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| **Policy Name and Number:** | **7.0 DUI Treatment** |
| Date last reviewed: |  |
| Approval or last revision: |  |
| Approved by: |  |

**Policy:**

After screening and assessment of a client referred for DUI education/treatment, Arizona DUI Services will utilize information gathered from the screening and assessment in order to assist with recommendations for education and/or treatment. If substance abuse/DUI treatment appears appropriate the client will be given the opportunity to choose to engage in DUI treatment with Arizona DUI Services or with another approved provider. All DUI Treatment at Arizona DUI Services is provided by a master’s level BHP therapist that is licensed as an independent substance abuse counselor through the Arizona Board of Behavioral Health Examiners.

Procedure:

Arizona DUI Services will ensure the following:

1. The DUI treatment provider receives:

a. A copy of the documentation of the client’s completion of DUI education; or

b. Documentation of the client’s completion of DUI education from the client’s DUI screening provider;

2. A client is given the following information in writing before DUI treatment is conducted:

a. The procedures for conducting DUI treatment,

b. The timeline for initiating and completing DUI treatment,

c. The criteria the DUI treatment provider considers when determining whether to extend the time for completion of the DUI treatment,

d. The consequences to the client for not complying with the procedures and timeline,

e. The information about the client that will be reported to the client’s DUI screening provider or the referring court, and

f. The cost and methods of payment for DUI treatment; and

g. Client will be notified that participation in community self-help or peer support group, such as Alcoholics Anonymous or Narcotics Anonymous, is not DUI treatment and does not count toward required hours in DUI treatment.

3. The client's receipt of the above information is documented in the client record

DUI treatment provided from Arizona DUI Services:

1. Is based upon the information and results of the client’s DUI screening obtained from the DUI screening provider, or referring court;

2. Includes at least 20 hours of group counseling that:

a. Is provided by a Master’s level BHP LISAC

b. Is provided according to the recommendations of the behavioral health professional who conducted the client’s DUI screening;

d. Is documented in the client record

3. Is scheduled to be completed within 16 weeks after the date the client enrolled in DUI treatment, unless the DUI treatment provider extends the time for completion of DUI treatment.

4. The treatment group only includes up to 15 clients. An exception to the 15 client limitation may occur when family members participate in group. In this case the maximum client number would be 20.

A DUI treatment provider may extend the time for a client's completion of DUI treatment if an event, such as one of the following, occurs during the 16 weeks after the date the client was enrolled in DUI treatment:

1. The client is serving time in jail;

2. The client or a family member of the client is ill or injured and requires medical services

3. A family member of the client dies.

Arizona DUI Services shall ensure that the DUI screening provider and, if applicable, the referring court is:

1. Notified in writing within seven days, unless otherwise specified by the court, after:

a. An individual fails to enroll in DUI treatment by the deadline established by the individual’s DUI screening provider or the referring court;

b. A client fails to comply with the requirements for DUI treatment, including failure to attend DUI treatment or failure to pay required costs; or

c. A client completes DUI treatment

2. Provided with a written report for each client, according to the timeline established by the DUI screening provider that includes:

a. The client’s date of enrollment;

b. Whether the client complied with the requirements for DUI treatment;

c. Whether the client completed DUI treatment and, if so, the date of completion; and d. Any recommendation for additional DUI treatment.

Arizona DUI Services shall ensure that a client who completes DUI treatment receives:

1. Documentation that indicates completion of DUI treatment and includes:

a. The name of the DUI treatment provider,

b. The number of hours of DUI treatment completed,

c. The date of completion, and

d. The name of the client; and

2. An exit interview that includes a review of the information contained in the report

If Arizona DUI Services determines that a client's DUI treatment needs cannot be met by the DUI treatment provider selected by the client, Arizona DUI Services may refer a client back to the client’s DUI screening provider by submitting to the DUI screening provider:

1. Documentation of the reason that the DUI treatment provider is unable to meet the client's DUI treatment needs, including whether the client:

a. Requires behavioral health services that the DUI treatment provider is not authorized or able to provide,

b. Has a physical or other disability that the DUI treatment provider is unable to reasonably accommodate, or

c. Requires treatment to be provided in a language in which DUI treatment is not provided by the DUI treatment provider; and

2. A recommendation for additional or alternative DUI treatment that would meet the client's DUI treatment needs

Arizona DUI Services maintains electronic health records (EHR) for DUI treatment clients. The EHR for each client contains the following:

1. Information and documents received from the client’s DUI screening provider or the referring court regarding the client.

2. Documentation that the client received the information required (information required noted previously).

3. Documentation of each group counseling session in which the client participated, including:

 a. The date of the group counseling session

 b. Topics discussed in the group counseling session

 c. The client’s progress in meeting treatment goals

 4. Documentation of the client’s failure to participate in a group counseling session.

5. Documentation related to an extension of the time for a client’s completion of DUI treatment, if applicable.

6. A copy of the documentation indicating the client’s satisfactory completion of DUI treatment.

7. Documentation of the client’s exit interview.

8. A copy of the written report provided to the client’s DUI screening provider or referring court.

9. Documentation supporting a referral of the client back to the client’s DUI screening provider, if applicable.

10. Any other written information from or documentation of verbal contact with any of the following regarding the client:

 a. The client’s DUI screening provider

 b. The referring court, or

 c. Another DUI treatment provider or a DUI education provider