



Alpine Springs Counseling, PC

www.alpinespringscounseling.com

(970) 945-7858

SUD Intake Packet Instructions

If you would like a copy of your paperwork, you may have a copy.

Page 1. Client Information - Client name, date, demographics, case info, location and type. Type is more than likely "DUI L2 ED and or TX" when you are coming for a DUI group. Go ahead and circle this. Your counselor will ensure this is the correct type at the time of the intake.

Page 2. Disclosure (Client rights)-This page represents your right to know what educational level of care you are getting from each facilitator. Please initial next to every facilitator name. ASC offers you the ability to attend any DUI group at any of our locations, therefore we require that you are aware of the credentials of all of our facilitators.

Page 3. Disclosure (continued) This is a continuation of your rights as a client.

1. You have the right to do a "grievance" to the State of CO. if your boundaries have been crossed in an "extreme" way by a counselor. One examples of "extreme" is: having an inappropriate intimate relationship with a client. If you have a problem with your counselor and it is not "extreme," please feel free to let us know so we can correct any issues at once.
2. These are the explanations of the credential abbreviations (levels of education) listed after the facilitator's name on the first disclosure page. Please let us know if you have any questions about counselor credentials.
3. You have the right to know the method of therapy we use. We use the Driving With Care curriculum which uses Cognitive-Behavioral Therapy which, simply put, means-changing our thinking to change our behavior.
4. There are three exceptions to Confidentiality: Suicidal plan/intent/threat, Homicidal plan/intent/threat, Child Abuse/Elder Abuse. The facilitators are all Mandatory Reporters and will call the Human Services Hotline when any of the above are brought up by clients in our presence. No exceptions. This is to promote safety above all else.
5. There is an extra layer of confidentiality to SA records.
6. ASC keeps records for 7 years from the day of termination, please request records within this time frame.

Page 4. Contract and Rights with Alpine Springs Please read through and know that by signing this agreement you are giving ASC consent to be your treatment provider.

Page 5. Confidentiality, Attendance and Fees

- o Please respect the fact that you are responsible for the confidentiality of your peers in group. Please do not say to a friend outside of group, "I met that person in DUI group." This is a breach of their confidentiality. If we find out that someone's confidentiality has been breached we have the right to dismiss you as a client.
- o We suggest you make your DUI group a part of your schedule on a weekly basis and not miss. Clients usually say "it went by fast," when they came every week, when they skip they are mad at themselves for letting it go and it goes by much slower.
- o Participation makes group much more enjoyable for everyone. We suggest that since you are paying us for a service you make the most out of this service. Please feel free to ask questions, make statements and share your opinions. You do not have to share anything you feel is overly personal such as "trauma history," but encourage sharing your feelings and thoughts.
- o Group members are expected to pay for each group at the time of service. If you need to set up a payment plan, please call the Main office at (970) 945-7858 to discuss this option.

Page 6. Release of Information- These are the facilities we release specific information to on your behalf. Please initial next to each facility.

- TMS (Treatment Management System) is the data-base where we log your group hours. Probation has access to this software. Upon your completion of hours this software creates a **Discharge Report Summary (DRS)** form that you need to prove the completion of your requirement.
- DMV-We send your DRS to the Dept. of Motor Vehicles automatically for you when you have completed group hours. We sometimes send Affidavits of Enrollment to the DMV.
- Court and Probation-We send your DRS within 10 business days to the Court and probation department when you complete your group hours.
- COMCOR/DOC- Community corrections provides a sentencing or placement alternative, in lieu of prison incarceration, for felony offenders. DOC is incarceration for felony offenders. (Only initial if this applies)
- GEO-This facility is where UAs are given and is an extension of the probation dept.
- Duty to Warn-Please understand if a group member threatens anyone with harm, ASC is required to warn the party who was threatened that this occurred. This is a safety issue that will **never** be tolerated.

Page 7. Out of State Questionnaire

- If you are coming to our agency to complete treatment for a **DUI from out of state (not from CO.)**, please call our main office for additional paperwork to complete before going any further. Main office number is (970) 945-7858.
- If you are coming to our agency to complete treatment for a DUI you incurred within CO. please check "NO" for all questions and complete the information at the bottom of the page. In this document, you are attesting to the fact that you are NOT getting treatment for a DUI from out of state.

Page 8. Interlock Enhancement Counseling group

- The Interlock Enhancement Counseling group is offered as an additional therapy group for clients who have a treatment Track B (52 hours) or above. You must have the interlock installed in your car to attend this group. This is the only way to add treatment hours concurrently with the regular therapy group. This type of group is not offered in every location. Please call the office for details.
- On this form we are simply interested in your interest level. Please check the appropriate box below and sign.

Page 9-10. Service Plan

We, at Alpine Spring Counseling wish you give you a personalized service in which you receive something for the time you spend with us. In order to achieve this goal, we would for you to think about what you would like to work on during your time with us. We know that most client's first thought is to "complete the requirements for their DUI." Your facilitator will work with you at intake to collaboratively focus on your personal Service Plan, but we would like you to take some time to think about these things prior to the visit.

Pages 11-14. Infectious Disease Medical and Behavioral Screenings

This screening is placed within this intake packet in order for counselors to refer people to medical services, if needed. Unfortunately, it has been shown that people who use recreational substances have a higher rate of infectious disease such as Hep. B, Hep C or HIV. This screening is not meant to insult people, but to determine level of risk for further medical screening by a medical facility. We wish to encourage physical well-being. If you do not wish to complete this screening you may discuss this with your intake counselor at the intake appointment.

Pages 15-17. State survey

Please complete this simple state survey. There is no name required. Only females who are pregnant are required to complete page 13.

Page 18-26. ASI-Addiction Severity Index (for counselor use only)

This questionnaire helps your facilitator get to know your history and what you feel is important/serious for treatment for your time with us. There are 6 areas of historical information that are important for your facilitators to know about you: medical, mental health, substance use, vocational, family/social, and legal areas. Please be complete and we know this takes some time, so thank you for your follow through with this assessment.