, expectations, client rights that lists the client rights required by this rule, grievance procedure, confidentiality of client records 42 CFR, part 2. Intake, Room Assignments, Emergency Procedures)

All Night Staff: -----Client care is your #1 priority, which includes extra smoke breaks if needed or waiting on someone to complete a smoke break.

If you yell at a client or curse at a client, you will be removed from the schedule until an investigation is completed.

Saturday Night put files in alpha order, file all forms, check files for signatures, client names, and make sure all docs are complete.

Night Staff – Clean/ Organize conference room daily + Fresh coffee & water.

Program Sequence

Night 1 – Thursday Start of program –

luggage check, which includes going through each bag, purses and seeing pocket content. You can even request the client removed their shoes.

Check Temperature, count Medications, and Room Checks
(verify # of beds, room is clean, & check for bed bugs)

Escort clients to rooms, make sure correct clients are in rooms.

Allow them a few minutes to get ice or vending, then take key & lock clients in rooms. Tape the room on the doorknob area.

Complete 2-3 smoke breaks, get smokers 8:30-9pm, they can stay downstairs until 10:30, then take clients back up/ lock up/ Check tape every 90 minutes. Please lock conference room if empty.

All sites Admin: Copies are made Thursday during set-up or Danielle will drop off.

DO NOT SHOW MOVIES TO MAKE COPIES; THERE IS PLENTY OF DOWN TIME FOR THIS ALREADY.

All sites: Thursday: Fax Room list & intakes to **866.218.6516** *Time Frame: 15 min*

Friday & Saturday: Fax Screens & Releases *Time Frame: 15 min*

*Review files to makes sure releases are signed and forms complete -on going process, generally a whole set takes 20-30 minutes on Sunday. That said it should be done Thursday by night staff and anything incomplete turned sideways. files are handed in, at interviews, & on Sunday *during scheduled movies – do not add a movie to do this.**

State Forms/ Demographics – at most 20 minutes

Receipts 10-20 minutes/ Exit interviews 5-10 minutes

Head Site Admin – Danielle – Certificates/ extra Clinical Data/ Receipts

Theresea is Nights Data Entry

Friday or Saturday - Substance Abuse/ Groups DIP day 8am-7pm

Substance Abuse & Addiction Modality: (Handouts, Small Groups, Lectures & Movies (L/M); Dysfunctional behavior resulting from substance abuse & dependence, consequences of substance use, signs and symptoms of substance abuse, physical/ psychological traits of substance abuse, progressive nature of substance abuse.

Instructor arrive 7:50am Debriefed by Night Admin.

8am count heads/ take attendance/ review rules/ cell phones off/ ticket warning

Show Intervention: (during movies do interviews) *Allyson* (Polysubstance) 15min brk

-*If you think your Addiction lecture may run long, only do 1 Intervention (Allyson).*-

9am PPT: Addiction –Defining Addiction, Signs & Symptoms, Types of

Addiction (This lecture lasts at least 60 minutes, if it goes long, shorten lunch.)

10am 15min Break 10:15 Small Group OVI STORY 11:30 Break continue OVI STORY (CLIENTS DO NOT WRITE ON THIS FORM, COUNSELOR FILLS OUT)

12:30pm-1:15 Lunch 1:15 Small Groups Continued

1:15pm-4:30pm Consequences of Use Instruction: Ask clients their consequences of substance use; read through consequences instruction form at the beginning of group, then allow each client to identify what they feel applies to them, note their response on Counselor note with their name. If they say they don't have any consequences, go back and suggest some from the consequence's instruction form. Once all clients have answered move on to **"Adding it Up"** – client use cost- average. Clients add up how much their OVI has cost, then how much their substance use has cost over the years. Finally, counselor goes around to each client asking what substance use has cost them as well as what they would do with the money if they had it today.

Action Plan Client's complete how they will not re-offend. Then counselors document this on the Counselor Note Form so their action plan is documented.

Jury Trial – what happens to the character who killed others with impaired driving.

Clients decide the fate of an offender who injured / killed others while driving impaired.

Drug Jeopardy Challenge (If groups run short)

5:00 Gabe/Vanessa if your groups ran short time

5:45 Clients get dinner / counselors review notes and make sure everything is complete

5:45pm Dinner (Nights will take over)/ **6:15pm** Meth World's Most Dangerous Drug

(45 Min) **7:00pm** lock down - **No Earlier for any reason.**

----- **OR** -----

8am count heads/ take attendance/ review rules/ cell phones off/ ticket warning

Show Intervention: *Allyson* (Polysubstance) 15min brk

9-3:00pm Break into groups 15-1 client/counselor & complete groups w/ forms

Small Groups: OVI Story/ Consequences/ Adding it up/ Action Plan/ Jury Trial / 15min- every 60-75minutes (If time) Drug Jeopardy Challenge (If groups run short)

3:15 PPT: Addiction –Defining Addiction, Signs & Symptoms, Types of Addiction

(This lecture lasts at least 45-70 minutes) Break

5:00pm Gabe/Vanessa (Gambling/Dual Diag)

5:45pm Dinner (Nights take over)/ **6:15pm** Meth World's Most Dangerous Drug (45

Min) **7:00-7:30pm** lock down - **No Earlier for any reason.**

Friday or Saturday- Traffic Safety/ OVI Law/ Impaired Driving

6:30am Wake up Calls- Breakfast **7:30(Nights)** Instructor should arrive 7:50am

(If you can't find DVD it is on www.rev.com LI: arcdwi@aol.com PW: adam112383

8am -count heads/ take attendance/ review rules/ cell phones off/ ticket warning

Start – DUI Dead (20 min film), then discuss. Key element is the reaction time. In the movie the dad counts –1001, 1002, 1003- in 3 seconds everything changes because of 2 beers – average reaction is 1.5 seconds, with two beers it double to 3 seconds.

8:40-9:00am show clients how to use arcdip.com link to **Look up License**

Workbook Completion - Topics: Before You Go; Essentials: On the Road; Putting It All Together; Further Analysis; Alcohol, Drugs, & Aggressive Driving; OVI Law

9am – pass out red workbooks -1 per 4/5 people- clients work in groups.

ANNOUNCE – *During movie workbooks are closed & watch to make sure this happens*

Close Workbooks, Watch DVD Section, Assign Workbook Pages, Review

Clients completed these in their small group, then once finished review that section.

(THESE ARE THE INSTRUCTIONS IN THE MANUAL AS WELL)

9:15am Self-Appraisal – Pg 3-6 takes clients 20-30 minutes -**Close WBooks-**

9:45am Play DVD Session 1 **Before You Go** w/ Wbooks Closed client watch DVD then, complete Pg 7-8 on their own, 10 min, then Instructor review 10min/ Break 15

10:30 Close WBooks Play DVD Session 2 **Essentials – Part 1** (15-20 minutes)

Assign groups to complete Pages 9-15 – give 20 min- Instructor Review 20 min

Close WBooks Play DVD Session 3 **Essentials – Part 2** (10 minutes); Assign groups to complete Pg 16-18 – give 10min- Instructor Review 10 min **11:30Brk**

11:45pm-12:30pm Play DVD Session 4 **On the Road** (20 minutes); Assign groups to complete Pg 19-25 – give 20minutes or until lunch break. **12:30-1:15pm Lunch**

1:15pm (count heads & TAKE ATTENDANCE)

1:30pm Review Session 4 (10min) **On the Road, Sess, 5** 26-29 Do as Group 20 min.

2:00pm *Alcohol, Drugs, Driving and You* PPT

2:30pm (Legal Lecture PPT) **3pm 15minute Break**

If you are done super early with the Workbooks- show traffic film from youtube on our website, go to staff page, PW is Pippin2010

3:15pm *Distracted Driving Course* (link in instructional email) or google “distracted driving course ohio dept of safety link” or cont w/ Wbook depending on time. (If there is time you can also show:15 Defensive Driving Tips (8 Minutes); The Last Text (8 Minutes); OR *Play Pictionary with traffic signs and vehicle symbols* (will email)

4pm Brk -4:15pm Do Traffic Safety Test -Client takes, Grade as Class, Read Scores

5pm How You Look Drunk (40 Min)

Dinner at 5:45-6:20PM

6:20pm Marijuana Nation (40 min) – Nights should be there by 6:50 Debrief them

7:00pm Day Complete - Lock Down

Sunday – Program Review, Pharmaceuticals, AA Speaker, Action Plans

7:30am Wake up calls; Room Clean out

9:00am MADD Lives Affected (film and discuss) then break.

(During movie make and print your receipts, make sure you have everyone.)

Also, make sure to complete state forms and Demographics. Do Demographics by raising hands except for the disabled category, you will have to just remember who is disabled, usually they are the indigents.) Make sure files are in alpha order.

10:00am PPT - Family Dynamics (w/or w/o worksheet);

Then do an extended discussion regarding assessments, treatment & recovery - go to arcdip.com *Resource* Tab, drop down -*Substance Abuse Treatment Links*- Review with clients how to access this and why its important.

11:00am PPT Program Review - go to arcdip.com HOME Tab, drop down -OVI Survival Guide- (This is a PDF of everything they should have learning over the weekend that they can access once they are home.) Also, we are on Facebook, encourage them, if on FB to like us.

Announce if they have program issues to EMAIL ONLY do not call the office.

11:30am Show Film Gagnon (During film make any changes to screens that clinical staff review have relayed. Also, complete any exit interviews that are needed as well as check files for signatures, make sure releases are signed as well as intakes & screening forms. Make sure client name is on all their file documents.)

12:15-1pm Lunch - medications returned – File Med LOGS

1:00pm AA Speaker – If no AA show film about AA from or link from our website PW is Pippin2010 - youtube (Login: info@arcdip.com / PW: MinnieMouse1993!!! (During film finish any exits/ make sure forms are filed.)

Put things away properly, in their assigned place & organized

- Catering supplies & Dry good go back into Catering bag/ container.
- Identify how many copies your case will need for next program, put copies away properly with DVD player, cords and laptop in their appropriate containers.
- Make sure all meds & client items were returned, then put client files in med box.
- Make sure Sanitation items back in bag – RIGHT SIDE UP & organized
- Make sure all DVDs back in holder where you found them & organized

2:00pm The movie Drag Racing or movie of choice

– Identify how many copies your case will need for next program, put copies away properly with DVD player and laptop in their appropriate containers.

2:30pm Complete Surveys, all car keys returned -Hand out receipts one by one.

3:00pm Dismissal, pack up all your supplies, don't forget DVD in player & remote if we are using ours. Also get the hang-ups and extra food.

DO NOT RUSH OUT, TAKE YOUR TIME.

*Note: Also, we will be starting to zoom all sites so I can see what is going on. It is essential that we present quality programming as well as follow the schedule. All schedule changes MUST go through me.