**On Site Instructions – Table Of Content**

|  |  |
| --- | --- |
| Pick up and Program Open Staff Instruction  | 2 |
| Site Staff Instructions:  | 3 |
| **Night Staff -**First Night Check off/ Night Shift explanation of lockdownLegal SearchesThursday, Friday & Saturday File Check | 456 |
| **Remedial (RD)-**RD Info; RD Testing, Sign up, and, certificate completionRemedial Data Entry **Site Admin –** Attendance, Client Screening, Legal Histories, Attorney  | 8-111213-16 |
| Credit Cards | 17 |
| Medication Instructions | 18 |
| Meals & Breaks Instructions | 19 |
| Interviews | 20 |
| Site Director – Dismissal Check off and Procedure | 21 |
| Digital Office Instruction  | 22 |
| What Query Do I Use? | 23 |
| Client Paying with a Credit Card | 24 |
| Courts Need a Missing Reports | 25 |
| Report Example for Data Entry – where to put capital letters | 26 |
| Schedule  | 27 |
| Rules | 28 |

**Program Pick Up
Program cover file which should have**

Master Sign In Client Info, Room # List, Case/ DL/ Point List

**Copy Case:**

* Master folder with all the certifications and forms that get hung up
* Client blank files/ Workbooks/ WPS tests
* All forms have adequate number of forms needed for that group

 **Black Lock Box for Active Client Files** (Files should be stored here on site

* First Aid Kit
* Metal detection Wand
* Alcohol Strips/ Breathalyzer/ Drug Screens
* FLI book, DVD, and Workbooks
* Plastic container of client pens
* Extra Movies
* Money Lock Box

**Medication case:** Medication bags / Bag for car keys/ Med log forms

**DVD/ Office Supply Case:**

* Tray: tape, stick pins, staff pens, paper clips, stapler
* DVDs-American Addict; DUI Dead; Intervention; Dr. Phil; Marijuana Nation; Heroin Crisis; Meth Movie; Traffic Safety; MADD DVD; Father Martin; Jury Trial DVD

**Black Bag:** Condiments, plates, cups, silverware, napkins, cleaner, cell phone holder, paper towels

**Utensil Container:** Large tongs, small tongs, large spoons, cleaner,
Emergency Cot: Blow up bed/ Crock Pot/ Roaster as needed

**Site Staff Open Instruction**

\_\_\_\_\_Room Checks (verify # of beds, room is clean, & ck for bed bugs)
\_\_\_\_\_Complete luggage searches and med counts, make sure meds are secure
\_\_\_\_\_Room Checks (verify # of beds AND # of clients in room)
\_\_\_\_\_Daily complete wake up calls
\_\_\_\_\_Escort clients from their rooms/ escort to rooms
(See other sheet with more thorough night shift description)

 **Admin Thursday Check Off - On Check in day (Table staff)**Write client name on Master sign-in sheet (Form w/ numbers & progdate on top)
Place amount paid or prepay (if you take $, write amount on envelope with name)
Smoker or nonsmoker (Do not put smokers w/ nonsmokers unless you have to)
Private room or if using a cot
Complete tallies at the top, (how many 72/48/30 etc and rooms/ cots/ pvts)
 **Admin Thursday Client File**Review: Schedule, Menu, Certifications, and Emergency Information
Read out loud: Client Fee (Csign) Confidentiality, Program Rules (Csign), Grievance Info, Client Rights
Review out loud info (Cinitials): TB, Hepatitis B & C, & HIV/AIDS & Emergency Disaster Plan.
Hand out tests: MAST, SASSI & AUDIT (Answer questions for past year)

Put American Addict on – Recheck Room List and 1 person helps with lock down.
 **Before you leave:**Text me: # of rooms used; amount of deposit; when deposit is dropped at bank
Send me an image of the Written Master Sign, Printed Info Master Court, & Room # List

**Night Staff First Night Check off**

\_\_\_\_\_Room Checks (verify # of beds, room is clean, & ck for bed bugs)
\_\_\_\_\_Complete luggage searches and med counts, make sure meds are secure
\_\_\_\_\_Room Checks (verify # of beds AND number of clients in room) \_\_\_\_\_Daily complete wake up calls
\_\_\_\_\_Escort clients from their rooms/ escort to rooms
(See other sheet with more thorough night shift description)

**Admin Thursday Check Off - On Check in day (Table staff)**(Table sign in person who ask client court info as group)
Write client name on Master sign-in sheet (Form w/ numbers & progdate on top)
Place amount paid or prepay (if you take $, write amount on envelope with name)
Smoker or nonsmoker (Do not put smokers w/ nonsmokers unless you have to)
Cot or no cot
Complete tallies at the top, (how many 72/48/30 etc and rooms/ cots/ pvts)
**Before you leave:**Text me: # of rooms used; amount of deposit; when deposit is dropped at bank
Send me an image of the Master sign in that you completed.

**Room keys** should always be in your possession or in the med box.
**Always lock the conference** room when you’re away
Make sure the clients get a break to get meds, and smoke before going to their rooms.
(A good time for night time smoke breaks are at 9pm and 10:30pm) **Night Shift explanation of lockdown**

Completes luggage checks, med counts, and intakes as needed – Make sure luggage check is thorough

4-6pm night Security completes room checks (makes sure they are ready, they are the rooms that they are supposed to be AKA King/ Or Queen), there are enough towels, if a rollaway make sure linens are in room, use flashlight to check room for bugs.
Client monitoring:
Emphasize the clients should call the front desk if a client needs to get ahold of you.

Explain disaster plan again in case of a fire.

Lockdown:

* Go to elevator, and ride it to each floor, have clients wait at each door until night security arrives to open the door.
* Once your door is open, deadbolt or use your stopper to keep the door from locking.
* Once your door cannot be locked, go get ice, or go to the vending machines.
* After a few minutes, night security will return, **do a head count in each room and ensure everyone has a bed**if someone is in the bathroom knock on the door and make them answer.
* At 6:30 in the morning (7:30 on Sunday) each room receives a wake-up call and will continue until somebody answers your phone. AND **go to each room at 6:45 and knock until someone answers.**
* Go get clients at 7:15 (8:15 on Sunday) escort them to the elevator, they then go to the conference room then eat breakfast. Tape all doors to ensure that they remain closed

Check rooms hourly to ensure the tape has not been tampered with.

Breakfast must be eaten in the conference room. Give clients medication at this time.

On Saturday night, explain different wake up times, & to bring all luggage down to conference room in the morning.

First night grade the tests, ect – Someone can help you with that

1. First night grade the tests, fill out files – take your time.
2. Complete legal searches on Thursday or Friday, look in the surrounding counties too, you have all night
3. **If computer is not on site use lobby computer**. If lobby computer needs password please ask front desk – if front desk not there go as again later, they are there all night as well.

Add notes as needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Legal searches:  Responsible:** Night Staff/ Interviewer

* The links for the legal search from our website work, I have been using them.
* So, make sure to look for the link "public access" "cases" "court records" etc... generalize and look to where to go
* In clark county you have to look in both Criminal and Traffic
* If a name does not come up try just LAST NAME and First Initial
* Also, try alternate spellings like O'Conner might be OConner
* Nose around each site, legal searches can be researched again on Friday night, there is plenty of time on nights to take your time and read through the info online.
* Also, go back and try again, if the site won't open, try again later.

Please include all charges, if a lot, do a cut and past of the list into email with the client’s name and program date in subj.

Include -  Speeding, Accidents, Assaults, passing bad checks, Disorderly, etc - speaks to character (or lack of)

BTW - Hillsboro, Champaign, Miami  & Adams Co. websites DO WORK - if they give you trouble try a different browser).

Night staff: use list for legal search and double check them all including case numbers, and multiple court prior offenses

 **Thursday, Friday & Saturday File Check Responsible: Night Staff**

Night Staff has a lot of down time. So aside from checking clients and completing room checks, please do the following:
**Thursday: Grade files, Legal history & Case # review***(See Legal history instruction sheet)*

**Friday: Legal history and case number review**

* Look at each screening sheet, make sure it is readable
* Compare legal history on Legal hx sheet to what is on the screening
* Make sure all forms are signed
* Double check the releases to make sure they are signed properly
* Make a list of the clients who signed an attorney release

**Copy Case: These are being returned with forms filed incorrectly so**

* Carefully go folder by folder and make sure the correct form is in each
* Make a list of what forms are low and place list in front of the case

**Saturday: Files need to be gone over carefully**

* Compare legal history on Legal hx sheet to what is on the screening
* Make sure all forms are signed
* Double check the releases to make sure they are signed properly
* Make a list of the clients who signed an attorney release, take a picture and send to 1040

**Copy Case -These are being returned with forms filed incorrectly so**

* Carefully go folder by folder and make sure the correct form is in each
* Make a list of what forms are low and place list in front of the case

\*\*\*The 8 hour Traffic Safety Course **MUST** be completed as part of the Driver Intervention Program (DIP) to meet the requirements of OAC 5122-29-12 DIP. To successfully complete traffic safety all offenders must complete the traffic safety course components, which includes written testing at the end of the day.

\*\*\*Many ARC participants have received points on their license associated with their offense, ARC is certified to offer the 2point credit or 12 point reinstatement
(Ohio Dept. of Safety’s Remedial Driving Course Chapter 4501-21 Remedial Driving Courses)

with the successful completion of the DIP traffic safety curriculum. Successful completion is defined as passing the written test with a score of 75% or above. If you are caught cheating, you will be denied the point option.

**Remedial Client Sign In Responsible:** Site Admin/ RD Instructor
Write all in 8hour Remedial walk in clients on to ARC 1 – Master Written Sign in

1. Get form RD 1 -(dto 0132) and have them sign in, completing both sides
2. Take their payment and notate this on both forms (start an envelope in lock box)
3. Have them sign their remedial contract (form DTO 0179)

(Contracts are only signed when the client pays for the remedial program)

1. Place DTO 0132 and 0179 into the Green folder marked remedial
2. Get ARC Remedial Data Entry Form – you write all their info in if needed
(all clients can be added to this, it is mainly to make sure info is legible)
3. At around 2pm as DIP clients who wants to sign up, explain form very thoroughly then pass it around for those who want the points to sign up
4. Once test is done and you have the list of people who want the points using DTO 0132 call each client up, have them pay and sign their contract. (form DTO 0179)
5. Make sure all other info has been obtained
(Soc Security/ DL #/ DOB/ Address/Phone/ why they want the points)

**Rules -
Only people with at least 2 points can take the course
Only people with an Ohio Driver’s license can take the course
(If it is court ordered & client is from out of state, go to “RD data entry”)
All clients must be the age of 19 or older**

**Instruction: Remedial Testing & Sign up Responsible: Remedial Instructor**
1. Once main remedial instruction is done 4-4:15pm, everyone takes the test
2. The room should be quiet and instructor walking around to ensure no cheating
3. Give the clients 20-30 minutes to ensure everyone has time to complete
4. Pick up all tests - now redistribute these tests randomly to clients
5. Grade the tests as a Group, walking around ensuring there is no cheating
6. Clients grading the tests are not allowed to change answers or fix answers
7. Pick up all tests, then sit down and tally the grade on each test.
8. If anyone misses more than 10 they do not pass, they can retake if they want.
9. Anyone who passes can sign up for remedial points.
**Instruction: Remedial Certificate -** First and foremost get the walk-in clients’ tests score calculated, if the client passes then enter, digitally sign then print & email their certificate. When the course is over give the client a copy, email the digital copy to ARC & to Columbus (email is searchable “remedial Link”) plus upload to dropbox.
**Next- Start sign up for 72 hour clients** (around 5:20?)
10. Have them come up, sign forms, sign contract, and pay
11. Enter payment on the outside edge of OD0132 and amount paid
12. Enter test score on form OD0132, then enter client info in remedial system
13. Print 1 certificate for the client and 1 certificate for the remedial file
14. Give the client their certificate and enter Certificate number on OD0132
15. Clients cannot sign up after course you closed down sign up on day of remedial. (This may mean you stay late to finish all paperwork).

 **Remedial Log-in & certificate completion Responsible:** Site Admin
1. Go to arcdip1@gmail.com (text me for password) search email for “remedial link”
2. Click on the link then you will see “Already have an account” click there
3. Login info is: arcdwi@aol.com the arcdip1 email will have current password.
4. the next Screen has a dropdown menu “I want to view/ Manage” -click here
5. Click on student certificates - EXAMPLE:

| **Date Issued** | **Certificate #** | **Certificate Type** | **#Certs** | **#U** | **#A** | **#V** | **#D** | **#RP** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2/24/2018 | [AD241750 - AD241849](https://services.dps.ohio.gov/DETS/EnterpriseUser/Certificates/Summary?certRangeId=32101&enterpriseId=1335) | Adult Remedial | 100 | 87 | 13 | 3 | 0 | 2 |

6. Click on the batch of certificates that have available certificates (#A) 13 above .
7. Click on “Add New” – this is where you will carefully add the certificate information, including the correct day the course was taken.
8. Go to the form DTO 0132” (the BMV sign in sheet) make sure client paid, passed test & the reason they need the course (2point credit, 12 point reinstatement, court order, under 21)
8. Once entered, SAVE info, go to next certificate; Enter all clients that passed test
9. After 5pm, write everyone’s test score on BMV form “DTO 0132” (this is the form that the clients signs in on one side and has info on the other” Digitally sign & print certificates, write certificate # on 0132
10. Make a stack for the client (make sure they are signed) & handout at 6pm
11. A 2nd stack for BMV (sticky “BMV”) place w/ DTO 0132, DTO 0179 contracts, test answer sheets in Remedial folder with the sign in sheets (dto 0132).
12. On Monday, when doing program close down do not forget to get these and mail.

**Instruction: Access Data entry – Remedial Entry Responsible:** Site Admin
**Time Frame:** Friday 1pm to Sunday 3pm
**Query:** “Site1 Remedial Enter/ License Check”

Make sure all info is entered (Soc Security/ DL #/ DOB/ Addy/phone )
1. Make sure to Enter all Day Clients on to Main Sign in
2. Make sure to Enter all Day Clients into Data Base
3. Go to “Site 1 Remedial Enter/ License Check” Query
4. Entry “8” RD hours
5. Enter Amount Paid into “Paid” Column
6. Enter remedial certificate #
7 Make sure all other info has been entered (Soc/ DL #/ DOB)
8. Make sure to Enter all Day Clients on to Main Sign in
 “ARC 1 – Master Written Sign in”
9. Make sure to Enter all Day Clients into Data Base
10. “Admin Site DE1 List Master sign in”
11. Go to “Site 1 Remedial Enter/ License Check” Query
12. Entry “8” RD hours
13. Enter Amount Paid into “Paid” Column
14. Enter remedial certificate #

**Data entry - Attendance  Responsible:** Site Admin
**Time Frame:** Friday 4pm to Sunday 3pm

 **Delete old database (DB) off desk top – Go to Dropbox & download Master DB
Query: “**Admin Site DE1 DE Attendance & Room#”

1. Go to design view (right click), then enter progdate #--/--/----# #(month/day/year)#
2. Enter Site notation in the category “Site” SCS or FB or D or C or H or M or W
3. Control “S” (Save)
4. Now open up query and complete appropriate entries.
* Check courts (by AtoZ court in SCREEN 2018 ALL)
* Enter Soc Sec; Enter Birth Date; Enter DL #
* Enter missing case numbers
* Enter attendance w/ payment and room #
(POS is entry in “Cost” category and $ amnt paid in “Paid” when pay on site)
* Check that the correct number of people are entered by seeing total number on written sign in with # of clients entered
* Make sure all case numbers are entered. If they were not found by legal search, please look again.

**Site Admin Court Review Check Off**

* One by one go client by client and check there court, judge, PO, attorney
Make sure we have fax info for odd courts - and it is entered
Make sure to complete the Attorney list and an image is text to me

**Data entry – Client File & Legal Histories
Responsible: Site Admin**
Query: “Clinical Site Admin DE3 Screening Enter/ Merge Doc is TxReport”

* Check master folder & email for legal histories - enter them -
* Enter Screening Form content with notations (N for note) etc
* Do not prefill anything, this is a recipe for problems.
* If client is honest and reports more legal history than is on screening then data entry should enter it.
* Make sure to cut and paste the fill in info after you have made your short notations (none- No prior....etc)
* unusual day, --------------------(why) or normal day
* Review where capital letters go and where they do not go. (See attached template)
* For assistance please see client entry Joe Blow 1 and Joe Blow 2 as examples
	+ No prior illicit drug use reported or identified (illicit drug use)
	+ Client reports drinking a few beers rarely (Alcohol use) EXAMPLE (Also see court report of assistance with capital letters)

When entering the files double check everything. Also, please make sure as you enter the file you are checking to make sure the priors are noted on the screening form in the file as well as in the data base.

**Data entry – Attorney Responsible:** Site Admin
Make sure to enter the attorney, and attorney fax number or email are entered
(also feel free to just google the attorney and see if you can get the fax or email that way)

Night Security should make a list of all releases that have an attorney noted
And/ Or Check the Attorney Release List completed by the Site Director/ Interviewer

**General Data Entry (this is a mix of office and on site):**

**Table:** to look up missing people. If client are in the table but not in registration query it may be they do not have **"year" in year or "no" attendance**
Admin Office1 DE Registrations - Enter new registrations - (Also, search here first for missing people)

Admin Office2 Program Client # Check - look up how many clients are in a program

Admin Site DE1 DE Attendance & Room# - Enter attendance, room #, payment, m/f

Site1 Remedial Enter/ License Ck" Use this to enter DL #, Soc sec and birthday

Admin Site DE2 Case # & Court Ck - Please use this to enter case numbers

Admin Site DE3 Screening Enter/ Merge Doc is TxReport - Please use this for screening data entry

**Misc. Site Admin: Check with clients**
Enter each site's program attendance, room #s, payments (see instruction)

Review sign in list and enter missing case #s, soc sec, DOB (see instruction email)

Enter clinical data from Screenings into "Admin Site DE3 Screen Enter/ Merge Doc is
TxReport"

Please make sure to put a past use pattern and a current use pattern

Please make sure when you enter reason for referral that  you include only significant
scores

Make sure to go to the 'Registration Query" - design view (right click), then remove
"no" from "attendance" category, which gives you all 2017  clients

Also, enter remedial certificate numbers from the remedial website  - use the "Site1
Remedial Enter/ License Ck" query

**Credit Cards- Office & On site Responsible:** Site Admin
**Office Time:** Mon 8am - Frid 4pm **On Site Office Time:** Fri 4pm - Sun
 **On Site:** Write down credit card information including CC #, Exp Date, CV, Client address, email, and phone; Take a picture of it; Send it to me

**Office: GO to my virtural merchant**

1. Sign into Credit card - (text me for log in and password)

2. Go to Sale – Click on Sale

3. Put Credit card info in Card number, exp date, cv, amount, 0 tax, etc

4. Include client’s name and address
5. In the invoice category type-program date year/mo/daysite 2017/10/26W(example)

6. Email receipt – put in subject: year/mo/daycc then client last name and first initial

7. Mark client paid on master written sign in sheet or remedial log

**Med Cards and Disability
On Site – All indigents must be pre-approved and we do not make them indigent later.**
All indigent is handled through text to my number 9377271040, so if someone calls that want to apply for indigent, they first must text me their med card.
Let them know not to call all the time to check on it, we will text them when we get the approval process completed, usually on Fridays.

Let them know it only pays a portion, and they are still responsibility for the rest.

**MEDICATIONS**Medication should be logged on to screening form upon entry into the program. Medication should be bagged with client name and locked in lock box. Once clients are assigned rooms, night staff should count medications with clients, complete medication logs (including the client name, date, site at the top), than allow those clients with medications to go to their rooms.

Medication bags should be placed in alphabetical order in hanging files for easier identification.

* Medications should be kept in locked case under staff table unless giving medications;
* Clients should self-medicate with staff person overseeing this than documenting this on medication log sheet. This documentation includes: date, time med count, number taken, number remaining

Than the initials of staff and client after medication is taken.

* Sunday at 2pm, medications that are being held by staff should be returned to client, medication log completed with client and staff signature.
* Medication log should be filed in client file at end of program.
* All medication should be kept except for creams, inhalers, and heart pills
* Medication case should be kept locked unless staff is present;

Medication case should not be left alone. A staff person places meds in jeopardy
**Indigents on site - Please complete the stateform with all indigents on site**

* Fill the form out completely including:
	+ their full name at the top
	+ Program date and site
	+ **Social Security; DOB; MMIS**
	+ Place in Master folder
* At the end of the program please complete the DEMOGRAPHICS form

**Meals & Breaks**

* Clients have at least 45-60 minutes to complete meals.
* Clients are not allowed to order meals from hotel restaurants;
* Site counselor or site attendant should escort clients during their meals, while other staff person remains with medications in the conference room;
* No fast food is allowed to be delivered;
* Pizza may be ordered from 7:30-8:00pm, must be delivered to conference room, clients ordering pizza should remain in conference room until pizza is delivered;
* Diabetic diets, vegetarian diets, and any other special diet need should be handled by the site counselor. These special diet needs should be logged into the master log so meal orders can include these special orders;
* Family may only drop off prepackaged foods, sodas which are sealed.

 **Breaks**

* Clients have a 10-15 Break every 70-90 minutes.
* If possible one staff person should be with clients outside while they smoke
* A counselor or site attendant should keep on eye on conference room & bathrooms
* Clients should not be allowed to roam freely in the hotel or lobby
* Staff should take their breaks while movies are in – but no while clients are having their meals or breaks – this is when you really need to watch them

**INTERVIEWS**

* Clients will receive at a minimum of 2-3 interviews
	+ Entrance (the first night 5-10 minutes); Main interview on Friday or Saturday (45 minutes)
	+ Exit on Sunday 5-10 minutes/ Assessments 50 minutes
* Interviews will be completed in a sleeping room, alternate conference area, or secluded area
* Clients with the following specifics should always be reviewed and test scores compare regarding a referral for further assessment
	+ .17 BAC or above
	+ 2 alcohol related offenses in past 2/10 years (2 years always)
	+ 3 alcohol related offenses in past 15 years
	+ Reported marijuana use in past 3 months
	+ Reported narcotics use with alcohol use involved
	+ 2 out of range test scores
		- Audit; MASTR & Sassi (Can give WPI to help clarify if client needs more testing)
		- Heavy use pattern
* All screens should be completed, then assessments as needed if possible.
* Full assessment should be completed with services supervisor reviewing recommendations
* Clients already in treatment should be referred to continue in treatment;
* All forms and releases should be reviewed to insure signatures in correct place- revocation not signed
* All clients should be offered a list of places for their assessment/ treatment from the treatment referral list found in the case. A card with center name and address should be given to the client.

\***When File Scoring Error Found, Please Circle In Red On Screening Discharge Form All Tests Scores Should Be Reviewed Thoroughly With Client During Interview.**

**Site Director – Dismissal Check off and Procedure**

**2pm-2:30pm return Medications**

1. Get med box out - Call anyone with meds up -Have them sign off the forms
2. Go through med box and make sure it is empty
3. 2:30- 3PM NOW file those med logs into their client file.

**Next 2:55-3:00pm Dismissal Procedures (DO EXACTLY as listed):**

1. Get out receipts and (certificates if they are still there)
2. Go one by one have clients come up and get the following
3. Receipt and Certificate (if they completed Remedial)
4. Knives etc & Car keys

Tell them anything left behind will be given to the hotels lost and found.

Wish them well - They should grab their bags and leave the conference room.

**Next 4pm Carefully gather ARC supplies and load them for return to office.**

Make sure: Client files are in Black Lock Box; All foods are removed from the refrigerator; All site Admin Hang ups are brought back; All cases are carefully loaded to include DVD player, remote and DVD; Bread is not squished

Do a last minute walk through and make sure all ARC property has been packed

Now, once program is over – Please email ARC the hours you worked
All pay will be on site Thursday for the previous week.

**Digital Office Instruction
Go to dropbox.com**
This is our virtual office.

* download the database
	+ Delete all data base off your desk top
	+ Refresh Dropbox by clicking on ‘New File”
	+ Look for new data base
	+ Download
	+ Extract
	+ Move to Desktop
	+ Check to ensure it is latest by going to Registration Query
* GO back and delete old data base in dropbox.

You can find most documents in Drop box, look around or use search bar.

 **Progam Numbers:** Calculate numbers of each program twice a week.
Program Dates: Big calendars - same deal, they are printed on a clipboard. Or use registration forms. (If you use a registration form, take a picture and air port to email.)

**What query do I use?**

**For missing people always go to the table. It has everyone.**

Table: use to look up missing people. If they are in the table and not feeding into registration query it is because they do  not have **"year" and "no" in year and attendance**
Admin Office1 DE Registrations - Enter new registrations - (Also, search here 1st for missing people)
Admin Office2 Program Client # Check - look up how many clients are in a program
Admin Site DE1 DE Attendance & Room# - Please enter attendance including room #, payment, m/f
Site1 Remedial Enter/ License Ck" Use this to enter DL #, Soc sec and birthday
Admin Site DE2 Case # & Court Ck - Please use this to enter case numbers
Admin Site DE3 Screening Enter/ Merge Doc is TxReport - Please use this for screening data entry

Remember, the key to the data base is uniformity. I use the search and replace short cuts in word a lot, so category’s and their entries should be exact.

Also, you should make a short note – like “No tx” versus typing it out THEN go back and cut and paste.

**Client paying with Credit cards**

1. First look through email and see how we do the credit cards - it is important to do the posting dates dates correctly. yearmodaycc (example: 20171106cc)

2. Also you will be emailing them a receipt AND confirmation letter at time of running the card. It all happens at once.
3. Complete the info for credit card (myvirtualmerchant.com) to include their name, email or phone and make sure their program date/site (ex:20171109M)
4. Email the client their receipt AND cc the receipt to arcdwi@aol. Employ the format yearmodacc (20171106cc) client, name progdate/site (20171109M)
 \*If the client does not have an email address, we email the receipt to ARCDWI@aol.com, then access on phone, screenshot it, then text client receipt & letter

**DAILY,** we must email Gale the people that paid from Hamilton County, please see my old list. ALSO, we include the people who did not pay.

**Registrations:**

Are all digitally and saved to dropbox folder by one of two ways:

Hamilton County Last name, first, email date (then once they pay, you can move their registration to the appropriate program file)

All other courts: last name, first name program date

**Extra office stuff**

Our attorney fax numbers are a mess, for some reason attorneys have multiple numbers

**Courts needing missing reports:**1. Search email for the program date (ex: '20171102') then download report batch,
2. 'save as' the client report that is needed - (ex:20171102 Moore, Michael - HamCo)

3. THEN, save as a PDF file so it cannot be altered

4. Now you can attach this one page report in the myfax site and send
 [www.myfax.com](http://www.myfax.com) Login is arcdwi@aol.com PW: adam112383

5. Or, you can email PDF – go to arcdwi@aol.com I will give you password
 the “compose” and start typing court into the top address line
 the court will pop up.
 Subject line should be: yearmoday DIP report Last name, first name
Also, some reports are in dropbox. I have started saving them by court name and individual name. Use search bar, then download document. ***Email is use search bar.***

**Registrations:**

Are all digitally and saved to dropbox folder by one of two ways:

Hamilton County Last name, first, email date (then once they pay, you can move their registration to the appropriate program file)

All other courts: last name, first name program date

**Billing Med Cards:**

Search for Indigent Link in AOL Mail – PW is in email – Click the link

Go to Production
Go to Top of screen, click for drop down menu, identify site you are billing from -hit Enter

Right Menu box, click on ‘Add Program” then the state form will appear;

Now, just enter the info from the state form on to the digital form – then change locations

**Name**: , Check Spelling
**Program Date:** -
**Payment:** -
**Attended:**
**Probation:** Check
**Case #:** **DOB**: Check
**Court:** , The Honorable Judge Check
**Attorney:** Check **EDUCATION Program Requirements:**  For hours attended the Addictions Resource Ctr, INC Driver Intervention Program, which consisted of 1 hour interview time; 5 hours group; hours education. The client participated in the following manner: Lower case. Topics included: driving skills, OVI laws, BMV point system, alcohol and drug effects on the body, and on driving, disease of alcoholism/ addiction, sober support systems, family dynamics of addiction, families of drugs, medications and driving, 2 hour Victim-Impact Education including MADD literature.
**SCREENING/ ASSESSMENT SPECIFICS:
Presenting Problem:** , age , states they were pulled over for “. Lower case” The impairment associated with this offense is a BAC of . was then charged with and referred to the Driver Intervention Program resulting in this report. **Unusual or Normal Day:** statesit was a **“**.” Lower case
**Alcohol/ Drug Use Pattern**: Sentence case; Sentence case
**Legal History:** Sentence case
**Alcohol/ Drug/ Mental Health Treatment History:** Sentence case; Sentence case.
**Medications/** **Medical History:** Capitalize each Medication
**Testing Results:** (Please note all testing is standardized and just one component utilized in assessing the client.)
**Significant Alcohol Use Consequences (MAST II):** . Capitalize each consequence
**Testing Results:** (Please note all testing is standardized and just one component utilized in assessing the client.)
AUDIT (Alcohol Use Disorder Identification Test): A score of indicating the severity level of: Sentence case.
Partial SASSI (Indicating behaviors concerning use, below 7 normal.) FVA (alcohol) ; FVOD (drugs)
WPS Probability of Being Alcoholic % Personality Traits Like Known Alcoholics %
**FURTHER RECOMMENDATIONS: «TREATMENT\_RECOMENDED»**No Comprehensive Alcohol/ Drug Assessment is recommended at this time. This client presents a workable plan to prevent future offenses. Further Alcohol/ Drug Assessment is recommended due to the following risk factors: Sentence case.. They chose Capitolizefor this assessment and possible treatment. Treatment is currently in place for this client at ; thus they should continue with this facility.

**Thursday**

**2018 ARC DIP Schedule**

3:00PM Check in, Entrance Interviews, Staff Intros, Room Check & Assignments
6:00PM Rules, Rights, Confidentiality, Greivance, TB, Emergency, File Completion, American Addict – (Film 60m)
7-9PM Clients order food from 7-8pm, Escort to Room, Clients get ice, lock down)
9:00PM Lock Down - Escort to Rooms (Checking each room for bedding & clients)

**Friday and Saturday**

Breaks every 70-90 minutes

Cell Phones turned in & off

 (Remedial is on Friday in M/S/D Remedial is on Saturday in SCS/ FB/W/C)

**Sunday**

**7:30 AM** Wake up calls **8:30-9:00AM** Room Clean out/ Brunch
**9:00AM** Intervention; Personal Change Plan; Treatment Options; Intervention
**12:00-12:45** Lunch Break **12:45** AA Speaker; Tragedy & Hope (film); Surveys; Jeopardy

**3-4:00PM** Car keys & medications returned, receipts (individually given then dismissed)

**Remedial Driving Course**

**Alcohol & Substance Use Education**

**6:45AM** Wake-up calls (you must respond)
**7:15AM** Escort to breakfast
**8:00AM** DUI Dead in 5 Seconds (film); FLI Workbooks (WB) Alcohol Lecture - Face the Facts; Reaction Time
**12:30PM** Lunch

**1:15PM** FLI Workbooks Situational Driving; Sentencing Standards; Alcohol, Drugs and Driving (WB); Remedial Test; Dr. Phil- How You Look Drunk (film)
**6:00PM** Dinner
**6:45-8:00PM** Marijuana Nation (Film & Discussion)

**6:45AM** Wake-up calls
**7:15AM** Escort to breakfast
**8:00AM** MADD Part 1– Lives Affected; Small Groups (1:15 or less); PPP-DIP Experience; OVI Story

**12:30PM** Lunch

**1:15PM** Consequences; Jury Trial (MADD part 2); Understanding Addictions; Families of Drugs, Signs/ Symptoms Cycles & Triggers; Family Effects of Substance Abuse
**6:00**  Dinner
**6:45-7:30PM** World’s Most Dangerous Drug: Meth

(8 hour clients dismissed at 6pm on Remedial Day)
(48 hour clients dismissed Saturday at 6pm)
(30 hour clients dismissed Thursday 7:30pm; Friday and Saturday 6pm; Sunday 3pm)