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TAHOE TURNING POINT, INC.

PROPOSED DUI PROGRAM DESCRIPTION AND POLICIES

PHILOSOPHY AND PURPOSE

The philosophy of Tahoe Turning Point, Inc. (“TTP”) is to provide a structured and consistent therapeutic community atmosphere with both individual and group counseling. Clients are encouraged to concentrate on their desire to reach a turning point in their lives. Individual and group counseling that is focused on drug and alcohol recovery, mental health, parenting classes, job and living skills and individual attention to clients’ needs are the foundation for the TTP program. There is a strong emphasis on personal responsibility and decision-making, personal choices, consequences and positive change. All clients are expected to work towards becoming clean, sober and productive citizens.

TITLE AND EXPLANATION

TTP is a recognized, nonprofit corporation 501 (c) (3) no. 94-2675958. TTP’s outpatient counseling group operates and maintains professional offices. The TTP’s offices are located at 2494 Lake Tahoe Blvd., South Lake Tahoe, CA, 96150. Our primary referrals are from Child Protective Services, El Dorado County and self-referrals. TTP is committed to recruiting, hiring and retaining highly skilled employees in order to assist our clientele in becoming successful in their recovery. TTP is governed by a Board of Directors/Community Advisors. The Executive Director and the Chief Financial Officer administrate, direct and maintain the day-to-day business on behalf of Board of Directors/Community Advisors. MFTs and Drug and Alcohol certified counselors serve our clientele.

MISSION STATEMENT

A private outpatient facility providing professional therapeutic services and substance abuse counseling to the South Lake Tahoe community and surrounding areas. We specialize in family therapy and marriage counseling.

OVERALL PROGRAM GOALS

TTP's objective is to provide outpatient treatment services in substance abuse, drug testing, and family/marriage therapy for youths and adults. We also provide programs to support child protective services, county probation departments, courts and individuals seeking assistance with family issues or with mental health or substance abuse. Individual and group counseling that is focused on drug and alcohol recovery, mental health, parenting classes, job and living skills and individual attention to clients' needs are the foundation for the TTP program. There is a strong emphasis on personal responsibility and decision-making, personal choices, consequences and positive change. All clients are expected to work towards becoming clean, sober and productive citizens. TTP is committed to the recovery, health or well-being of the persons served. Staff is committed to enhance client's quality of life, reduce symptoms, build resilience, improve functioning and support the integration of the persons served into the community.

DRIVING-UNDER-THE-INFLUENCE (DUI) AND DRUG DIVERSION PROGRAM GOALS

TTP's Driving-Under-the-Influence (DUI) and Drug Diversion program is a counseling program to serve those referred to us by the State and County court system. It provides quality education and counseling services, such as group and individual sessions, to educate the substance using and abusing driver so as to prevent future driving while under the influence of substances. TTP's program utilizes qualified and certified Drug and Alcohol counselors to provide Wet Reckless, First Offender: Enhanced (6 & 9 months), Multiple Offender (18 & 30 months), Drug Diversion and PC-1000.

HOURS OF OPERATION

Registration is available during office hours: Monday through Friday between 8:30AM-5:00PM. Counselors are available during this time for assessment and individual sessions as well as evening and weekend hours by appointment only.

Group sessions are as follows: Mondays from 5-6:30pm and Wednesdays from 9-10:30am. Class sessions are as follows: Tuesdays from 9-11am and Thursdays from 5:30-7:30pm.

POPULATION

TTP provides DUI services for all adults ages 18 and up. We also provide services to the adult (18+) for the Latino population.

STAFFING

The Program Administrator will have the following experience:

1. Two years of experience providing alcohol and/or other drug treatment or recovery services
2. One year of experience supervising personnel; and
3. One year of experience managing an accounting system, or preparing or directing the preparation of budgets or cost reports. Satisfactory completion of two college-level courses in accounting may be substituted for the one year of experience required in this subsection. As used in this regulation, “satisfactory completion” means attainment of a grade of “C” or better.

Program staff who conduct educational sessions shall have a minimum of two years (2,080 hours) of experience in providing alcohol and/or drug education and information to persons with alcohol and/or other drug problems in a classroom setting.

Program staff who provide counseling services shall be licensed, certified, or registered to obtain certification and comply with the code of ethics and conduct developed by the organization by which they were certified or registered (e.g. CAADAC. Breining, etc.).

PERSONNEL FILES

TTP shall maintain personnel records for all staff, including TTP administrators, containing:

1. Name, address, telephone number, position, duties, and date of employment;
2. Resumes, applications, and/or transcripts documenting work experience and education used to meet the requirements of this regulation; and
3. Personnel records for staff who provide counseling services:
 - a. Written documentation of licensure, certification, or registration to obtain certification
 - b. A copy of the code of conduct of the registrant's or certified AOD counselor's certifying organization

PARTICIPANT ENROLLMENT

TTP may enroll any person who presents documentation from the court or the Department of Motor Vehicles verifying his/her arrest or conviction for one of the DUI violations specified in Health and Safety Code Section 11836 (a). Such documentation shall indicate whether the offense is a first, second or third DUI violation. TTP may enroll and provide services to persons referred from another state for conviction of a DUI offense. The person must provide documentation from the state making the referral, indicating the requirement to attend and either the number of hours of program services or the program type required. TTP may accept a

participant for enrollment after the date specified by the court, provided that TTP notifies the court of the enrollment through an established court referral and tracking system. Before a potential participant receives services from TTP, TTP shall conduct an intake interview and enroll the participant in the program.

TTP counseling staff shall complete the intake interview, which shall consist of:

1. A discussion of goals and objectives for participation in the program, including abstinence from the use of alcohol and/or illicit drugs as a goal during the duration of participation in the program.
2. Providing the participant with materials which describe how abstinence contributes to a healthy lifestyle.
3. Explaining the counseling, education, and face-to-face interview requirements; attendance requirements; procedures for requesting a leave of absence; and reasons for dismissal from the program.
4. Completing a participant contract listing the services to be provided, program rules, grievance procedures, program fees, additional fees, payment schedule and reasons for dismissal from the program. The contract shall include a statement that the participant may request for TTP to conduct a financial assessment to determine the participant's ability to pay the program fee.

The counselor shall:

1. Explain and date the contract;
2. Sign the contract and require the participant to sign the contract; and
3. Give a copy of the signed, dated contract to the participant and retain a copy in the participant's record.

The counselor shall enroll the participant by:

1. Completing administrative forms required by TTP, the Department, county, and Department of Motor Vehicles;
2. Scheduling program services; and
3. Providing the participant with a written list of the date, time, and location of program activities the participant is scheduled to attend.

TTP shall provide the contract, and all documents that require participant signature in all languages in which TTP provides services. TTP shall begin providing services (i.e. face-to-face interviews, educational sessions, and group counseling sessions) within 21 days of the date that it enrolls a participant.

Any contracts, fee agreements, and all other documents that require participant signature will be provided in all languages in which TTP provides services.

INTAKE INTERVIEW

A qualified Drug and Alcohol Counselor will complete the intake interview, which will consist of a discussion of goals and objectives for participation in the program, including abstinence from the use of alcohol and/or illicit drugs as a goal during the duration of participation in the program. The counselor will also provide the participant with materials which describe how abstinence contributes to a healthy lifestyle.

ASSESSMENT

Within the first 60 days of participation, a qualified TTP Drug and Alcohol counselor will complete an assessment of each participant's alcohol or drug use. The assessment will address patterns and history of alcohol and other drug use, addiction treatment history, gender, age, work status, family substance abuse history, legal history, and current health status. The assessment will be completed using the Addiction Severity Index 5th Edition (ASI) to determine an appropriate level of care for substance use disorders. The counselor will discuss the results of the alcohol or drug assessment with the participant and recommend any ancillary services he/she thinks would be available and beneficial.

As part of the assessment, the counselor will recommend any ancillary services he/she counselor thinks would be potentially beneficial to the participant. Any ancillary services recommended should be appropriate to the individual participant and available nearby. The counselor will record the results of the participant's alcohol or drug assessment, follow up discussion, and any recommendations for ancillary services in the participant's case record.

PARTICIPANT FILES

TTP shall establish a participant case folder which contains all relevant material and documentation for each participant. TTP shall maintain participant records including completed copies of all required forms and records, including: date of transfer to another DUI program; date of dismissal from the program; or date of issuance of a Notice of Completion Certificate.

Each participant file shall also contain the following:

1. Demographic and identifying data including, but not limited to:
 - a. Participant identifier
 - b. Date of Birth
 - c. Gender
 - d. Race/ethnic background
 - e. Address
 - f. Telephone number

- g. Emergency contact
- 2. Admission and Intake Data
 - a. Information gathered to determine if a participant is appropriate for treatment
 - b. Date and type of admission (new, readmission, etc.)
 - c. Referral Source
 - d. Admission Agreement
 - e. Health Questionnaire
 - f. Authorization to Release Information
 - g. Participant Rights document
 - h. Consent to Follow-Up
- 3. Other Data:
 - a. Medical referrals and clearances
 - b. Referrals for additional services and the agency to which the referral was made
 - c. Individual treatment plans
 - d. Documentation of services provided
 - e. Exceptions to the frequency of services
 - f. Correspondence with or regarding the participant
 - g. Discussions and action taken against the participant for not complying with rules and expectations of the program
 - h. Drug screening results
 - i. Consent to follow-up
- 4. Closed file data
 - a. Continuing recovery or treatment exit plans written prior to discharge
 - b. Discharge summary including date and reason for discharge
 - c. Consent to follow-up

A participant shall be scheduled an intake interview when they produce documentation from the court, DMV, or referral paper from another program. A copy of this documentation will also be kept in the participant's file.

A participant will complete the intake process before receiving any services. A copy of written dates and times will be noted in the participant's file and a copy will be given to the participant. At the time of the intake and enrollment, it will be explained to the participant the program rules, fee, payment schedule, attendance requirements, and reason for dismissal from the program. Participants will receive copies of all signed documents.

After completion of the program, the participant's records will be closed and kept in a secured place for ten (10) years. After ten (10) years the participant's file will be properly destroyed.

Quality Assurance

A Quality Assurance audit will be completed quarterly by the DUI manager, who will review all submitted documents submitted for authenticity and accuracy. A county representative will audit the participant files two times per year and a state representative will assure compliance once every two years.

COMPLETION

When TTP determines that a participant has completed all program requirements and has paid all program fees, TTP shall electronically submit the completion certificate to the Department of Motor Vehicles, or complete, by typewriter or by printing in ink, a Notice of Completion Certificate (Form DL 101, Revised 7/2006). The Notice of Completion Certificate shall have a unique, pre-printed number, assigned by the Department of Motor Vehicles, and shall be completed pursuant to Title 13, California Code of Regulations, Section 120.00.

The program director may sign the Notice of Completion Certificate or designate employees to sign pursuant to Section 120.00 of Title 13. If the program director authorizes a designee to sign a Notice of Completion Certificate on his/her behalf, TTP shall retain in its files a copy of the written authorization. The Notice of Completion Certificate shall not be signed until the individual signing has verified that the participant has completed all program services and paid all program fees assessed.

TTP may charge a fee for issuing a Notice of Completion Certificate. TTP may charge the amount established by the Department of Motor Vehicles. If there are additional costs for preparation, TTP may submit a request for a general program fee increase. TTP may withhold the Notice of Completion Certificate until the participant has paid in full his/her assessed program fee and any additional fees. TTP shall maintain a program log, typed or printed in ink, to record the receipt, issuance, and/or other disposition of each numbered Notice of Completion Certificate. At TTP's option this program log may be in electronic format if a certificate is issued electronically. The log shall contain, at a minimum, the information listed below.

If TTP makes an error while completing the Notice of Completion Certificate, TTP shall:

1. Write "VOID" in large letters across all copies of the Notice of Completion Certificate;
2. Store the voided copies of the Notice of Completion Certificate in sequential order in the program log;
3. Note in the program log that the Notice of Completion Certificate was voided; and
4. Inform the Department of Motor Vehicles of the Notice of Completion Certificate numbers voided. TTP shall report all voided Notices of Completion Certificates to the Department of Motor Vehicles on a monthly basis.

When TTP receives a book of Notices of Completion Certificates that contains one or more notices that were damaged during manufacturing or shipping, TTP shall either void the individual damaged notices and use the remaining notices in the book, or immediately return the entire book of 50 to the Department of Motor Vehicles pursuant to Section 120.00 of Title 13. TTP shall destroy a voided Notice of Completion Certificate only after Department staff have reviewed the Notice of Completion Certificate during an on-site compliance review, and given written authorization for its destruction. The method of destruction shall render the voided Notice of Completion Certificate useless. The written authorization for destruction shall contain the following information:

- a. TTP name and license number;
- b. The date of review;
- c. The period reviewed;
- d. The printed number of a Notice of Completion Certificate reviewed;
- e. The printed number of a voided Notice of Completion Certificate authorized for destruction;
- f. The name, title, and signature of the Department or county staff person conducting the on-site compliance review.
- g. The printed numbers of voided Notice of Completion Certificate destroyed;
- h. The date of destruction;
- i. The method of destruction; and
- j. The name, title, and signature of program director.

TTP shall retain the written authorization for destruction with the program log for four years from the date of destruction. Within ten days after the date that a participant completes all program services and has paid his/her assessed program fee and any additional fees, the DUI program shall:

1. Issue the original Notice of Completion Certificate in the name of the participant and immediately submit it to the Department of Motor Vehicles pursuant to Section 120.00 of Title 13.
2. Provide the court copy to the court of conviction (if the participant was referred by the court and the court requires a copy);
3. Provide the participant copy to the participant. If TTP electronically transmits the Notice of Completion Certificate directly to the Department of Motor Vehicles, or provide a receipt to the participant;
4. Retain the program copy of the Notice of Completion Certificate in the participant's record; and
5. Enter the following information into the program log in sequential order by printed Notice of Completion Certificate number or by the number assigned by the Department of Motor Vehicles if submitted electronically to the DMV.
 - a. The printed number of the Notice of Completion Certificate;

- b. The name of the participant for whom the Notice of Completion Certificate was issued;
- c. The length and type of DUI program completed;
- d. The date the Notice of Completion Certificate was issued;
- e. The name of TTP staff person who issued the Notice of Completion Certificate; and
- f. The participant record identification number, if applicable.

If the Department of Motor Vehicles copy of a Notice of Completion Certificate has been lost or destroyed, TTP shall issue a duplicate Notice of Completion Certificate to the Department of Motor Vehicles under the following circumstances:

1. A duplicate Notice of Completion Certificate shall be issued only by TTP that issued the original Notice of Completion Certificate;
2. Before issuing the duplicate Notice of Completion Certificate, TTP shall verify from its records that the participant actually completed all program services;
3. TTP shall type or print the words “duplicate Notice of Completion Certificate” and the number of the original Notice of Completion Certificate on the top of all copies of the duplicate Notice of Completion Certificate;
4. TTP may charge the participant a fee for issuing a duplicate Notice of Completion Certificate to the Department of Motor Vehicles on behalf of the participant. TTP may charge the cost of the notice established by the Department of Motor Vehicles. If there are additional costs for preparation, TTP may submit a request for a general program fee increase in accordance with Section 9878(c).

At the time TTP receives a book of blank copies of the Notice of Completion Certificate from the Department of Motor Vehicles, TTP shall inspect the book of notices to ensure the full order is included and undamaged and record the sequential numbers of the certificates received and secure the blank Notices of Completion Certificates and the record of blank certificates received in a locked desk, file, or cabinet which is not accessible to program participants. TTP shall issue a Notice of Completion Certificate only for participants who have completed all program requirements, including payment in full of program fees. TTP shall issue a Notice of Completion Certificate only for the type of program specified on the license issued by the Department. The licensee shall not sell or transfer Notice of Completion Certificate to another DUI program or to any other entity.

If TTP discovers that a blank Notice of Completion Certificate has been lost, stolen, or otherwise misplaced, by the close of business of the day following the date TTP discovers the loss, TTP shall report the loss pursuant to Section 120.02 of Title 13.

TTP shall identify in the written report the following information:

- a. The printed numbers of the lost, stolen, or misplaced Notices of Completion Certificates, and

- b. The date the loss was discovered.

TTP shall retain in its business records a copy of the written report and a copy of the police or sheriff's department report until Department staff or county staff have reviewed the reports during an on-site compliance review, and authorized in writing their destruction. Within ten days of the date that TTP ceases program operation or the date that the program's license is revoked, TTP shall return to the Department of Motor Vehicles by certified mail its unused supply of blank Notice of Completion Certificates. When a participant is eligible for a Notice of Completion Certificate, but TTP ceases program operation or the program's license is revoked, and the program's records are transferred to the county, the county alcohol and drug program administrator shall prepare a letter to the Department of Motor Vehicles, stating that the participant has completed all program services. The letter shall take the place of a Notice of Completion Certificate. The letter shall contain the following information:

- a. The participant's name, address, birth date, and driver's license number;
- b. The date the participant enrolled in the program;
- c. The date the participant completed all program services;
- d. The name, primary business address, and Department's license number of TTP which would have issued the Notice of Completion if TTP were still in business;
- e. The length and type of program completed; and
- f. The court case number or docket number, if applicable.

If TTP fails to account for all Notices of Completion Certificates, the Department shall assess a fine against TTP of \$150 per day up to a total of \$1,500 for each missing Notice of Completion Certificate. The maximum fine for all missing certificates shall not exceed \$5,000. The fine shall accrue from the date the certificates are determined to be missing until the missing certificates have been accounted for and shall be payable upon receipt of written notice from the Department. TTP may appeal the assessed fine. TTP shall post a notice in a prominent location in the program reception area, informing program participants and staff that soliciting or accepting a bribe, or selling a Notice of Completion Certificate, is illegal and punishable by law. The Department may initiate administrative action to suspend or revoke the license of any DUI program who is found responsible for the sale of a Notice of Completion Certificate or whose failure to exercise diligence to control, track, and document the issuance of a Notice of Completion Certificate has contributed to the sale of a Notice of Completion Certificate. TTP may appeal such administrative action and the provisions of Chapter 5 (commencing with Section 11500), Part 1, Division 3, Title 2 of the Government Code. To the extent possible, any appeal of a fine or civil penalty assessed pursuant to this regulation and an appeal of any related administrative action shall be joined in a single proceeding.

Proof of Enrollment Certificates

TTP shall issue a Proof of Enrollment Certificate (Form DL 107, Revised 7-06) to the Department of Motor Vehicles upon request at any point during the period of enrollment. TTP shall complete the certificate in electronic format, or by typewriter or by printing legibly in ink. The Proof of Enrollment shall have a unique, pre-printed number, assigned by the Department of Motor Vehicles, and shall be completed and issued pursuant to Section 120.01 of Title 13. The program director may sign the Proof of Enrollment Certificates and may designate up to two employees to sign the certificates. If the program director authorizes a designee to sign Proof of Enrollment Certificate on his/her behalf, TTP shall retain a copy of the written authorization in its files. The Proof of Enrollment Certificate shall not be signed until the individual signing has verified that the participant has completed enrollment forms including a participant contract and fee payment agreement.

TTP shall maintain a program log, typed or printed in ink, to record the receipt, issuance and/or other disposition of each numbered Proof of Enrollment Certificate. At TTP's option this program log may be in electronic format if a certificate is issued electronically. The log shall contain, at a minimum, the information listed in subdivision (f)(5). If TTP makes an error while completing the Proof of Enrollment Certificate, TTP shall:

1. Write "VOID" in large letters across the original and all copies of the Proof of Enrollment Certificate;
2. Store the voided copies of the Proof of Enrollment Certificate in sequential order in the program log;
3. Note in the program log that the Proof of Enrollment Certificate was voided; and
4. Inform the Department of Motor Vehicles of the Proof of Enrollment Certificate numbers voided. TTP shall report the voided Proofs of Enrollment Certificates to the Department of Motor Vehicles on a monthly basis.

TTP shall destroy voided Proof of Enrollment Certificates only after Department staff or county staff have reviewed the Proof of Enrollment Certificates during an on-site compliance review, and have authorized, in writing, their destruction. The method of destruction shall render the Proof of Enrollment Certificates useless. When TTP receives a book containing one or more Proof of Enrollment Certificates that were damaged during manufacturing or shipping, the DUI program shall either immediately return the entire book of 50 to the Department of Motor Vehicles or void the individual damaged Proof of Enrollment Certificates and use the remaining ones in the book. To return the entire book to the Department of Motor Vehicles TTP shall:

1. Submit the entire book to the Department of Motor Vehicles, with a written request for free replacement; and
2. Note in the program log that the Proof of Enrollment Certificates were damaged and returned to the Department of Motor Vehicles.

To void and destroy the damaged certificates, TTP shall:

1. Write “void” through the damaged certificates; and
2. Obtain a signed written authorization for destruction from a Department or county staff person during an on-site review.

The authorization for destruction shall contain the following information:

1. TTP name and license number;
2. The date of review;
3. The period reviewed;
4. The printed numbers of the Proof of Enrollment Certificates that were reviewed;
5. The printed numbers of void Proof of Enrollment Certificates that were authorized for destruction;
6. The name, title, and signature of the Department or county staff person conducting the on-site compliance review;
7. The printed numbers of the void Proof of Enrollment Certificates that were destroyed;
8. The proposed date of destruction;
9. The method of destruction to be used; and
10. The name, title, and signature of TTP director.

TTP shall destroy the damaged certificates after a Department or county staff person reviews and signs the authorization for destruction. TTP shall retain the written authorization for destruction with the program log for four years from the date of destruction.

If an eligible participant requests a Proof of Enrollment Certificate because the participant was referred by the court and the court requires a copy, TTP shall:

1. Issue the original copy of the Proof of Enrollment Certificate to the Department of Motor Vehicles;
2. Issue the court copy to the court of conviction;
3. Provide the participant copy to the participant or a receipt, if submitted electronically;
4. Retain the program copy in the participant's record; and
5. Enter the following information into the program log in sequential order by printed Proof of Enrollment Certificate number or by date if submitted electronically:
 - a. The printed number of the Proof of Enrollment Certificate;
 - b. The name of the participant to whom the Proof of Enrollment Certificate was issued;
 - c. The date the Proof of Enrollment Certificate was issued;
 - d. The name of TTP staff person who issued the Proof of Enrollment Certificate; and
 - e. The participant record identification number, if applicable.

If a Proof of Enrollment Certificate issued to the Department of Motor Vehicles has been lost or destroyed, TTP shall issue a duplicate Proof of Enrollment to the Department of Motor Vehicles. At the time TTP receives a book of blank copies of the Proof of Enrollment Certificates from the

Department of Motor Vehicles, TTP shall inspect the book of certificates to ensure the full order is included and undamaged and record the sequential numbers of the certificates received. TTP shall maintain a record of certificates received in a separate location from the Proof of Enrollment Certificates and shall secure the blank Proof of Enrollment Certificates in a locked desk, file, or cabinet which is not accessible to program participants.

TTP shall issue a Proof of Enrollment Certificate exclusively to participants who have enrolled. TTP shall issue a Proof of Enrollment Certificate only for the type of program specified on the license issued by the Department. TTP shall not sell or transfer Proof of Enrollment Certificate to another DUI program or to any other entity. If TTP discovers that a blank Proof of Enrollment Certificate has been lost, stolen, or otherwise misplaced, TTP shall report the serial numbers of the lost certificates to the Department of Motor Vehicles pursuant to Section 120.02 of Title 13.

TTP shall identify the following information in the written report and program log:

- a. The printed serial numbers of the lost, stolen, or misplaced Proof of Enrollment Certificates; and
- b. The date the loss was discovered.

TTP shall retain in its business records a copy of the written report and a copy of the police or sheriff's department report until Department staff or county staff have reviewed the reports during an on-site compliance review, and they have authorized in writing the destruction of the reports. Within ten days of the date that TTP ceases program operation or the date that TTP's license is revoked, TTP shall return to the Department of Motor Vehicles by certified mail its unused supply of blank Proof of Enrollment Certificates.

DUI PROGRAM RULES AND REGULATIONS

TTP's DUI program is covered by State and Federal laws protecting the confidentiality of program participants. The privacy of communication between a TTP employee and a participant is a right protected by law.

TTP can only release information about treatment to others with the participant's oral and written permission. The following are exceptions to confidentiality:

1. If a staff has reason to believe that a participant is threatening serious bodily harm to another person, and is required to take protective actions. This includes attempting to notify the intended victim(s), and contacting local law enforcement in order to protect the intended victim(s).
2. If a staff has reason to believe that a participant is abusing or neglecting a child under the age of 18, a dependent adult, or an elder adult; or if a participant provides information

about someone else who is doing this. In this case, the staff is mandated by law to inform Child Protective Services or Adult Protective Services.

3. If a staff has good reason to believe the participant intends to harm himself. The staff is required to contact the local crisis team, or law enforcement, and possibly emergency contacts that can help provide protection.
4. If ordered by a judge in a court proceeding. This could include civil proceedings in order for TTP to collect an unpaid balance of fees for counseling services.
5. In the event of a medical emergency, to keep the participant safe, the staff will call for an ambulance on the participant's behalf.

Tahoe Turning Point will not give credit for services attended prior to dismissal if the participant has not been enrolled in a DUI program for a period of two years or longer. Tahoe Turning Point will give credit for services attended prior to dismissal if:

1. The dismissal occurred less than two years prior to re-enrollment; and
2. The DUI program who provided the services verifies in writing that the services were provided to the participant.

Abstinence

All program participants must comply with the program sobriety regulation. If the participant appears at any time during the program with any measurable amount of alcohol or drugs in his system, the participant will be dismissed from the program. TTP encourages all program participants to maintain total abstinence during their program as a way to explore their relationship with alcohol and drugs. Abstinence means not consuming alcohol, non-prescribed, or illicit drugs, anywhere, anytime for any reason.

If the participant smells of alcohol, appears to be sleeping, is unable to pay attention and participate in program services or activities, is belligerent, or disrupts other participants from paying attention and participating in program services or activities, TTP may require a participant to submit to testing with a Breathalyzer or other chemical device designed to determine if an individual is under the influence of alcohol or other drugs.

If the participant refuses to submit to a chemical test, two or more staff members may document in writing in the participant's program record that the participant:

1. Smells of alcohol and appears to be sleeping, is unable to pay attention and participate in program services or activities, is belligerent, or disrupts other participants from paying attention and participating in program services or activities, or
2. Exhibits a combination of appearance, behavior, and speech indicating that the participant is under the influence of drugs. Symptoms indicating drug use may include a

combination of constricted or dilated pupils; slurred or rapid speech; impaired coordination; body tremors; a green coating on the tongue; paranoid hallucinations; muscle rigidity; confused, disordered or dizzy appearance; agitated behavior; lethargy; stupor; or blank stare.

If TTP determines that the participant is under the influence of alcohol or other drugs TTP shall advise the participant that he/she may obtain a drug test at his/her own expense in order to refute the determination of use of alcohol or illicit drugs. TTP will also ask the participant to leave the program premises and will advise the participant not to drive him/herself home. TTP will offer to call a friend or relative of the participant or a taxi cab (at the participant's expense) to drive the participant home.

A staff member will document in the participant's record how the staff determined that the participant was under the influence of alcohol or drugs, including staff observations of the indicators listed above.

TTP will not dismiss a participant from the program for using medication prescribed by a licensed physician and used in accordance with the prescription unless the participant is unable to participate in program services due to the effects of the medication (e.g. falling asleep, unable to pay attention, etc.).

ATTENDANCE

TTP will require each participant to attend all scheduled activities unless the participant has:

1. Contacted the program and arranged to attend an activity at an alternate time, or
2. Been granted an approved leave of absence (see below)

Missed Activities

Attendance at program activities must be given priority and we encourage the individual not to miss any activity. The participant will not receive credit if he leaves an activity early. If an individual misses an appointment or activities, it will fall into one of the two categories below.

Reschedule

A missed appointment or activity is classified as a RESCHEDULE when the individual contacts his counselor before the appointment or activity is missed.

Absence

A missed appointment is classified as an ABSENCE if an individual fails to reschedule the appointment or activity before the day is missed. If the participant exceeds the allowed number of allowed absences for the program, the program participant will be returned to the court.

Program Number of Allowed Absences

- 12 Hour Program: 2 absences
- 30 Hour Program: 5 absences
- 6 Month Program: 7 absences
- 9 Month Program: 7 absences
- 18 Month Program: 10 absences
- 30 Month Program: 15 absences

The participant must be on time for all appointments and scheduled activities. If the participant is late he will receive an ABSENCE.

All missed activities will need to be 'made up' within 30 days and prior to the completion of the program. A fee will be charged for each ABSENCE and each RESCHEDULE (when not reschedule within 24 hours of the appointment). Missed activity fees are due as soon as they occur and will be charged to the participant's account. Participants who extend their programs because they fail to do make ups sessions in time will be charged for each additional face-to-face required to keep their program in compliance.

If the participant is going to be absent for a period of time which exceeds 3 weeks (21 days), he must request a LEAVE OF ABSENCE. A leave of absence must fit one of the following criteria and must be verified with documentation:

- Military responsibility
- Work responsibilities requiring extended travel
- Extended illness or medical treatment of participant or family member
- Incarceration
- Residential alcohol or drug abuse treatment program
- Extreme personal hardship or family emergency
- Pre-planned vacation (only if participant has made up all absences and is current with fees.)

To request a LEAVE OF ABSENCE, the participant shall submit to the program a written request for the absence, and any documentation substantiating the need for the leave. The written request shall specify:

- The name of the participant
- The reason for requesting the leave of absence, and

- The dates of the leave of absence

TTP shall require the participant to request prior approval for all leaves of absence, unless unable to do so due to circumstances beyond the participant's control. If the participant requests retroactive approval for a leave of absence, in addition to the information listed above, the request for leave of absence shall explain the circumstances that prevented the participant from requesting prior approval.

Prior to program completion, TTP requires the participant to make up all scheduled program activities missed while on a leave of absence. Time missed while on a leave of absence shall not be counted as participation time.

PROGRAM RULES

- Visitors or children are not allowed in program activities
- Children are not to be left unattended on Tahoe Turning Point premises
- Waste and cigarette butts are to be placed in the proper receptacles
- No part of the building shall be modified or defaced
- Appropriate attire is required for all TTP activities, no sunglasses or hats while indoors.
- Sleeping or closing eyes during program activities may result in an absence
- All participants are expected to participate in the group discussions and to respect other participants
- Participants who appear under the influence agree to submit to a Breathalyzer/drug test or face dismissal

TTP Shall Dismiss Any Participant Who:

- Fails to participate in the required program activities within 21 days of transfer to another DUI program licensed by the Department of Health Care Services
- Fails to maintain program sobriety, including conviction of a subsequent DUI
- Fails to comply with DUI program rules
- Fails to comply with additional county requirements which have been authorized by the County Alcohol Program administrator and approved by the Department of Health Care Services.
- Fails to obtain a Leave of Absence, in accordance with the above, when a participant is unable to attend any scheduled programs services for 21 days or longer.
- Exceeds the number of absences allowable without an approved Leave of Absence
- Fails to resume attending program activities within 21 days of the scheduled return from a leave of absence
- Is physically or verbally abusive to program staff or other program participants

- Fails to pay, within 30 days of the date due, the program fee assessed in the initial intake or fails to reschedule and attend a financial assessment interview. TTP shall not dismiss the participant if he pays his assessment program fee instead of rescheduling and attending a financial assessment review.

The following are actions, circumstances or conditions which may result in eviction from the facility:

- The use or possession of alcohol or other altering drugs. Clients must submit to chemical testing when requested by TTP. Legitimate prescription medications are allowable.
- Physical abuse or threatening behavior towards staff or other clients.
- Possession of firearms, knives, and/or potential weapons.
- Non-fulfillment of agreed participation and or financial obligations.

Use of tobacco products are prohibited within 20 feet of the building.

Program Reinstatement

Court referred participants who are dismissed by the program will need a written re-referral from the court and must pay an additional fee in order to be reinstated into the program. Dismissed participants who were not court referred must also pay a reinstatement fee and may reinstate into the program. Participants who return to the program after being dismissed may receive credits for activities they have completed on their own provided that the reinstatement was scheduled within 24 months from the date on which the participant was dismissed.

Program Transfer

TTP shall inform a participant transferring to another licensed DUI program that he/she shall enroll and attend a face-to-face interview, an educational session, or a group counseling session in the new program within 21 days from the date of transfer from the sending program.

The following requirements apply to interprogram transfers:

1. Written notice of transfer shall be provided to the court of conviction
2. The sending program shall provide the receiving program with a completed transfer form approved by the Department. The sending DUI program shall provide the receiving DUI program with a written history for the transferee, indicating the number of program activities completed. Any additional program information relevant to the participant shall be sent under separate cover marked "confidential."

3. The receiving program shall not accept any transferee that who cannot enroll and commence participation services within 21 days following the date of last activity with transfer from the sending program.
4. The receiving program shall notify provide the sending program written notice of the transferee's enrollment or non-enrollment in the receiving program within 10 days of the transfer deadline specified in (3) above.
5. The sending program shall notify the Department of Motor Vehicles and the court of conviction if the transferee does not enroll in the receiving program.
6. The receiving program shall notify the court of conviction and the Department of Motor Vehicles of the participant's subsequent completion of or dismissal from the program.

Program Fees and Payments

The particular program determines the program fee. Payments are due on the **first Monday of each month**. The participant will be assessed a late charge for any late payments made after the 10th of the month. If any payments are overdue, the participant may be placed in a suspension status. If the participant takes no action to rectify an overdue account, he will be referred back to court and/or DMV for nonpayment of fees. The participant will be charged a fee for any missed appointment or scheduled activity (RESCHEDULE or ABSENCE). No one will be denied services because of their documented inability to pay. If an individual is going to be unable to make any payment on time or in full, please contact the financial department immediately.

The participant can request a financial assessment of the payment schedule. An individual will be required to provide documented evidence of financial hardship (on the Financial Hardship Form) resulting from either the fee level or payment schedule.

It is the participant's responsibility to contact TTP to request a financial assessment. Failure to make payments in full and on-time (or make other arrangements) will be viewed as an unwillingness to pay program fees and may result in the dismissal of the participant from the program and a referral back to court and/or DMV.

All program fees must be paid in full before completion paperwork is processed and released to the participant and the DMV. Participants reinstating into a program will pay fee based on a line per line itemization of the remaining services needed for completion, based on the current rates at the time of reinstatement. Individuals will also pay an additional fee for the reinstatement. The final payment must be a cashier's check, money order, cash or credit card. TTP will not accept a personal check for payment.

TTP will maintain a consistency of charges in accordance to Section 9878 of Title IX California Code of Regulations. A Proof of Completion Certificate shall not be signed until the TTP Staff

signing the certificate has verified that the participant has completed all program services and paid all program fees assessed in accordance with Section 9878.

TTP has established and will use a standardized payment schedule. Here is an example based on a first offender program:

<u>Service</u>	<u>Cost</u>
Intake	\$ 55.00
12 1 ½ -hour weekly group sessions (\$25 each)	\$300.00
6 2-hour education sessions (\$25 each)	\$150.00
3 15-minute individual one-on-one sessions (\$15 each)	\$ 45.00
State Surcharge	\$ 10.00
County Surcharge	<u>\$ 26.00</u>
Total Program Cost	\$550.00

Regular Payments

Down Payment	\$200.00
2 Monthly installments @ \$175/mo	\$350.00

Extended Payments

Down Payment	\$186.00
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Payment Plans Available (Choose one)

- 4 monthly payments @ \$91.00 per month
- 5 monthly payments @ \$72.80 per month
- 6 monthly payments @ \$60.67 per month
- 7 monthly payments @ \$52.00 per month
- 8 monthly payments @ \$45.50 per month
- 9 monthly payments @ \$40.44 per month
- 10 monthly payments @ \$36.40 per month
- 11 monthly payments @ \$33.09 per month
- 12 monthly payments @ \$30.33 per month

Additional Fees Can Include:

Missed activity	\$ 40.00
Rescheduling	\$ 25.00
Transfer Out	\$ 67.50
Transfer In	\$ 67.50
Reinstatement	\$ 50.00
Duplicate DL 101	\$ 15.00

Leave of Absence	\$ 25.00
Late Payment	\$ 25.00
Drug Testing	\$ 30.00

NOTE: A down payment will be collected at time of intake. TTP will only charge for services rendered.

If the participant notifies TTP that he or she is not able to pay the standardized payment schedule TTP will perform a financial assessment in accordance to Section 9879 of Title IX California Code of Regulations. If the participants monthly income is equal to or less than the general assistance benefit level for 1 person established by the county board of supervisors then the participant's maximum program fee will be no more than \$5 each month. TTP will dismiss the participant who fails to pay his or her program fee assessed in accordance to the requirements of Section 9879.

Financial Assessment - (“Financial Hardship”)

TTP will assess the program fee and set the payment schedule based on the participant's documentation of income and a standardized payment schedule.

Prior to conducting a financial assessment TTP will:

1. Schedule a financial assessment interview with the participant, and
2. Notify the participant that he/she:
 - a. Is required to provide documentation of his/her income at the time of the time of the financial assessment interview, and
 - b. Will be assessed the full program fee, as shown on the standardized payment schedule, if he/she fails to provide documentation of income at the time of the financial assessment interview.

TTP will consider as income any of the following, when earned or received by the participant or any person legally required to support the participant:

1. Gross wages, salaries, bonuses, commissions, and tips;
2. Compensation for work related expenses in excess of the actual expense;
3. Net profits from self-employment;
4. Net income from real or personal property;
5. Spousal support;
6. Regular payments from Social Security, retirement, unemployment compensation, strike benefits from union funds, workers compensation, veterans payments, public assistance

[including Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), emergency assistance money, non-federally funded general assistance or general relief money payments], educational grants, or training stipends; and

7. Gross personal income as reported on the federal income tax return.

TTP will require any participant, who has requested a financial assessment, to provide the following documentation of income:

1. If the participant provides an award letter from the county welfare department, confirming eligibility for general assistance, TTP will require no further documentation of income;
2. If the participant does not provide a general assistance award letter, TTP will require him/her to provide the following documentation:
 - a. An award letter dated within 3 months from the date requesting a financial assessment from the county welfare department, or other governmental agency, documenting eligibility for a welfare grant award and indicating the income level on which eligibility was based; or
 - b. Documentation from the State Employment Development Department verifying income and wages for the quarter prior to requesting a financial assessment; or
 - c. Documentation from the Social Security Administration verifying income and wages for the quarter prior to requesting a financial assessment;
3. TTP may require the participant to sign a release of information authorizing the program to obtain income and wage verification from the State Employment Development Department;
4. TTP may accept other documentation of income;
5. TTP shall not require documentation of income other than that specified above.

If the income documentation the participant provides shows weekly income rather than monthly income, TTP will compute the participant's monthly income by multiplying the weekly income by 4.33 weeks per month. If the income documentation the participant provides shows annual income rather than monthly income, TTP will compute the participant's monthly income by dividing the annual income by 12 months per year.

TTP will conduct a financial assessment interview within five days of any of the following circumstances:

1. At the request of the participant, but no more frequently than every 30 days. At the time of the request, the participant shall provide:
 - a. Documentation of a change in financial condition which may make the participant eligible for an adjustment of the program fee or payment schedule, or
 - b. A written statement describing the need for a financial assessment.
 - c. If the participant fails to attend a financial assessment interview scheduled at his/her

request, the program may require the participant to wait 30 days before scheduling a subsequent financial assessment.

If the participant is 15 or more days delinquent in payment of program fees approved by the Department, the program may suspend all program activities and place the participant on a leave of absence until the past due amount is paid in full:

1. At least 10 days prior to the period of suspension, TTP will provide the participant with a delinquency notice that contains the following information:
 - a. The amount of program fees currently past due;
 - b. A statement that failure to pay the delinquent amount will result in suspension of education and group services;
 - c. A statement that failure to pay the delinquent amount by the end of the suspension period may result in an additional 30 day suspension or dismissal from the program;
 - d. The procedure for disputing the accuracy of the delinquency;
 - e. A statement notifying the participant of his/her right to request a financial assessment as specified above;
 - f. A statement that failure to schedule and appear for a financial assessment may result in dismissal from the program;
2. If the participant fails to pay the delinquent fees in full within 30 days after the due date, the program may either continue to suspend all program activities until all past due program fees have been paid in full or dismiss the participant from the program. TTP will not assess fees for services missed as a result of the suspension. If TTP issued a DL 107 form pursuant to Section 9868, the participant shall be dismissed from the program after a 45 day suspension.
3. Program activities missed during the period of suspension shall not be considered as failure to attend program services without a leave of absence. The suspension time does not count as active time in the program and the 21 day attendance rule does not apply.

Following a financial reassessment, TTP will require the participant to pay for services provided by the program as shown below:

1. When a financial reassessment determines that the participant is eligible for a maximum program fee of no more than \$5.00 per month, the program may require the participant to pay for services provided by the program prior to the date of the financial reassessment at the rate of payment which was assessed prior to the date of the reassessment.
2. When a financial reassessment determines that the participant is no longer eligible for a maximum program fee of no more than \$5.00 per month, TTP will not require the participant to pay the program fee in excess of \$5.00 per month for services provided by the program during the period of eligibility and prior to the date of the reassessment.
3. When a financial reassessment determines that the participant is no longer eligible to pay the minimum program fee, TTP may require the participant to pay for services provided by the program prior to the financial reassessment at the rate of payment which was

assessed prior to the date of the financial reassessment.

If a participant re-enrolls in the program following dismissal or voluntary withdrawal from the program, the program may assess the program fee at the time of re-enrollment based on the approved program fee as shown on the standardized payment schedule in effect at the time of re-enrollment, except as follows:

1. Any increase or decrease in the assessed program fee the participant is required to pay as the result of a financial assessment shall apply only to the remaining services to be provided.
2. TTP will not increase a participant's assessed program fee when a participant returns to active participant status following a temporary absence due to an approved leave of absence.

TTP will amend the participant contract to reflect increases or decreases in the participant's fee resulting from a financial reassessment conducted in accordance with the provisions of this regulation.

TTP will maintain in the participant record a copy of all financial assessments and documentation of income provided by the participant.

A participant may request the Department to review a financial assessment conducted by the program, in accordance with this regulation. To do so, the participant shall submit a written request to the Driving-Under-the-Influence Program Branch, Department of Health Care Services, 1501 Capitol Avenue, 2nd Floor, MS2602, Sacramento, CA 95814

1. The Department shall review the financial assessment conducted by TTP only if the participant has provided documentation of income to TTP in accordance with the requirements of this regulation.
2. The Department's review shall be limited to determining whether the program has complied with the requirements of this regulation. If the Department determines that the program has not complied with the requirements of this regulation, the Department shall issue a written notice of deficiency.

To meet the criteria "Financial Hardship" the participant must have a demonstrated income of \$20,000 or less per year for an individual. If a participant's income is between \$20,000-\$30,000 the participant may apply for an extended fee schedule as indicated above.

Program Completion

After the participant has completed the program and paid all fees, he will receive proof of completion. The courts will be notified of completion by TTP as required. Individuals are also responsible for following any specific instructions from the court pertaining to program completion.

PROGRAM DESCRIPTIONS

COUNSELING DESCRIPTIONS

Face-to-Face Interviews - 15 minutes each

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program including progress in group and other counseling sessions and evaluate the participant's need for referral to ancillary services. Topics can include attendance, payments, transportation, barriers to treatment, family issues, referrals, court requirements, employment, 12 Step meeting attendance, community service, ancillary services, medical concerns, etc. Discuss and identify problems which may be barriers to program completion. Face-to-face interviews shall be at least 15 minutes in length and shall be longer whenever the interviewer or the participant determines that additional time is needed.

TTP shall conduct face-to-face interviews on a regularly scheduled basis. Whenever possible, face-to-face interviews shall be conducted by the same interviewer for the duration of the program. No credit for attendance shall be given unless the participant attended the entire face-to-face interview as scheduled. TTP may only charge for additional face-to-face interviews as provided in Section 9851. Charges for additional face-to-face interviews shall be based on the approved unit of service fee for face-to-face interviews determined in accordance with Section 9878.

The interviewer shall document the following information in each participant's record:

1. The date, time, and length of each face-to-face interview.
2. The counselor's assessment of the participant's progress regarding participation in program activities and any increased awareness in understanding his/her alcohol and/or drug related problems.

Education Classes - 2 Hours Each

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films. TTP shall limit attendance at educational sessions to a maximum of 35 program participants. TTP shall require each participant to sign a roster at each educational session in order to verify attendance. TTP shall maintain attendance rosters for each educational session. The attendance roster for each educational session shall list the following information:

1. Date of the session,
2. Starting and ending time,
3. Topics presented or session number,
4. Printed and signed names of participants in attendance, and
5. Signature of the program staff who conducted the session.

TTP shall document attendance at educational sessions in each participant's case record. No credit shall be given for attendance unless the participant attended the entire educational session as scheduled. See attached curriculum.

Counseling Groups - 2 hours each

Counseling groups are a counselor facilitated group meeting in which participants meet to exchange ideas, to discuss their own behavior and attitudes, and to support and encourage positive changes in each other's lifestyle to facilitate resolution of problems related to the use of alcohol and other drugs. These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems. The groups are less structured in nature and can include topics as described in the attached curriculum.

Penal Code 1000 - (Drug Diversion, PC 1000) - 3 months

This program is designed to meet the requirements for participants who meet the criteria for “Deferred entry of Judgment”. These participants are typically first time, nonviolent offenders who have possessed or abused drugs for personal use (no selling or possession with intent to sell).

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make better future decisions.

The primary goal of TTP is to encourage exploration of the relationship between alcohol/drug use and the inherent risks involved, resulting in modified drinking/drug use in high-risk situations.

Education Classes - Six (2 Hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films.

Counseling Groups - Twelve (1.5 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews - Three (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make better future decisions.

6 Week - Wet Reckless Program – 12 Hours

This comprehensive & educational program is designed for those people who were found guilty of drinking and driving but had a blood alcohol content at or below the legal limit of .08. The primary goal is to encourage exploration of the relationship between alcohol/drug use and the inherent risks involved, resulting in modified drinking/drug use in high-risk situations such as driving.

The 6 classes are designed to give you information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. The classes are also conducted by a skilled instructor and will include lectures, discussions, and films.

3-Month First Offender Program

The primary goal of TTP is to encourage exploration of the relationship between alcohol/drug use and the inherent risks involved, resulting in modified drinking/drug use in high-risk situations.

Education Classes - Six (2 hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films.

Counseling Groups - Nine (2 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews - Three (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make better future decisions.

First Offender Program (Enhanced 6 months)

If there is a blood alcohol concentration (BAC) of .20 or above or a refusal to take a chemical test, penalty enhancement or probation, the court may justify enhancing the penalties in sentencing, in determining whether to grant probation, and, if probation is granted, in determining additional or enhanced terms and conditions of probation.

Punishments

Special factors which may enhance penalties, in determining whether to grant probation, and if probation is granted, in determining additional or enhanced terms and conditions including an AB-762 six (6) month program.

Education Classes - Six (2 hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films. A skilled counselor encourages the participant to share ideas with the group so the participant may identify and resolve alcohol/drug related problems. Group sessions provide an opportunity for the individual to examine his behavior and personal attitudes as well as provide support for any positive changes.

Counseling Groups – Eighteen (2 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews - Six (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make future decisions to avoid further problems with drugs and alcohol.

First Offender Program (Enhanced 9 months)

If there is a blood alcohol concentration (BAC) of .20 or above or a refusal to take a chemical test, penalty enhancement or probation, the court may justify enhancing the penalties in sentencing, in determining whether to grant probation, and, if probation is granted, in determining additional or enhanced terms and conditions of probation.

Punishments

Special factors which may enhance penalties, in determining whether to grant probation, and if probation is granted, in determining additional or enhanced terms and conditions including an AB-762 six (6) month program. This program can be modified to serve those in need of a nine (9) month program.

Education Classes - Six (2 hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films. A skilled counselor encourages the participant to share ideas with the group so the participant may identify and resolve alcohol/drug related problems. Group sessions provide an opportunity for the individual to examine his behavior and personal attitudes as well as provide support for any positive changes.

Counseling Groups – Twenty-three (2 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner

that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews – Thirteen (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make future decisions to avoid further problems with drugs and alcohol.

Multiple Offender Program (18 months)

The primary goal of the Multiple Offender Program is to encourage exploration of the relationship between alcohol/drug use and the inherent risks involved, resulting in modified drinking/drug use in high-risk situations such as driving.

In the first 12 months:

Education Classes - Six (2 hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films. A skilled counselor encourages the participant to share ideas with the group so the participant may identify and resolve alcohol/drug related problems. Group sessions provide an opportunity for the individual to examine his behavior and personal attitudes as well as provide support for any positive changes.

Counseling Groups – Twenty-six (2 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews – 24 minimum (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program. One face-to-face interview provided every other week from the initial date of enrollment through the first 12 months of participation, or until completion of the educational and group counseling

sessions specified immediately above. The program may charge for additional face-to-face interviews based on the approved unit of service fee for face-to-face interviews.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make future decisions to avoid further problems with drugs and alcohol.

Last 6 months:

TTP requires the participant to complete a community re-entry phase, consisting of participation in self-help groups, employment, and other areas of self-improvement.

- TTP will monitor the participant's progress during the community re-entry phase.
- TTP will provide 4 hours of monitoring, which will consist of four 1 hour of face-to-face counseling.
- TTP will not allow the participant to begin the community re-entry phase until the participant has completed the requirements of the first 12 months.

Self-Help Meetings – 6 meetings

The attendance of approved self-help meetings such as Alcoholics Anonymous, Narcotics Anonymous, Secular Organization for Sobriety, or Rational Recovery may be required to increase the individual's knowledge of addiction and recovery oriented support options.

Multiple Offender Program (30 months)

The primary goal of the Multiple Offender Program is to encourage exploration of the relationship between alcohol/drug use and the inherent risks involved, resulting in modified drinking/drug use in high-risk situations such as driving.

In the first 18 months:

Education Classes - Six (2 hours Each)

These classes are designed to give the participant information on the legal, medical, and social problems associated with the abuse of alcohol and other drugs. Each class will be conducted by a skilled instructor and will include lectures, discussions and films. A skilled counselor encourages the participant to share ideas with the group so the participant may identify and resolve alcohol/drug related problems. Group sessions provide an opportunity for the individual to examine his behavior and personal attitudes as well as provide support for any positive changes.

Counseling Groups – Thirty-nine (2 hours each)

These sessions provide an opportunity for the participant to examine his own behavior and personal attitudes and provide support for positive changes. The group is conducted in a manner that encourages the participant to share ideas and information so the participant may identify and resolve alcohol/drug related problems.

Face-to-Face Interviews – Thirty-nine minimum (15 minutes each)

The purpose of these sessions is to assess the participant's progress and provide an opportunity to discuss any personal issues that are deterring him from successfully completing the program. One face-to-face interview provided every other week from the initial date of enrollment through the first 18 months of participation, or until completion of the educational and group counseling sessions specified immediately above. The program may charge for additional face-to-face interviews based on the approved unit of service fee for face-to-face interviews.

Alcohol and Drug Assessment

Within the first 60 days of participation, TTP will help the participant evaluate his alcohol and/or drug use by an assessment tool. This assessment is the first step towards empowering the participant to make future decisions to avoid further problems with drugs and alcohol.

Community Service & Probative Evidence Monitoring

A minimum of 60 hours are to be completed in the first 18 months of the participant's program and the additional 60 hours are to be completed in the last 18 months of the participant's program. A record of the community service will be kept in the participant's file. The record must include location, dates, times, number of hours spent, and a signature from the volunteer agency. For monitoring purposes, participants are required to meet with the DUI Manager or counselor once every 3 months, for a 1 hour of face-to-face interview, the last 12 months of the program.

During the last 12 months of participation in a 30-month program, TTP shall require the participant to maintain a compendium of evidence of performance of voluntary community service for one-half of the time served, on a tri-monthly basis, demonstrating:

- The prevention of driving-under-the-influence, promotion of safe driving, and responsible attitude toward the use of chemicals of any kind;
- Significant improvement in occupational performance (including efforts to obtain gainful employment), physical and mental health, family relations, and financial affairs and economic stability.

As part of the Probative Evidence phase of treatment in the 30 month program, the participant will also have to demonstrate significant improvement in occupational performance (including efforts to obtain gainful employment), physical and mental health, family relations, and financial affairs and economic stability. This will include bringing to the DUI manager or counselor

documents that support these items, including but not limited to: bank statements, evidence of gainful employment, submitted applications, documentation of therapy (individual and/or family), etc. For monitoring purposes, participants are required to meet with the DUI Manager or counselor once every 3 months, for a 2 hour of face-to-face interview in the last 12 months of the program (at the same time as the Community Service Monitoring).

TTP shall, unless prohibited by the court, make provisions for a participant to voluntarily enter a licensed chemical dependency recovery hospital or residential treatment program, licensed by the State of California, and to receive three weeks of program participation credit for each week of treatment not to exceed 12 weeks of credit, but only if the treatment is at least two weeks in duration. TTP shall document evidence of the treatment in the participant's record.

Community Service

El Dorado County requires minimum of 120 community service hours. However if another county or the court determines that a different amount is required, then compliance to this shall be monitored by the DUI Manager.

REFERRAL TO ANCILLARY SERVICES

TTP may refer participants to ancillary services, such as family counseling, residential treatment, mental health treatment, and outpatient services.

Such referrals shall be voluntary and TTP shall document the reasons for referral in the participant's case record. The cost of ancillary services shall not be part of the county administrative fee, but may be part of the funds allocated to the county by the Department pursuant to section 11818 of the Health and Safety Code.

Tahoe Turning Pont, Inc. may refer participants to ancillary services TTP provides only if:

- a. TTP is also licensed to provide such services,
- b. TTP requests and receives written approval for the referral from the local county alcohol and drug program administrator, and
- c. TTP maintains a copy of the written approval in the participant's record.

Exceptions to voluntary referral to ancillary services and/or any referrals to services which require additional fees, regardless of funding source, shall be made by either a certified counselor, clinical supervisor or licensed clinician. TTP staff, to the best of their ability, will inform the participant of any cost/fees. The cost of the program will be the responsibility of the participant.

After a participant enters into an inpatient/residential program, the provider will inform and request approval from the court of jurisdiction.

The DUI Manager or assigned shall obtain an executed Release of Information to the ancillary program to obtain information about participation and progress. Regular progress reports will be obtained from the program and documented in the participant's record.

Referrals can include:

Tahoe Turning Point, Inc.
Outpatient Counseling Center
2494 Lake Tahoe Blvd., Suite B5
South Lake Tahoe, CA 96150
(530) 541-4594

South Lake Tahoe, CA 96150
530-544-2118

Progress House, Inc. Corporate Offices
PO Box 1666
2844 Coloma Street
Placerville, California 95667
co@progresshouseinc.org
530-626-9240

Barton Community Health Center
2201 South Ave.
South Lake Tahoe, CA 96150
530-543-5623

El Dorado County Alcohol and Drug
1900 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150
530-573-7959

El Dorado County Health and Human
Services Division
Mental Health Division
1900 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150
530-573-7970

Live Violence Free
2941 Lake Tahoe Blvd.

Family Resource Center
3501 Spruce Ave. #B
South Lake Tahoe, CA 96150
530-542-0740