

GUIDELINES, RULES, CONSENT FOR DIP SERVICES, FEE AGREEMENT, FORM RECEIPT, CLIENT RIGHTS

Client Name: _____ Date of Birth: _____ Program Date _____

I. I have paid \$ _____ for the _____ hr Driver Intervention Program and agree to abide by the terms of service as defined below. Name of Agency Rendering Services: Addiction's Resource Center, INC. Type of service: Driver Intervention Program (DIP): educational segments (lectures, small groups, and films), intake, screening, interviews including referral (where deemed necessary) to individuals who have substance abuse problems or legal charges related to the use of substances (legal and illegal). The fee includes food (catering pre-arranged for group consumption), sleeping room (type is dependent on amount of fee -shared, double, or private), and completion report faxed to referral court, one attorney, and treatment facility if referral is made. Any and/or all other services may initiate additional fees.

II. DIP Rules/ Guidelines - Read out loud at beginning of Program and initial each once reviewed:

Safety and Security: As a minimum-security environment it is necessary that we establish guidelines and rules. Violation of these guidelines (rules) may lead to being dismissed from the program.

- 1 _____ This is a court sanctioned DIP in lieu of mandatory jail sentence. You're considered to be in a minimum-security environment. You must remain on the premises in assigned areas and attend all sessions.
- 2 _____ Throughout the program we reserve the right to search your person, room, and luggage.
- 3 _____ You are present on a voluntary basis and can elect to leave. There is no program refund.
- 4 _____ You are not allowed to possess any beverage alcohol, prescription or non-prescription drugs without the express permission of the program administrator or her designated person. If you are on prescription medication or non-prescription medication this medication must be examined and held by ARC staff to be taken at the appropriate time under the supervision of the program staff.
- 5 _____ No knives, guns or other weapons permitted. _____ No "violent" behavior. "Violent" behavior is defined as: fighting; threatening, obscene, loud or abusive language; racial / ethnic slurs, jokes or innuendos.

Sleeping Rooms

- 6 _____ You will be escorted back to your room at the end of class. Between 9 & 10pm there will be a room check. Room checks may be done throughout the night as necessary.
- 7 _____ You may not leave your room or open your door without staff present **unless it is** an emergency.
- 8 _____ The room you are staying in is not your personal hotel room; it is a program sleeping room provided by ARC-DIP. Any vandalism or destruction of the room will be charged to you.
- 9 _____ You cannot smoke in any room. If you do you will incur a \$250 fee for cleaning. **(except W)**
- 10 _____ All sleeping rooms are ARC program rooms, you are issued one set of bath towels for the weekend. Also, the room may not have housekeeping service so please keep it tidy.
- 11 _____ You are not allowed to make calls from your room except to the conference room for assistance by night security staff. If you make outside calls you are responsible for the phone fees.
- 12 _____ You're not allowed in other clients' rooms or to go back to your rooms during breaks or meals.
- 13 _____ You're not allowed to talk with hotel guests and no visitors are permitted during the weekend.
- 14 _____ All rooms are subject to search at any time by staff - You should dress in sleeping attire.
- 15 _____ Lights and electronics off by 11:00pm. Disruptive behavior in sleeping rooms leads to dismissal.

Programming Expectations - Please be on time for all sessions - three tardy's is cause for dismissal.

- 16 _____ All Cell Phones, iPads, Smart Pads, Laptops, iWatch, Android watch, any electronic device must be turned in and are not allowed during class. No pictures should be taken.
- 17 _____ Smoking is permitted only during breaks and only in the designated area. Pick up your butts.
- 18 _____ You should be dressed in appropriately no ball caps, sunglasses, hoodies, and nothing revealing.

I've been read, understand, & agree to abide by fee agreement (I) & rules/ guidelines (II) at ARC-DIP

Printed Name of Client _____

Signature of Client _____

Date _____

CLIENT RIGHTS - OAC Rule 5122-26-18 G

Each client participating in a driver intervention program has these rights:

- (1) The right to be treated with consideration and respect for personal dignity, autonomy and privacy;
- (2) The right to reasonable protection from physical, sexual or emotional abuse and inhumane treatment;
- (3) The right to give informed consent to or to refuse any service;
- (4) The right to be free from restraint or seclusion unless there is immediate risk of physical harm to self or others;
- (5) The right to be informed and the right to refuse any unusual or hazardous procedures;
- (6) The right to be advised and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies, photographs or other audio and visual technology. This right does not prohibit an agency from using closed-circuit monitoring to observe seclusion rooms or common areas, which does not include bathrooms or sleeping areas;
- (7) The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of client information under state and federal laws and regulations;
- (8) The right to have access to one's own client record;
- (9) The right to be informed of the reason for terminating participation in a service;
- (10) The right to be informed of the reason for denial of a service;
- (11) The right not to be discriminated against for receiving services on the basis of race, ethnicity, age, color, religion, gender, national origin, sexual orientation, physical or mental handicap, developmental disability, genetic information, human immunodeficiency virus status, or in any manner prohibited by local, state or federal laws;
- (12) The right to know the cost of services;
- (13) The right to be verbally informed of all client rights, and to receive a written copy upon request;
- (14) The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations;
- (15) The right to file a grievance;
- (16) The right to have oral and written instructions concerning the procedure for filing a grievance, and to assistance in filing a grievance if requested;
- (17) The right to be informed of one's own condition; and,
- (18) The right to consult with an independent treatment specialist or legal counsel at one's own expense.

Confidentiality of Client Records: (Read Out Loud) “This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse client.

I have been read & understand Clients Rights & Grievance Procedures

Other Program Expectations, Protocol, and Regulations (Posted documents)

- _____ I am aware of the display including the menu, schedule, certifications, and emergency information
- _____ I have been read confidentiality rule, grievance procedure, client rights, schedule & disaster plan.
- _____ Emergency Procedure & Materials on TB, Hepatitis B & C, & HIV/AIDS.

Signature of Client

Date

Signature of Staff or Witness

Date