

Hilltop Counseling Services

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Statement of Understanding DUI Program Services

Hilltop Counseling Services DUI program seeks to provide you a quality service that attempts to balance your personal needs, public health and safety and the KY Division of Substance Abuse DUI Program regulations. To that end, we would like you to be well informed from the start, of the expected fees and the terms of compliance, non-compliance with your court order and/or treatment plan.

Initially, Kentucky regulations require an assessment. This assessment serves two purposes: (1) a face-to-face evaluation of your substance use or abuse by a trained, certified assessor with a recommendation for education or treatment; and (2) to generate the official paperwork required by the state of Kentucky statutes to enroll you in a state licensed DUI program. A typical assessment takes 1 to 1 ½ hours and costs \$75.00. In certain circumstances, it may be necessary to schedule a second appointment to finish a complicated assessment. In this case, you will be charged for the extra time. That fee will be based on the professional's hourly rate. You will only be charged for the portion of that hour that is used. Assessment fees are due at the time of appointment.

Upon completion of the assessment, your official enrollment form will be immediately faxed to your court of conviction to notify them of your compliance with the court order. This cannot be done if you have not provided HCS with a copy of your DUI citation and court order. These documents contain information required on the enrollment form and must be provided by you.

Additionally, upon completion of your assessment, your assessor will have made a recommendation to you about the appropriate level of care (20 hour education program, outpatient treatment, intensive outpatient treatment or residential treatment). Compliance with the court of conviction depends on your timely initiation and completion of the assessor's recommendation. You are free to choose another licensed agency at this point for completion of the recommendation; however state regulations prohibit you from seeking another assessment for this DUI. If, at this point, you would like to be referred elsewhere, please tell HCS of your choice so that the appropriate referral will be made. This agency providing the assessment remains responsible for communication with the court and the KY Department of Transportation regarding compliance/non-compliance. Therefore, ongoing communication between the assessing agency and the treatment agency is necessary. You will be asked to sign a release of information.

Conditions of compliance with the DUI Program include:

1. Immediate startup of treatment following assessment, or enrollment in the next 20 hour education class (based on recommendation). Compliance with all attendance requirements.
2. Consistent weekly attendance is required for outpatient therapy. Sporadic attendance (every other week) or non-attendance is deemed non-compliant. For a 1st offense, you have 90 days from the date of assessment to designate you either compliant or non-compliant with the court order. For subsequent offenses, we have one year from the date of assessment to designate you compliant or non-compliant to the court, regardless of the length of your license suspension.
3. Attendance at all education classes is required. Non-attendance or a missed class will delay license reinstatement as it is necessary to make up the missed class.
4. Achievement of the goals stated in your treatment plan.
5. Comply with the program's rules of conduct.
6. Payment of fees.

These are written regulations within the DUI law. Non-payment of fees may be grounds for non-compliance notices to the court as well as any other non-compliance issues.

If special arrangements are required for your attendance or payment of fees, we will make every attempt to work with you within the limits of the regulations we must follow as a licensed program. Any special arrangements must be worked out with the administrative office.

By signing this document, you are giving your full consent to the staff of HCS to provide the services that you have requested. You will be charged for those services as follows. Fees are due at the time of delivery of services. You have the right to submit grievances, recommendations and opinions regarding your services at all times.

FEE SCHEDULE

DUI Assessment.....	\$75.00
Individual Appointment.....	\$75.00-90.00
Out of State DUI Assessment.....	\$100.00
20 Hour Education Program.....	\$220.00
Outpatient Treatment.....	\$25.00
Exit Interview, per 30 minute slot.....	\$35.00
Additional Offense Beyond First Charge.....	\$15.00
Missed Individual or Assessment Appointment.....	\$35.00

❖ **For a first DUI offence in five years an individual is allowed to miss 2 group or individual sessions. Once you have missed 3 group or individual sessions HCS will report that you are in non-compliance with the courts.**

_____ (Client's Initial's)

❖ **For a second and greater DUI offence in five years an individual is allowed to miss 6 group or individual sessions. Once you have missed 7 group or individual sessions HCS will report that you are in non-compliance with the courts.**

_____ (Client's Initial's)

The information you give to your counselor is confidential. HCS will not release information to anyone, including your employer or family member, without your written consent. Some information cannot remain confidential. This includes when individuals express intent to harm themselves or others, the counselor is required by KY law to break confidentiality to assure the health and safety of all concerned. Counselors are also mandated by law to report to the appropriate state authorities any suspicion of child/elder abuse or neglect.

As a client of HCS, you have the right to consideration and respect by all staff members. No one will be unlawfully discriminated against in determining eligibility of services. You cannot be discriminated against on the basis of race, color, sex, national origin, religion, age marital status handicap or any other legally protected status. The diversity of all individuals is respected.

We will try to meet the needs of your individual situation. If necessary, you may be referred to another counselor that has more experience with the challenges that you are facing. With your permission, a consultation with other colleagues may be conducted.

My signature displays understanding of the requirements for enrollment for DUI services with Hilltop Counseling Services.

Signature of Client

Date

Printed Name of Client

HCS Therapist/Counselor