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| **DEPARTMENT OF HEALTH SERVICES**  Division of Care and Treatment Services  F-01761 (09/2016) | **STATE OF WISCONSIN** | |
| INTOXICATED DRIVER PROGRAM SELF-EVALUATION | | |
| **PROGRAM REQUIREMENTS**  **GENERAL** | | |
| 1. **Do you receive at least six hours of continuing education each year?** | | Yes No N/A |
| *DHS 62.05(3)(b), Wis. Admin. Code:*  *Assessors are required to successfully complete a minimum of 6 hours of continuing education each year. Continuing education may include formal courses awarding credits or continuing education units, workshops, seminars, or correspondence courses in any of the following areas: 1. Psychological and socio−cultural aspects of alcohol and drug abuse. 2. Pharmacology. 3. Communication and interviewing skills. 4. Screening, intake, assessment and treatment planning. 5. Human development, abnormal behavior, mental illness, or social learning theory. 6. Motivational interviewing. 7. Brief intervention. 8. Case management. 9. Record keeping. 10. Ethics. 11. Crisis intervention. 12. Outreach. 13. Quality assurance. 14. Other topics approved by the designated coordinator or the department.*  Because the Intoxicated Driver Program (IDP) is a specialty area, it is highly recommended that assessors attend training specific to IDP. The Department of Health Services (DHS) IDP Advisory Committee, Best Practices Workgroup, holds training annually, usually held in the spring of each year. Other trainings that meet licensing requirements for other professional credentials may also meet this requirement as long as the content of that training falls within one of the topical areas listed above. | | |
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| 1. **If your agency is the designated IDP assessment facility, does your agency have policies, procedures, or guidelines that address all of the following?** | | Yes No N/A |
| *DHS 62.05(1), Wis. Admin. Code:*  *General requirements. No agency may conduct intoxicated driver assessments and develop driver safety plans unless appointed by the board as a designated intoxicated driver assessment facility under s. DHS 62.04 (1). The policies and procedures required under par. (a) shall be uniformly applied to all clients. An assessment facility shall do all of the following: Intoxicated driver assessment facilities.*  *(a) Implement written policies and procedures for all of the following:*  *1. Client intake and orientation.*  *2. Maintaining client records. Policies implemented for client records shall be consistent with the policies, procedures and guidelines on confidentiality of client records created by the board under s. DHS 62.04 (3) (a) 2., ch. DHS 92, 45 CFR Part 164 , Subpart E and other applicable state and federal laws.*  *3. Assessment and driver safety plans. Policies implemented for assessments and driver safety plans shall include a process for referring residents to appropriate plan providers and non-residents to an appropriate comparable intoxicated driver program in the person's state of residence.*  *4. Prohibit illegal discrimination by the program and staff.*  *5. Client rights and appeals process, including client notification of those rights.*  *6. Collaboration and correspondence with other assessment facilities, the courts, the designated coordinator, the Wisconsin department of transportation, traffic safety schools, driver safety plan providers, and clients.*  *7. Staff training.*  *8. Reporting requirements.*  *9. Fees.*  *10. Conflict of interest guidelines.*  *11. Quality assurance.*  *(b) Maintain a list of plan providers and fees policies of these providers that is updated annually.*  IDP assessment facilities are required to have the above written policies and procedures. Policies and procedures help to ensure fair and equitable treatment of all clients and to reduce liability exposure to the agency and staff. | | |
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| 1. **If your agency represents the chapter 51.42 board, does your agency have current written policies, procedures, and guidelines that address the following areas?** | | Yes No N/A |
| *DHS 62.04(3), Wis. Admin. Code.*  *Implement written policies, procedures, and guidelines that address all of the following:*  *(a) Client records. Policies, procedures, and guidelines shall address all of the following:*  *1. Custodian of client records.*  *2. Confidentiality of client records. Policies, procedures, or guidelines shall be consistent with s. DHS 62.13, ch. DHS 92 and applicable state and federal laws.*  *3. Client record retention and disposal.*  *4. Transfer of client records between agencies.*  *(b) Collaboration with and consultation to the courts, assessment facilities, out-of state assessment agencies, and driver safety plan providers.*  *(c) Fees that may be charged to clients under ch. DHS 1 and s. DHS 62.11 including notification to clients of the client's liability for fees.*  *(d) Client rights and appeals of assessments, driver safety plans, and reports of noncompliance.*  *(e) Conflict of interest guidelines.*  *(f) Client referrals to driver safety plan providers, to assessment facilities within the geographic area and other counties, and to out-of-state assessment agencies.*  *(g) Illegal discrimination by programs and staff.*  *(h) Training requirements.*  *(i) Assessments, including screening instruments and driver safety plans.*  *(j) Alternative education, including method for approvals.*  *(k) Procedures for assessments and driver safety plan services for persons referred from another board's geographic area, another state, or the Wisconsin department of corrections.*  *(L) Requests from assessment facilities to extend the time to conduct assessments or driver safety plans.*  If your agency is also the chapter 51.42 board, it is required to have the above policies. | | |
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| 1. **Does your agency have a current written policy describing a client’s right to appeal the assessment and driver safety plan?** | | Yes No N/A |
| *DHS 62.15(1), Wis. Admin. Code.*  *Appeals during assessment and development of the driver safety plan recommendation.*  *(a) A client who does not agree with an assessment finding or with driver safety plan recommendations is encouraged to discuss the assessment findings and recommended plan with the client's assessor at any time during the assessment process to provide additional information or clarification. If disagreement still exists, the client may appeal the assessment findings or driver safety plan to the director of the assessment facility or designee or if the assessment facility is a board, to the designated coordinator, in writing within 5 working days of receipt of the assessment finding and driver safety plan. If the director, designee or designated coordinator determines that the assessment findings and driver safety plan are substantially correct, the client shall be given written notification that the client may appeal the determination to the board within 5 working days of receipt of the determination.*  *(b) The client shall be informed of the client's right to undergo another assessment at another assessment facility at his or her own expense. The client shall be informed that the designated coordinator or designee of the county of residence will review the results of the alternate assessment and determine the assessment finding and driver safety plan recommendation within 5 working days after receiving the information. If the client chooses to undergo another assessment, the original assessment facility shall obtain releases and forward the assessment findings and driver safety plan recommendations, and other relevant clinical information to the alternate assessment facility with instructions that the facility not submit a report of noncompliance required under ss. DHS 62.08 and 62.09 to the Wisconsin department of transportation.*  *(c) Appeals shall be processed according to written agency procedures that will result in a timely, complete, and impartial review and decision. Wis. Admin. Code.*  Assessment facilities are required to inform clients in writing of the appeal process and follow their policies when dealing with every appeal to ensure equal treatment for all clients.Agencies should provide a client handout describing these rights and may consider having the client sign the handout acknowledging receipt. | | |
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| 1. **Does your agency have a written policy describing a client’s right to appeal the treatment plan?** | | Yes No N/A |
| *DHS 62.15(2), Wis. Admin. Code.*  *Appeals during treatment.*  *(a) A client under a treatment-oriented driver safety plan who believes that the individualized treatment plan developed under s. 51.45 (9) (d), Stats., is inappropriate and refuses to consent or withdraws consent to treatment may request the client's counselor or case manager in the treatment agency to review and consider an amendment to the treatment plan. If a conflict still exists, the client may appeal to the treatment agency director or designee in writing within 5 working days of the client requested review. If the director deems it appropriate, the client may be reassigned to a different counselor or case manager.*  *(b) If the treatment agency director or designee determines that the individualized plan is appropriate and a revision is not warranted, the client shall be given written notice of the client's right to appeal this decision to the board of the client's county of residence within 5 working days of receipt of written notice. The client shall be informed that the designated coordinator or designee will determine whether an amendment to the individualized treatment plan is indicated. The client's records shall be reviewed according to the review procedures established by that board or the department.*  *(c) The assessment facility or board may seek the advice of and consult with the department for any appeal in which the client remains dissatisfied with the appeal outcome after all local appeal procedures have been completed.*  *(d) After all appeal procedures have been completed, the assessment facility shall submit a report of noncompliance to the department of transportation as required under s. DHS 62.09.*  *(e) Appeals shall be processed according to written agency procedures for the review of client treatment plan objectives, activities, and progress by the director or designee and that will result in a timely, complete, and impartial review and decision.*  Assessment facilities are required to inform clients in writing of the appeal process and follow their policies when dealing with every appeal to ensure equal treatment for all clients.Agencies should provide a client handout describing these rights and may consider having the client sign the handout acknowledging receipt. | | |
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| 1. **Are all IDP assessments conducted by a qualified individual who has successfully completed the IDP-approved training (IDP-AT) or by an individual eligible to enroll in the next IDP-AT who is practicing under the supervision of an experienced assessor?** | | Yes No N/A |
| *DHS 62.05(2), Wis. Admin. Code.*  *Staffing.*  *(a) Required staff.*  *1. An assessment facility shall employ or contract with at least one intoxicated driver assessor. Each intoxicated driver assessor employed or under contract with the facility shall have successfully completed the intoxicated driver assessor training under sub. (3) and have the qualifications of one of the following professions:*  *a. A substance abuse counselor as defined under s. DHS 75.02 (84) (a).*  *b. A clinical supervisor as defined under s. DHS 75.02 (11).*  *c. A professional as defined in s. DHS 61.06 (1) to (13).*  *d. A social worker; marriage and family therapist; or professional counselor licensed under ch. 457, Stats.*  *2. The department may approve the employment of individuals with lesser qualifications than those stated in subd. 1. if the assessment facility can demonstrate and document need. The department may limit the duration of any exception granted under this subdivision.*  In 2014, DHS implemented prerequisites for the IDP-AT that require completion of at least 36 hours of continuing education in a variety of topics prior to enrollment in the IDP-AT. See the [DMHSAS Numbered Memo 2014-02 Action](https://www.dhs.wisconsin.gov/dmhsas/memos/2014-02actionmemo.pdf) for more information. | | |
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| 1. **Are you currently supervised by a person who meets DHS 62.05(2)(b), Wis. Admin. Code, requirements?** | | Yes No N/A |
| *DHS 62.05(2), Wis. Admin. Code.*  *(b) Supervision. Competency in intoxicated driver assessment skills shall be documented through supervisor evaluations. The intoxicated driver program assessor shall be supervised by a superior who has completed the intoxicated driver assessment training required under sub. (3) and be knowledgeable in psychopharmacology of substances, addiction, and addiction treatment as evidenced by education, training, or experience.* | | |
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| 1. **Does your assessment agency do voluntary assessments prior to conviction?** | | Yes No N/A |
| *DHS 62.07(1)(a), Wis. Admin. Code.*  *The assessment facility shall complete and submit the intoxicated driver assessment and driver safety plan to the Wisconsin department of transportation; the designated coordinator; the driver safety plan provider; and the client within 14 calendar days of an order by the court or by the Wisconsin department of transportation for an assessment and driver safety plan, or voluntary submission of an individual for an assessment and driver safety plan. The assessment facility shall obtain the client's informed written consent to release information before the assessment and driver safety plan are submitted to the parties specified and ensure that the assessment findings and the driver safety plan are restricted for use only by these parties.*  If a client requests a voluntary assessment prior to conviction, assessment facilities are required to conduct one within 14 calendar days. Assessment facilities must notify a client requesting a voluntary assessment that if his/her finding is suspected dependency, dependency, or dependency in remission, the Department of Transportation will require the driver to complete the driver safety plan, even if charges are dropped before conviction. | | |
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| 1. **Does your agency complete assessments and driver safety plans within 14 calendar days?** | | Yes No N/A |
| *DHS 62.07(1)(a), Wis. Admin. Code.*  *The assessment facility is required to complete and submit the intoxicated driver assessment and driver safety plan to the Wisconsin Department of Transportation; the designated coordinator; the driver safety plan provider; and the client within 14 calendar days of an order by the court or by the Wisconsin Department of Transportation for an assessment and driver safety plan, or voluntary submission of an individual for an assessment and driver safety plan.*  *DHS 62.07(1)(a), Wis. Admin. Code.*  *(b) The assessment facility and the client may make a written request to the designated coordinator for an extension of up to 20 additional working days of the time for completing and submitting an assessment and driver safety plan. The designated coordinator shall notify the department of transportation upon granting an extension.* | | |
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| 1. **Does your agency make formal referrals to a neighboring assessment agency for clients who feel they have a conflict of interest in their county of residence?** | | Yes No N/A |
| This is not required by statute or code; however, it is good practice to allow drivers who feel there is a conflict of interest to obtain their assessment and driver safety plan in a neighboring county. Both the resident and neighboring counties should coordinate the referral so drivers are not caught between two agencies.  Whether the referral is because of a conflict of interest or an appeal, the client should sign a release of information so any records can be shared between the resident and neighboring assessment agencies. | | |
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| 1. **Does your agency notify clients of your fees for assessment and Driver Safety Plan (DSP), including notification of clients’ liability for fees?** | | Yes No N/A |
| *DHS 62.04(3)(c), Wis. Admin. Code.*  *Assessment facilities are required to inform clients about their liability for fees and driver safety plan costs.*  A client handout listing fees and the driver’s liability for payment is a good way to provide this information. | | |
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| 1. **Does your agency have a policy that directs how long IDP assessment files are retained?** | | Yes No N/A |
| *DHS 75.03(8), Wis. Admin. Code.*  *Patient case records.*  *(h) A patient's case record shall be maintained by the service for a period of 7 years from the date of termination of treatment or service.*  Although all IDP assessment agencies are certified under DHS 75, Wis. Admin. Code, some assessment agencies may find it helpful to retain IDP assessment records longer in the event clients return for future services. Agencies should have a policy that states how long records will be retained and how they will be destroyed. This is especially important should legal action be filed against the agency. | | |
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| 1. **Does your agency have a policy that prohibits release of any IDP records without the client’s informed consent?** | | Yes No N/A |
| *DHS 62.07(1)(a), Wis. Admin. Code.*  *The assessment facility must obtain the client’s informed written consent to release information before the assessment and driver safety plan are submitted to the parties specified and ensure that the assessment findings and the driver safety plan are restricted for use only by these parties.* | | |
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| 1. **Does your agency have a policy regarding referring a client to alternative education?** | | Yes No N/A |
| *DHS 62.07(5)(a), Wis. Admin. Code.*  *Alternative education, in lieu of group dynamics or multiple offender program, is available under certain circumstances. Alternative education driver safety plan recommendations shall have the prior approval of the local traffic safety school coordinator and the designated coordinator in the client’s county of residence. If alternative education is approved for a client who does not have a language barrier, literacy barrier, developmental disability, mental illness, or cognitive deficit, the alternative education program shall be comparable to the appropriate group dynamic traffic safety program or multiple offender traffic safety program as it pertains to purpose, content, instructor qualifications, and hours as prescribed under s. DHS 75.16(5). If the traffic safety school coordinator and the designated coordinator disagree regarding a referral to alternative education, the designated coordinator shall make a written request to the department for mediation.* | | |
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| 1. **Does your agency’s alternative education policy require approval of both the IDP coordinator and traffic safety coordinator?** | | Yes No N/A |
| *DHS 62.07(5), Wis. Admin. Code.*  *Referral to an alternative education driver safety plan provider must have the prior approval of the local traffic safety school coordinator and the designated coordinator in the client’s county of residence.*  All referrals to an alternative driver safety education program must have the prior approval of the designated IDP coordinator and the local traffic safety school coordinator. Assessment agencies may have a formal agreement with the traffic safety coordinator and IDP coordinator to preapprove certain types of cases to alternative education. This decreases the paperwork per client going back and forth and a delay in completing the assessment. | | |
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| 1. **Does your assessment agency have and follow conflict of interest policies for assessment and referral to driver safety plan providers?** | | Yes No N/A |
| *DHS 62.04, Wis. Admin. Code.*  *Board responsibilities for the intoxicated driver program. Pursuant to authority under s. 51.42, Stats., a board shall implement an intoxicated driver program in the board's geographic area. To implement the intoxicated driver program, the board shall do all of the following:*  *(3) Implement written policies, procedures, and guidelines that address all of the following:*  *(a) Client records. Policies, procedures, and guidelines shall address all of the following:*  *1. Custodian of client records.*  *2. Confidentiality of client records. Policies, procedures, or guidelines shall be consistent with s. DHS 62.13, ch. DHS 92 and applicable state and federal laws.*  *3. Client record retention and disposal.*  *4. Transfer of client records between agencies.*  *(b) Collaboration with and consultation to the courts, assessment facilities, out-of state assessment agencies, and driver safety plan providers.*  *(c) Fees that may be charged to clients under ch. DHS 1 and s. DHS 62.11 including notification to clients of the client's liability for fees.*  *(d) Client rights and appeals of assessments, driver safety plans, and reports of noncompliance.*  *(e) Conflict of interest guidelines.*  *DHS 62.12, Wis. Admin. Code.*  *Conflict of Interest Guidelines*  *(1) (a) An assessment facility may not also be a client's driver safety plan provider unless at least one of the following conditions applies:*  *1. The board operates or contracts for both assessment and treatment programming from the same agency and there are limited resources in the area.*  *2. The board does not thereby duplicate or support duplication of established and approved programs.*  *3. The board would be forced to dismantle existing programming or fire personnel to effect separate facilities.*  *4. The board desires to support client choice and not exclude any provider.*  *(b) Paragraph (a) does not prohibit development of programming where appropriate programming is not available.*  *(2) An assessment facility that provides both assessment and driver safety plan services shall give each client a list of driver safety plan providers in compliance with s. DHS 62.07 (6) (a) and (b).*  Having a conflict of interest policy will protect both your program and your clients. It will allow staff to understand when they are in conflict with the agency’s policies and why the policies exist as they do. | | |
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| **ASSESSMENT INTERVIEW** | | |
| 1. **Do you document the justification for selecting criteria on the Wisconsin Assessment of the Impaired Driver (WAID)?** | | Yes No N/A |
| The WAID is a scoring tool to determine an appropriate finding and driver safety plan recommendation. Assessors must document the reasons for selecting criterion on the WAID. In the event of a client appeal, written justification will help the assessor recall the details regarding why a criterion was selected. Good documentation is also required for the Division of Quality Assurance (DQA) survey visits to show compliance with DHS 62, Wis. Admin. Code. | | |
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| 1. **Does your agency ensure that all staff knows that the WAID may not be released outside the IDP assessment facility?** | | Yes No N/A |
| *DHS 62.07(3), Wis. Admin. Code.*  *The WAID may not be copied or distributed.*  The WAID is a protected document and is not to be released to anyone outside of the IDP, not even to staff within your treatment agency. Do not release the WAID to the client or treatment provider, even with a signed consent for release of information. | | |
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| 1. **Do you use the WAID scoring rubric to arrive at a finding?** | | Yes No N/A |
| *DHS 62.07(4)(a), Wis. Admin. Code.*  *Assessment findings shall...include all of the following: 1. The applicable assessment finding… and a description of the information and WAID criteria that support the finding.*  The validity and reliability of the WAID require the scoring rubric be used to determine the finding based on the criterion selected. All assessors must apply the WAID scoring to determine the finding and make an appropriate referral to a driver safety plan provider. | | |
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| 1. **If your agency uses a supplemental assessment tool, has your IDP coordinator approved its use?** | | Yes No N/A |
| *DHS 62.07(3)(b), Wis. Admin. Code.*  *Assessments may include information provided by other persons; review of relevant records or reports on the client; an interview using substance use disorder diagnostic criteria; an approved mental health screening tool; and additional information—gathering measures, instruments, and tests, including alcohol or drug testing, or lab tests deemed to be clinically useful and approved by the designated coordinator.*  While DHS 62.07(3)(b), Wis. Admin. Code, allows other instruments to be used as approved by the designated coordinator, they cannot replace the WAID. Moreover, it should be considered that use of additional instruments during the IDP assessment process contributes to confusion between the IDP assessment and the clinical assessment done at the beginning of treatment. Such confusion, especially in agencies where IDP assessment and treatment are done under the same roof, can potentially jeopardize an agency’s ability to receive insurance funding for treatment. It is recommended, therefore, that IDP assessments be conducted using only the WAID and that other instruments be reserved for a separate clinical assessment done at the treatment agency.  Note: some tools may have additional certification and/or licensure requirements to use these tools, so staff must be qualified to use them. | | |
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| 1. **Do you make treatment referrals to DHS 75-certified agencies or Veterans Administration programs only?** | | Yes No N/A |
| *DHS 62.03(12), Wis. Admin. Code.*  *A “driver safety plan provider” or “plan provider” is defined as any one of the following:*  *(a) Required staff.*  *(a) An approved public treatment facility or an approved private treatment facility certified by the department under ch. DHS 75 to provide substance abuse services or a comparable agency lawfully established for that purpose in another state.*  *(b) A traffic safety school under ch. Trans 106 or comparable school established as a traffic safety school in another state.*  *(c) A substance abuse treatment program administered by the federal veterans administration that is accredited by the joint commission on the accreditation of health organizations or another nationally recognized health care accrediting body.* | | |
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| 1. **Does your agency have a policy regarding the amendment of driver safety plans when a client moves to another county or state?** | | Yes No N/A |
| *DHS 62.07(7), Wis. Admin. Code.*  *Driver safety plan amendments.*  *(a)1. The assessment facility, a plan provider, or an ignition interlock device report identifies additional information that may warrant a reassessment or additional driver safety plan services.*  If a client moves to another county or state, an amended plan is warranted. | | |
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| 1. **Does your agency send the driver a notice of noncompliance at least five working days prior to reporting to the Wisconsin Department of Transportation (DOT)?** | | Yes No N/A |
| *DHS 62.08(2), Wis. Admin. Code.*  *The assessment facility shall notify the client of their status of noncompliance with an assessment at least 5 working days before submission of the final report to the Wisconsin department of transportation. The notice shall specify how the client did not comply.* | | |
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| 1. **Does your agency have a policy in place for noncompliance for failure to pay treatment fees?** | | Yes No N/A |
| *DHS 62.09(3), Wis. Admin. Code.*  *Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(f) The client does not pay the driver safety plan fee required under s.* [*DHS 62.11*](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2062.11)*.*  IDP assessment facilities may have a written policy to report drivers to DOT for failure to pay treatment fees. DOT may revoke the driver’s license for two years or until treatment fees are paid. | | |
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| 1. **Does your assessment agency have a policy for addressing a client who is a risk to self or others?** | | Yes No N/A |
| *DHS 75.03, Wis. Admin. Code.*  *(6) Training Staff in Assessment and Management of Suicidal Individuals.*  *(a) Each service shall have a written policy requiring each new staff person who may have responsibility for assessing or treating patients who present significant risks for suicide to do one of the following:*  *1. Receive documented training in assessment and management of suicidal individuals within two months after being hired by the service.*  *2. Provide written documentation of past training or supervised experience in assessment and management of suicidal individuals.*  IDP assessors do not conduct clinical assessments for the purpose of treatment under DHS 75.03(11), Wis. Admin. Code, so one could argue that the training is not required. From a public safety perspective, it would be a best practice for all IDP assessors to have training on the assessment and management of suicidal clients. It would seem, at a minimum, that an IDP assessor should communicate with the clinical supervisor any concerns of self/other harm identified during the IDP assessment to ensure that appropriate actions are taken in compliance with state and/or federal laws, as cited in DHS 75.03(3)(d), Wis. Admin. Code. | | |
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| 1. **Does your agency have a policy in place for license denial only for alcohol and other drug abuse (AODA) reasons?** | | Yes No N/A |
| *DHS 62.07(1)(i), Wis. Admin. Code.*  *Driver safety plans may include an assessor’s recommendation for driver licensing action only as it relates to a client’s use of alcohol or other drugs. Driver safety plans may include a recommendation for license denial until plan completion if there is a documented reason to believe the client will not participate in the driver safety plan to completion or that the client will drive while intoxicated.* | | |
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| 1. **Do you use the selected WAID criterion regarding alcohol and other drugs cumulatively in order to make a finding?** | | Yes No N/A |
| According to the WAID Handbook (2012), page 1, “Validity and Reliability, “An IDP assessor should pay close attention to the criteria behaviors from the WAID tool and use the interview process to determine if there is an ongoing pattern of problems associated with substance use, not single instances…the interview should explore a pattern of behaviors that build upon one another until a reasonable degree of certainty has been reached.” | | |
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| 1. **Are you using a release of informed consent form in addition to DSP forms MV3633 and MV3634 (pages 1 and 2)?** | | Yes No N/A |
| *DHS 62.13, Wis. Admin. Code.*  *(1)  Confidentiality. Confidentiality of clients' records shall be consistent with all applicable state and federal laws. DHS 62.13(2)*  *(2) Informed consent. No assessment or driver safety plan, compliance report or any other report related to a client may be shared with a court without the informed, written consent of the client.* | | |
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| 1. **Do you include the client in the development of the DSP?** | | Yes No N/A |
| *DHS 62.07(1)(e), Wis. Admin. Code.*  *Each client shall be permitted and encouraged to participate in the development of the client’s driver safety plan and selection of an appropriate plan provider.*  Explaining how the assessor arrived at the finding and then getting feedback from the client prevents misunderstandings and appeals. | | |
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| 1. **Does your agency maintain a list of DHS 75-certified agencies within your geographic area, along with their fee policies, that is updated annually?** | | Yes No N/A |
| *DHS 62.05(1), Wis. Admin. Code.*  *(b) Maintain a list of plan providers and fees policies of these providers that is updated annually.* | | |
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| 1. **Does your client sign a document acknowledging they were given a choice of eligible treatment providers within your geographic area?** | | Yes No N/A |
| *DHS 62.07(6)(a), Wis. Admin. Code.*  *Information to the client. Before a client is referred to a plan provider, the assessment facility shall do all of the following:*  *(a) Required staff.*  *1. Give the client a list of approved driver safety plan providers that are located in the geographic area served by the board to assist the client in choosing a plan provider. The client shall be asked to acknowledge in writing that the client has been given information about approved driver safety plan providers.*  *2. Give the client information about the client's responsibilities under s. DHS 62.10 and the fee information for assessment and driver safety plan programs under s. DHS 62.11.*  Retaining a signed acknowledgement prevents the assertion that a client was not given the choice of all eligible driver safety plan providers within your geographic area and reduces a potential conflict of interest. | | |
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| **FOLLOW UP** | | |
| 1. **Does your assessment agency put clients into noncompliance if they fail to give written consent to the driver safety plan?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(a) Required staff.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(a) The client does not give written consent to the driver safety plan.* | | |
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| 1. **Does your assessment agency put clients into noncompliance in a timely manner if the client has not scheduled an appointment with the treatment provider within three working days?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(b) The client does not register with the driver safety plan provider within 3 working days after the assessment or does not participate within a reasonable period of time.* | | |
| **Notes** | | |
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| 1. **Does your assessment agency put clients into noncompliance if they do not accept the driver safety plan programs by not attending or not cooperating?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(c) The client does not accept driver safety plan programs by not attending or not cooperating.* | | |
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| 1. **Does your assessment agency put clients into noncompliance if they do not show reasonable progress in completing the driver safety plan according to the goals set out in the individualized treatment plan or criteria for successful completion of an alternative education program?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(d) The client does not show reasonable progress in completing the driver safety plan according to the goals set out in the individualized treatment plan or the criteria for successful completion of an alternative education program.* | | |
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| 1. **Does your assessment agency put clients into noncompliance if they do not complete the driver safety plan within the documented driver safety plan period and no later than one year after the original assessment, or reassessment, or an extension granted by DOT?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(e) The client does not complete the driver safety plan within the documented driver safety plan period and no later than one year after the original assessment, or reassessment, or an extension granted by the Wisconsin department of transportation.* | | |
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| 1. **Does your assessment agency put clients into noncompliance if they do not pay the driver safety plan fee required under s. DHS 62.11?** | | Yes No N/A |
| *DHS 62.09, Wis. Admin. Code.*  *Compliance and noncompliance reporting for driver safety plans.*  *(1) The assessment facility shall report a client's compliance or noncompliance with a driver safety plan to the Wisconsin department of transportation; the driver safety plan provider; and the client using form MV3631, Driver Safety Plan Report. A report of a client's compliance or noncompliance with a driver safety plan may not be further distributed.*  *3) Except for participation in self-help groups, the report submitted by the assessment facility under sub. (1) shall be a report of noncompliance if any of the following circumstances occur:*  *(f) The client does not pay the driver safety plan fee required under s. DHS 62.11.* | | |
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| 1. **Does your agency store the completed WAID tool in a protected manner?** | | Yes No N/A |
| *DHS 62.07(3), Wis. Admin. Code.*  *Method of assessment.*  *(a) The principal method for assessment shall be a personal interview with the client using the Wisconsin assessment of the impaired driver tool. The WAID may not be copied or distributed.*  *DHS 62.04(3)(a) 2, Wis. Admin. Code.*  *Confidentiality of client records. Policies, procedures, or guidelines shall be consistent with s. DHS 62.13, ch. DHS 92 and applicable state and federal laws.*  The WAID must be protected and stored in a manner that assures it is not copied or distributed outside of the IDP. It should not be stored in the treatment record. Care should be taken that the WAID is not copied when fulfilling a consent for release of information outside the IDP. | | |
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| 1. **Does your assessment agency have a policy regarding extensions?** | | Yes No N/A |
| *DHS 62.07(c), Wis. Admin. Code.*  *Amended plans must stay within the one year driver safety plan time period from the original assessment unless an extension has been granted by the Wisconsin department of transportation. An extension of the one year driver safety plan period shall be requested by the assessment facility before expiration of the client's one year driver safety plan period.*  DOT typically grants up to a four-month extension. An extension should be requested only when a client is in compliance but needs more time to finish the driver safety plan. An extension should not be requested because a client has failed to comply until the end of the driver safety plan. | | |
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| 1. **Does your agency have a written appeals policy?** | | Yes No N/A |
| *DHS 62.15, Wis. Admin. Code.*  *Appeals.*  *(1) Appeals during assessment and development of the driver safety plan recommendation.*  *(a) A client who does not agree with an assessment finding or with driver safety plan recommendations is encouraged to discuss the assessment findings and recommended plan with the client's assessor at any time during the assessment process to provide additional information or clarification. If disagreement still exists, the client may appeal the assessment findings or driver safety plan to the director of the assessment facility or designee or if the assessment facility is a board, to the designated coordinator, in writing within 5 working days of receipt of the assessment finding and driver safety plan. If the director, designee or designated coordinator determines that the assessment findings and driver safety plan are substantially correct, the client shall be given written notification that the client may appeal the determination to the board within 5 working days of receipt of the determination.*  *(b) The client shall be informed of the client's right to undergo another assessment at another assessment facility at his or her own expense. The client shall be informed that the designated coordinator or designee of the county of residence will review the results of the alternate assessment and determine the assessment finding and driver safety plan recommendation within 5 working days after receiving the information. If the client chooses to undergo another assessment, the original assessment facility shall obtain releases and forward the assessment findings and driver safety plan recommendations, and other relevant clinical information to the alternate assessment facility with instructions that the facility not submit a report of noncompliance required under ss. DHS 62.08 and 62.09 to the Wisconsin department of transportation.*  *(c) Appeals shall be processed according to written agency procedures that will result in a timely, complete, and impartial review and decision.*  *(2) Appeals during treatment.*  *(a) A client under a treatment-oriented driver safety plan who believes that the individualized treatment plan developed under s. 51.45 (9) (d), Stats., is inappropriate and refuses to consent or withdraws consent to treatment may request the client's counselor or case manager in the treatment agency to review and consider an amendment to the treatment plan. If a conflict still exists, the client may appeal to the treatment agency director or designee in writing within 5 working days of the client requested review. If the director deems it appropriate, the client may be reassigned to a different counselor or case manager.*  *(b) If the treatment agency director or designee determines that the individualized plan is appropriate and a revision is not warranted, the client shall be given written notice of the client's right to appeal this decision to the board of the client's county of residence within 5 working days of receipt of written notice. The client shall be informed that the designated coordinator or designee will determine whether an amendment to the individualized treatment plan is indicated. The client's records shall be reviewed according to the review procedures established by that board or the department.*  *(c) The assessment facility or board may seek the advice of and consult with the department for any appeal in which the client remains dissatisfied with the appeal outcome after all local appeal procedures have been completed.*  *(d) After all appeal procedures have been completed, the assessment facility shall submit a report of noncompliance to the department of transportation as required under s. DHS 62.09.*  *(e) Appeals shall be processed according to written agency procedures for the review of client treatment plan objectives, activities, and progress by the director or designee and that will result in a timely, complete, and impartial review and decision.* | | |
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| 1. **Does your agency have a conflict of interest guideline?** | | Yes No N/A |
| *DHS 62.12, Wis. Admin. Code.*  *Conflict of interest guidelines.*  *(1)(a) An assessment facility may not also be a client's driver safety plan provider unless at least one of the following conditions applies:*  *1. The board operates or contracts for both assessment and treatment programming from the same agency and there are limited resources in the area.*  *2. The board does not thereby duplicate or support duplication of established and approved programs.*  *3. The board would be forced to dismantle existing programming or fire personnel to effect separate facilities.*  *4. The board desires to support client choice and not exclude any provider.*  *(b) Paragraph* [*(a)*](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2062.12%281%29%28a%29) *does not prohibit development of programming where appropriate programming is not available.*  *(2)  An assessment facility that provides both assessment and driver safety plan services shall give each client a list of driver safety plan providers in compliance with s.* [*DHS 62.07 (6) (a)*](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2062.07%286%29%28a%29) *and* [*(b)*](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2062.07%286%29%28b%29)*.* | | |
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| 1. **Has your supervisor completed the IDP training?** | | Yes No N/A |
| *DHS 62.05(2), Wis. Admin. Code.*  *Staffing.*  *(b). Supervision. Competency in intoxicated driver assessment skills shall be documented through supervisor evaluations. The intoxicated driver program assessor shall be supervised by a superior who has completed the intoxicated driver assessment training required under sub. (3) and be knowledgeable in psychopharmacology of substances, addiction, and addiction treatment as evidenced by education, training, or experience.* | | |
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| 1. **Does your agency send the client a five-day notice before filing noncompliance with DOT?** | | Yes No N/A |
| *DHS 62.08(2), Wis. Admin. Code.*  *The assessment facility shall notify the client of their status of noncompliance with an assessment at least 5 working days before submission of the final report to the Wisconsin department of transportation. The notice shall specify how the client did not comply.* | | |
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| 1. **Are files kept securely locked?** | | Yes No N/A |
| *DHS 62.13(1), Wis. Admin. Code.*  *Confidentiality. Confidentiality of clients' records shall be consistent with all applicable state and federal laws.*  *42 CFR Part 2*  *§ 2.16 Security for written records.*  *(a) Written records which are subject to these regulations must be maintained in a secure room, locked file cabinet, safe or other similar container when not in use; and*  *(b) Each program shall adopt in writing procedures which regulate and control access to and use of written records which are subject to these regulations.*  *DHS 92.3(1)(k), Wis. Admin. Code.*  *All treatment records shall be maintained in a secure manner to ensure that unauthorized persons do not have access to the records.* | | |
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| 1. **Does your agency have policies and/or procedures for clients who do not speak English?** | | Yes No N/A |
| Agencies receiving federal funds are required to establish a language policy and a plan indicating how they will serve individuals of limited English proficiency and meet the requirements of the [Title VI of the Civil Rights Act](http://www.hhs.gov/civil-rights/for-individuals/special-topics/needy-families/civil-rights-requirements/index.html). Qualified interpreters are one source of language access. Qualified interpreters will have proficiency in both English and the target language; demonstrated knowledge in both languages of relevant specialized terms, concepts and cultural issues; and abide by an interpreter code of ethics. Services must be provided at no cost to the client. | | |
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| **PROGRAM IMPROVEMENT CONSIDERATIONS**  Following are policies or procedures that are not mandatory but that your agency may wish to consider. Inclusion should not be seen as a recommendation for a policy or procedure but rather an opening for an interagency conversation. | | |
| 1. **If your agency contracts for IDP assessments, is your contract specific regarding what services and goals are expected?** | | Yes No N/A |
| Chapter 51.42 boards are responsible for designating and overseeing the county’s IDP. Counties may contract for services but are still responsible for the program, so they should include specific contractual requirements that clearly indicate how the contracting agency will function, as well as how the county will provide oversight for the program. | | |
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| 1. **Do you review the client’s driving record prior to assessment?** | | Yes No N/A |
| *DHS 62.07(3)(b), Wis. Admin. Code.*  *Assessments may include information provided by other persons; review of relevant records or reports on the client; an interview using substance use disorder diagnostic criteria; an approved mental health screening tool; and additional information-gathering measures, instruments, and tests, including alcohol or drug testing, or lab tests deemed to be clinically useful and approved by the designated coordinator.*  Although the driver abstract provided by DOT is a relevant record, its review is not required. It is helpful because it provides information about the client’s driving history, which could indicate a client with other traffic-related offenses who could be at higher risk for reoffending.  Several options are available for reviewing driving records and other history:   * For agencies using the [Wisconsin Assessment Program (WASP)](https://trust.dot.state.wi.us/wasp/) website, there is a link to the [Driver Safety Plan – Blood Alcohol Concentration (DSP-BAC) Inquiry Report](https://trust.dot.state.wi.us/DMVInquiry/query.do). This report displays a driver record based upon a driver license number query and contains selected entries from the driving record that are specific to impaired driving offenses. * The [Circuit Court Access Program](https://wcca.wicourts.gov/index.xsl) (CCAP) provides information about arrests and convictions. CCAP may also give you information as to whether the client has had other alcohol or drug-related offenses. If additional use-related offenses are present, they may point to the driver having a substance use problem even if they have only one Operating While Intoxicated (OWI) charge. It may also let you know whether the client is currently on probation. * Agencies may require drivers to bring a copy of the police report, court order, and/or their driver abstract. Many assessors find the driving record to be helpful in the assessment process because it will likely provide useful information about the client’s behavior during the arrest. | | |
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| 1. **Does your agency require a collateral contact for all IDP clients?** | | Yes No N/A |
| *DHS 62.07(3)(b), Wis. Admin. Code.*  *Assessments may include information provided by other persons.*  Although this is not required, many assessment agencies find this helpful, as you may obtain additional information about the client that you might not get through an interview alone. Collateral contacts do not need to be conducted in person; they could be done over the phone or via a questionnaire sent in the mail prior to the assessment.  If your agency requires in-person collaterals, it is important to take the time to talk with each collateral, as their schedules have likely been disrupted to attend appointments. | | |
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| 1. **Do you conduct interviews by asking open-ended questions without using the WAID as a checklist?** | | Yes No N/A |
| The WAID is not an interview tool. It is a scoring tool that should never be given to the client to complete. Open-ended questions will allow you to collect information needed to score the WAID. You will encourage your clients to share more of their thoughts and feelings by asking open-ended, rather than yes-no, questions. Open-ended questions allow for a wide range of responses. They will evoke a more detailed response than “Did you like it?” (This could be answered with a simple yes or no). | | |
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| 1. **In addition to a copy of the driver safety plan, are you providing a written summary of the assessment to the treatment provider?** | | Yes No N/A |
| *DHS 62.07(6)(c), Wis. Admin. Code.*  *Requires that each designated plan provider be provided a copy of the assessment findings and driver safety plan.*  Although many plan providers have expressed an interest in receiving more information to facilitate good treatment planning, it is not required by statute to do so.  Treatment providers often prefer to receive a written summary of the client’s history. This gives them a good overview of what to expect from the client, as well as what services the assessor would like the client to receive. Sending the summary tends to lead to better rapport between the assessment agency and the treatment facility.  It is also noted in DHS 62.07(6)(a)1, Wis. Admin. Code, that the assessor/assessment agency *“ensure that the assessment findings and the driver safety plan information that will be distributed to a plan provider is the same information distributed to the client.”* | | |
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| 1. **If your agency requires abstinence, does your agency actively monitor abstinence?** | | Yes No N/A |
| For treatment clients only: abstinence should not be an expectation for drivers with an irresponsible use finding who are sent to education.  If your agency requires abstinence, it will need to have a way to monitor for abstinence. There is a difference between requiring abstinence during a driver safety plan and expecting that clients will maintain abstinence thereafter. Abstinence during treatment assists in clearly understanding what is happening with the client, but the goal of treatment is the resolution of current substance-related problems and the prevention of future substance-related driving problems. For some clients, this may be possible by reducing or controlling their use. For others, it will only be possible by totally abstaining from use. One of the tasks of assessment and treatment is to distinguish which is which and to assist clients in making that determination for themselves. | | |
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| 1. **Does your assessment agency have a policy for referring drivers to additional programs?** | | Yes No N/A |
| *DHS 62.07, Wis. Admin. Code.*  *(5) Driver Safety Plan Recommendations.*  *(b) Other recommendations. In addition to the recommendations under pars. (a) to (c), a driver safety plan may recommend any of the following:*  *1. Victim impact panel involvement. "Victim impact panel" means a component of a driver safety plan that is designed to create awareness in the client of the effects of his or her offense on a victim and the victim's family.*  *2. Case management as described under s. DHS 75.16 (6) if a treatment service is also recommended.*  *3. Intensive supervision as described under s. DHS 75.16 (7) if a treatment service is also recommended.*  *4. Mental health or psychiatric evaluation or services. Mental health or psychiatric evaluation or services recommendations shall have the prior authorization of a licensed psychiatrist, psychologist, clinical social worker, marriage and family therapist, professional counselor, or a master's level psychiatric advanced practice nurse.*  *5. Follow–up interviews with the assessment facility for clients who may need to be re-evaluated because of the validity of the client's responses during the initial assessment, the adequacy of a client's driver safety plan, or a driver safety plan recommendation for reassessment.* | | |
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| 1. **Does your agency have a policy regarding clients who arrive under the influence at your agency?** | | Yes No N/A |
| DHS 62, Wis. Admin. Code, does not require a written policy regarding clients who arrive “under the influence” for their appointment for assessment. DHS 62.07(1)(a), Wis. Admin. Code, however, requires that “*the assessment facility shall obtain the client’s informed written consent to release information before the assessment and driver safety plan are submitted to the parties specified….”* This may suggest that a client not be “under the influence” when asked to sign such consent. | | |
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| 1. **Does your agency have a policy for dealing with a person who is attempting to leave your agency under the influence?** | | Yes No N/A |
| Although this policy is not required by administrative code, agency policies would help direct staff on how to deal with this sensitive matter. An example of this would be to ask the client how he/she arrived at the agency. If the client arrived by bus, taxi, or as a passenger in a car, assess them to see if they are coherent and stable enough to get on a bus, get to the car, etc. If they have driven themselves, you must explain to them that the agency has a policy to keep them safe, even when they make potentially unsafe decisions. Suggest that they call someone to come get them to take them home. If they insist on driving, again, state your concern, warn them of the need to keep them safe, and let them know that it is the agency’s responsibility to call the police if they choose to drive while intoxicated, again, as an effort to keep them and others on the road safe. If they choose to leave, consult with your supervisor and notify law enforcement. Document the client contact in detail in their file. | | |
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| 1. **Does your assessment agency have a policy to make a referral for clients who may need services outside the DSP, for example, mental health, physical health, or dementia that may affect their ability to drive?** | | Yes No N/A |
| *DHS 62.07(5)(d)4, Wis. Admin. Code.*  *Mental health or psychiatric evaluation or services recommendations shall have the prior authorization of a licensed psychiatrist, psychologist, clinical social worker, marriage and family therapist, professional counselor, or a master’s level psychiatric advanced practice nurse.*  In most cases, DOT will not hold a client in noncompliance for failing to follow up with a mental health or psychiatric evaluation or services if referred through a driver safety plan. Assessment agencies should have a policy for referring these clients to needed services. Effective case management may motivate clients to obtain needed services outside of the driver safety plan. Research has shown that many repeat OWI offenders have an underlying mental health issue, so assisting clients with evaluation and services may reduce the likelihood of a repeat OWI offense. | | |
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| 1. **Does your agency have a set policy regarding designating the duration of the DSP?** | | Yes No N/A |
| *DHS 62.07(1)(d), Wis. Admin. Code.*  *Unless amended, driver safety plans shall have a termination date that is no longer than one year from the date of the client's signature on the driver safety plan.*  It is good practice to allow the whole year on the DSP. There are many unforeseen circumstances both on the client’s part and the treatment center or school’s part that could lead to the client needing an extended amount of time to complete the program. It may also be good to have an established policy regarding under which circumstances an extension may be granted. | | |
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| 1. **Does your agency have a policy that allows you to write a DSP with a detailed treatment regimen for specific clients?** | | Yes No N/A |
| DHS 62 does not prohibit development of a more detailed plan for treatment; however, good practice would suggest the treatment provider develop the treatment plan with the client. In some assessment facilities, the provision of treatment for the DSP may also occur within the same facility, and an assessor may be encouraged to develop the initial treatment plan consistent with the result of the initial WAID screening.  The primary purpose of the WAID is to differentiate between clients who are appropriate for education and clients who are appropriate for treatment. The WAID does not distinguish between levels of care, nor does it take into account extraordinary progress, delays, or new issues that may arise during the course of treatment. Moreover, a plan that is too detailed in its scope may serve to nullify, wholly or in part, the screening, assessment, and ongoing treatment and discharge processes referenced in DHS 75.01(1)(a), Wis. Admin. Code: “*This chapter provides that service recommendations for initial placement, continued stay, level of care transfer and discharge of a patient be made through the use of Wisconsin uniform placement criteria (WI−UPC), American society of addiction medicine (ASAM) placement criteria or similar placement criteria that may be approved by the department.”* In DHS 75.03 (12)(e), Wis. Admin. Code, “*Initial assessment shall be conducted for treatment planning. The service shall implement an ongoing process of assessment to ensure that the patient’s treatment plan is modified if the need arises as determined through a staffing at least every 30 days.”* DHS 75.03(17)(a*),* Wis. Admin. Code, *“A patient’s discharge date shall be the date the patient no longer meets criteria for any level of care in the substance abuse treatment service system, and is excluded from each of these levels of care as determined by approved placement criteria.”*  IDP assessors have the responsibility to develop, monitor, and verify completion of the driver safety plan. To best assist the driver, this should be done in close consultation with the treatment provider. | | |
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| 1. **Does your agency have regular contact with your driver safety plan providers?** | | Yes No N/A |
| It is good practice for the assessment agency to have regular contact with the driver safety plan providers that provide treatment**.** This will ensure that information is being passed on to the assessment agency about clients and their compliance with the driver safety plans.Assessment agencies should determine the manner and frequency of required status reports. | | |
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| 1. **Does your agency provide information for your courts to hand out to clients?** | | Yes No N/A |
| Although this is not required by administrative code, good practice is to provide information about the IDP assessment process to all drivers. Asking the court system to distribute information is one way to get it to drivers. Below is an example:  (Name of the) COUNTY  INTOXICATED DRIVER PROGRAM ASSESSMENT  SCHEDULING AND COST INFORMATION  (Name of the ) County residents only)  Wisconsin Statutes and Administrative Codes (DHS 62, Wis. Admin. Code) require all individuals who are charged with Operating While Intoxicated (OWI) to have an assessment. Failure to schedule or complete the assessment will result in a recommendation of noncompliance being reported to the Department of Transportation (DOT). DOT will then take further licensing action against the individual.  The cost of an assessment in (name of County) County is (price of the assessment), and by law, this fee cannot be waived or reduced. **This fee must be paid in person prior to the assessment; no appointment will be given until the fee is paid in full.** Payment can be made in the form of cash, money order, or personal check. Insurance plans vary toward payment of the assessment.  If an individual fails to show up for a scheduled assessment, the appointment time will be canceled; to reschedule another time, an additional (price of the no show fee) will be charged to that individual. Therefore, it is very important that the individual schedule the appointment for a time that he/she will be able to keep. If necessary, an appointment time can be rescheduled without an additional cost if eight hours’ advance notice is given.  The assessment facility is located at (address of the facility). Payment can be made at this facility during the business hours of **8:00 A.M. – 4:00 P.M. Monday – Friday**. **You must allow 20-30 minutes to pay the assessment fee and complete the required paperwork. Assessment fees will not be accepted unless individuals have enough time to complete the entire process. Once the fee has been paid, it will be necessary for the individual to complete a brief questionnaire and identify two individuals’ names and addresses who will be able to complete a collateral form and return it within five days.** If the collateral contacts do not return their forms within the allotted time, the assessment appointment will be canceled. For further information, call XXX-XXX-XXX.  **What are an assessment and a driver safety plan?**   1. An assessment is conducted by a trained staff member to identify how alcohol and/or other drugs have impacted the individual’s life. 2. The assessment and driver safety plan ordinarily take approximately one hour, although in some cases the time may vary. The staff member will make a determination/finding at the end of the assessment and recommend various driver safety plan options. 3. A driver safety plan is developed to assist individuals in avoiding any further intoxicated driving and also comply with Wisconsin Statutes. 4. All information is kept strictly confidential in keeping with Federal Regulation 42 CFR Part II. 5. **If an individual is to be incarcerated after being convicted, it will be necessary to complete an assessment prior to receiving work release (Huber privileges) from the correctional facility.**   The costs associated with a driver safety plan vary from agency to agency, which will be discussed with the individual at the assessment. Each individual will be responsible for payment to the specific facility to fulfill the requirements of the driver safety plan. While insurance may not cover the cost of the assessment, it may cover certain types of programs outlined in the driver safety plan. | | |
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| 1. **Does your agency have an interagency program for the intoxicated driver (IPID) committee?** | | Yes No N/A |
| *DHS 62.03(15), Wis. Admin. Code.*  *An “Interagency program for the intoxicated driver committee" or "IPID committee" means a collection of agency and organization representatives appointed by a board to guide the development and implementation of the intoxicated driver program.*  An IPID committee is helpful to identify and resolve obstacles within your system related to the IDP. Regular meetings of an IPID committee provide the opportunity for representatives of the court, law enforcement, the assessment facility, and identified DSP providers to share concerns and recommendations for improving the functioning of the local IDP. If your county has a criminal justice coordinating committee (CJCC), you might utilize this committee as the IPID committee. | | |
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| 1. **Does your agency provide regular case management through the end of the DSP for those clients who are referred to treatment?** | | Yes No N/A |
| Case management is a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.  In order to help drivers be successful throughout the treatment process, it is best practice to provide case management services for the duration of the DSP. | | |
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