



Impaired Driver Rehabilitation Program Policies & Procedures

October 2023

The [Impaired Driver Rehabilitation Program](#) (IDRP, formerly known as Project CRASH) is a program of the Vermont Department of Health, Division of Division of Substance Use Programs (DSU) and is designated by the Secretary of the Agency of Human Services (AHS). DSU operates the IDRP and supervises and approves the programs of those participants whose licenses have been suspended for violation of [23 V.S.A. § 1201](#), or [23 V.S.A. §1216](#).

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Definitions

“Alcohol” means any alcohol, malt beverages, spirits, fortified wines, and vinous beverages, as defined in [7 V.S.A. § 2](#), and any beverage or liquid containing any of them.

“Assessment” means an evaluation and documentation of an individual’s social, mental, and physical history, and status to determine whether license reinstatement should be further conditioned on satisfactory completion of treatment.

“Clinical Evaluation” means an initial interview with a Clinical Evaluator.

“Clinical Evaluator” means a licensed clinician, or a clinician with a master’s degree who is actively pursuing licensure as an LADC as provided for in [26 V.S.A. § 3236](#) or other counselor designated by the Department who administers the clinical evaluation for IDRP.

“Completion Report” means a document issued from the Clinical Evaluator or Facilitator to the Department.

“Conviction” means the final judgment by a court of law that an individual is guilty of the criminal or civil offense of operating a vehicle under the influence of intoxicating liquor or other substance as defined by [Title 23 V.S.A. Chapter 13](#), Subchapter 13.

“Counselor” means a licensed clinician, or a clinician with a master’s degree who is actively pursuing licensure as provided for in [26 V.S.A. § 3236](#), or other counselor whose scope of practice includes substance use disorder treatment and is approved by the Department.

“Department” means the [Vermont Department of Health](#).

“DMV” means the [Vermont Department of Motor Vehicles](#).

“Drug” means a regulated drug as defined in [18 V.S.A. § 4201](#); or any substance or combination of substances, other than alcohol, which affects the nervous system, brain, or muscles of a person so as to impair, noticeably and appreciably, a person's ability to drive a vehicle safely.

“DSU” means the Division of Substance Use Programs in the Vermont Department of Health. DSU is responsible for planning, operating, and evaluating the Impaired Driver Rehabilitation Program.

“Education Component” means the curriculum focused on reducing impaired driving recidivism approved by the Department.

“Evaluator” means a licensed clinician, or a clinician with a master’s degree who is actively pursuing licensure as provided for in [26 V.S.A. § 3236](#), or other counselor designated by the Department who administers the clinical evaluation for IDRP

“Exit Interview” means the meeting between the IDRP participant and the Clinical Evaluator to assess whether the participant has satisfactorily completed the IDRP.

“Facilitator” means the instructor of the IDRP Education Component.

"IDRP" means Vermont's [Impaired Driver Rehabilitation Program](#).

"IDRP Clinician" means a licensed clinician, or a clinician with a master's degree who is actively pursuing licensure as provided for in [26 V.S.A. § 3236](#), or other counselor whose scope of practice includes substance use disorder treatment and is approved by the Department.

"IDRP Director" means the person designated by DSU to direct and manage the [Impaired Driver Rehabilitation Program](#).

"Impaired" means under the influence of intoxicating liquor or other substance as provided in [23 V.S.A. §1201 \(a\)](#).

"License Reinstatement" means the action by the [Vermont Department of Motor Vehicles](#) to return to an individual the legal privilege of driving as provided in [23 V.S.A. § 1209a](#).

"License Suspension" means a suspension of a person's driver's license by the DMV for violating [23 V.S.A. § 1201](#), or [23 V.S.A. §1216](#) by operating a vehicle under the influence of intoxicating liquor or other substance.

"Participant" means an individual who is enrolled and attending the IDRP.

"Total Abstinence" means compliance with the total abstinence provisions of [23 V.S.A. § 1209a \(b\)\(1\)](#).

"Total Abstinence Declaration Application" is a [packet of forms](#) which must be completed by the participant to apply for reinstatement of his or her driving privilege in accordance with [23 V.S.A. § 1209a \(b\)](#).

"Treatment" means the counseling or therapy required by the Clinical Evaluator to complete the IDRP. Treatment must be provided by a licensed clinician, or a clinician with a master's degree who is actively pursuing licensure as provided for in [26 V.S.A. § 3236](#) or other counselor approved by the Department. Treatment may be required for a first conviction and is required for a second or third conviction.

"Treatment Information Form" means a [document](#) issued from the treatment provider to the Department by the Clinical Evaluator or counselor verifying that an individual has satisfactorily completed treatment.

"Under the Influence of Intoxicating Liquor or other Substances" means those circumstances defined in 23 V.S.A. §§ [1201 \(a\)](#) and [1216](#).

Roles within the Impaired Driver Rehabilitation Program

Department of Motor Vehicles (DMV)

The [Vermont Department of Motor Vehicles](#) maintains responsibility for licensure to operate a motor vehicle. The Vermont Department of Motor Vehicles will not recommend reinstatement of any license of a person with an impaired driving offense until confirmation has been received from the IDRP that the driver has successfully completed the required IDRP components and has paid all applicable costs to the DMV.

IDRP Central Office - Vermont Department of Health, DSU

The IDRP Central Office is a unit of the [Division of Substance Use Programs \(DSU\)](#). The IDRP Central Office is responsible for:

1. the content of the education component curriculum,
2. certification of completion of the educational component and treatment,
3. the supervision of the schedules for the educational components,
4. oversight and monitoring of the IDRP Clinical Evaluators and IDRP Facilitators statewide,
5. the processing of required paperwork, and notification to DMV when all the participants' requirements are met.

IDRP Program Staff

The IDRP Program Staff are employed by DSU and work in the IDRP Central Office. The DSU IDRP Program Staff are responsible for assisting participants, IDRP Evaluators, Facilitators, and Clinicians, and processing IDRP paperwork in order to notify the DMV of participants' successful IDRP completion. This includes tasks such as answering phone calls, emails, interpreting documents, performing data entry, and ensuring that Program requirements are met prior to sending pertinent information to DMV.

IDRP Director

The IDRP Director is employed by DSU and works in the IDRP Central Office. The Director is responsible for the oversight and monitoring of the IDRP Program. This includes organizing and facilitating meetings, monitoring IDRP provider performance, adjudicating appeals, acting as a liaison with internal and external partners, administering and editing administrative rules, and ensuring that programs are conducting the curriculum and programming in a uniform manner that is consistent with best practice and with fidelity.

IDRP Provider

The IDRP Provider is an organization that has entered into an agreement with the State of Vermont, Department of Health to provide the IDRP services. The IDRP Provider employs or works collaboratively with (through a Memoranda of Understanding or other binding agreement) the IDRP Evaluators and IDRP Facilitators. Providers are responsible for:

1. creating and maintaining the schedule of the Education Component,

2. sharing the schedule with IDRP Central Office,
3. timely submission of paperwork when services are provided,
4. collecting a means to communicate telephonically with all participants in case of an emergency,
5. maintaining IDRP records in accordance with HIPAA, [42 CFR Part 2](#), [45 CFR, Part 96](#), [Vermont State Archives and Records Administration](#), and all other applicable standards.

IDRP Clinical Evaluator

The IDRP Clinical Evaluator (IDRP Evaluator) is designated by the IDRP Central Office to perform clinical evaluations with IDRP participants. Evidence-based screening tools are used in conjunction with an interview to determine the participant's needs and likelihood to reoffend.

IDRP Facilitator

The role of the IDRP Facilitator is to administer the Education Component of the IDRP. The Facilitator is required to operate the IDRP Education Component in a format approved by the State and follow the curriculum guidelines as established by DSU and the curriculum developers. Facilitators must be certified before rendering services. Facilitators are only certified to teach participants, not to train other facilitators.

IDRP Clinician

IDRP Clinicians deliver substance use treatment services to IDRP participants as well as complete and submit the Treatment Information Form to either the IDRP Evaluator (if an exit interview is required) or the IDRP Central Office.

The IDRP Process

After the Offense

After an individual receives an impaired driving offense, DMV will send a [Notice of Suspension](#) along with a fact sheet called [DUI Suspensions and the License Reinstatement Process—What you need to know](#). These notices include the IDRP Provider locations and contact information. All changes to licensure prior to, during, and after the IDRP program and treatment are entirely the responsibility of the Vermont Department of Motor Vehicles.

Registration

People interested in participating in the IDRP must call one of the IDRP Providers included on the DMV notice or [DSU website](#) to register. The IDRP Provider will schedule the clinical evaluation with an IDRP Evaluator.

Registration involves filling out forms, questionnaires, and payment of the IDRP fees.

Clinical Evaluation

The IDRP clinical evaluation gathers information about a person's history to screen for substance use disorders and determine risk of impaired driving re-offense. Prior to starting the IDRP Education Component an evaluation must be completed by an IDRP Evaluator. IDRP participants will not need to wait more than 20 business days from their initial contact to complete an IDRP clinical evaluation. If an IDRP Provider is unable to schedule an evaluation within 20 business days, the IDRP Director will be notified.

The IDRP Evaluator will use standardized screening tools including, but not limited to, the [DAST](#) and the [AUDIT](#). IDRP Clinical Evaluators will use information gathered from the interview and their clinical judgement to determine future assessment and treatment needs. Providers and Evaluators can request participant's blood alcohol content (BAC) information from Central Office (see: [Evaluation Rosters](#)) and consider that information as part of the Evaluation. Providers and Evaluators can also request a participant's DMV record from the IDRP Central Office, if they have reason to believe that the participant has received a subsequent impaired driving offense since initiating the IDRP.

If the Evaluator determines the participant needs further assessment to determine treatment needs, they will provide the participant a current list of all substance use treatment resources available in the region. During the Evaluation, the Evaluator will also determine if the participant will be required to complete an exit interview. If an exit interview is required, the participant will receive instruction to schedule the exit interview once all other components of the IDRP are complete (Evaluation, Education Component, and treatment, if required).

The Evaluator will complete and fax the following forms to IDRP Central Office after the evaluation is complete:

Release of Confidential Information—The IDRP [Release of Confidential Information](#) form needs to be completed and signed by the participant. Without a signed release, the IDRP program cannot share information with any external party. The Release of Confidential Information must include the name and contact information for any entities that may be involved in the participants IDRP involvement and may want to speak on their behalf or receive information about the participant's progress in IDRP completion:

- State(s) (other than Vermont) needing proof of IDRP completion (including precise address or fax number)
- Probation/Parole officer
- Clinician who provided treatment services
- Family member(s), support person(s), spouse
- Attorney/legal representation

Evaluation Form—The [Evaluation Form](#) gathers general information about the client as well as the results from the evidence-based screening tools. Evaluators will indicate at the bottom of the Evaluation Form if the exit interview is required and if there are other clinical expectations of the clinician providing treatment. A copy of the completed

Evaluation Form must be given to the client so they can bring it to their treatment counselor.

Treatment Requirements Form—the [Treatment Requirements Form](#) provides documentation of participant attestation related to receipt of information regarding the required treatment. This includes minimum clinician qualifications, the minimum length of time, and minimum number of hours needed for treatment completion.

Evaluation Rosters

Providers should keep a list of participants who are scheduled for a clinical evaluation (called an “evaluation roster”). The evaluation rosters must be sent to IDRP Central Office by **2:00pm** at least 2 business days in advance of the evaluation(s). BAC, offense details, and other relevant information will be filled out by Central Office and returned to the provider within 2 business days of receipt.

A sample Evaluation Roster is included as [Attachment A](#).

IDRP Education Component

Vermont State law ([23 V.S.A. § 1209a](#)) requires that anyone convicted of a criminal or civil impaired driving offense must complete the Vermont IDRP or an allowable out of State program, approved by the IDRP Director, in order to have their license reinstated. The curriculum for the Education Component is determined by DSU, and providers must utilize the approved curriculum to ensure programmatic uniformity across the state.

Some participants convicted of other alcohol or drug related offenses may be required to complete other programs in addition to the IDRP, such as those from Court Diversion, Drug Court, the Department of Corrections, etc. Completion of programs other than the IDRP does not supplant the need to complete the IDRP.

There will be no more than 20 participants for every one IDRP Facilitator. The Facilitators of the IDRP education component *do not* need to be licensed clinical professionals. To qualify as an Facilitator, an individual must be “certified” by the developers of the [education component curriculum](#), attend a new instructor training orientation, submit an audio recording, and participate in coaching sessions, as required. New Facilitators must also demonstrate basic group and social skills appropriate for this setting, as determined by the IDRP Provider. All Facilitators must participate in IDRP supported curriculum training as detailed in the IDRP Provider’s agreement with the Division of Substance Use Programs.

If there are fewer than 4 people registered for the Education Component one week prior to the start of the program, the IDRP Provider can choose to cancel that month’s class provided that *it will not delay any of the participants’ progress* in receiving their driving privileges reinstated and that *they are able to confirm the cancellations* with each of the participants.

IDRP Providers must develop a process for Facilitators to provide written notification to Evaluators if information pertinent to a participant’s potential treatment need arises during the Education Component. If information arises that changes the Evaluator’s initial

treatment recommendation, the Evaluator must complete a revised Treatment Information Form and send a copy to the participant and to the IDRP Central Office.

Curriculum and Workbooks

IDRP uses the [Prime for Life](#) curriculum. This curriculum utilizes participant workbooks and a presentation format to display and review information. The program will be taught in its entirety, without addition or deletion of any material or videos, including graphic images or activities, except where identified as “optional” in the facilitator’s manual.

Instructors have the responsibility to ensure that each participant in Prime for Life receives a new Participant Workbook. To order Prime for Life workbooks, send an email to [Charlie Crouch](mailto:Charlie.Crouch@primeforlife.org) (Charlie.Crouch@primeforlife.org) with the following information:

- Name of organization
- Contact person at organization + phone number
- Requested # of workbooks
- Shipping address for workbooks (organization mailing address)

Copying or other misuse of the Participant Workbook, the Instructor Manual, or other teaching aids is a violation of Federal Copyright Laws and will be grounds for legal action as well as revocation of certification from the Institute and revocation of license from the state. Any DVD discs, videos, exercises and other materials are to be used only as a part of facilitating Prime for Life to the appropriate audience. All materials are to be used only by facilitators trained and certified by the Prevention Research Institute and for the IDRP.

Expectations for Participants

Participants must arrive on time for all education sessions; tardiness may result in dismissal from IDRP. Participants must attend all sessions free from alcohol and all other intoxicating substances. Participants attending class under the influence of alcohol or other intoxicating substances will be dismissed from the course and will need to start the education component over again. Programs must document when a participant is dismissed, including reason for dismissal, in an [IDRP Completion Report](#).

Participants are required to attend all 10 hours of the IDRP Education Component. Classes must be attended in sequential order. Participants must complete all assignments and come prepared to each class, including having the assigned workbook with them at each session. The participant must contribute to small group discussions, complete assignments, and demonstrate understanding of the information presented.

If the participant fails to complete the initial course for which they are registered, they can re-enroll for another class at the same location for no additional cost. If the participant fails to complete the rescheduled course for a reason other than an excused absence, the participant is responsible for paying the full cost of the third attempt.

Cancellations

Participants may cancel up to 2 business days prior to the start of the Education Curriculum. If the participant cancels with less than 2 business days' notice, the fee is forfeited. Please refer to the [“Fees” section](#) for more information.

In rare instances, an IDRP Provider may need to cancel a class for unforeseen circumstances (e.g. inclement weather, clinician illness). Prior to cancelling a class, the IDRP Provider will notify the IDRP Director or delegate. When the Director (or delegate) confirms cancellation, the IDRP Provider will contact all participants by telephone immediately. The provider is responsible for collecting a means to communicate telephonically with all participants in case of an emergency/cancellation. The IDRP Provider will be responsible for rescheduling the class and making accommodations for participants.

Absences

To the extent possible, participants should notify the IDRP Provider in advance of missing class(es). Participants who are enrolled in IDRP but do not attend every part of the Education Curriculum (regardless of reason) will not be eligible to complete that course. IDRP Providers will permit a participant to reschedule to a later class, for no charge, one time. Participants will be responsible for all subsequent fees for Education Curriculum absences/reschedules.

Accessibility

IDRP Providers are required to inquire with participants if they need special accommodations such as screen readers, American Sign Language (ASL) interpreters, Communication Access Realtime Translation (CART), or other aids. These accommodations will be provided to participants with documented disabilities. A “qualified” interpreter means someone who is able to interpret effectively, accurately, and impartially, both receptively (i.e., understanding what the person with the disability is saying) and expressively (i.e., having the skill needed to convey information back to that person) using any necessary specialized vocabulary. Neither the participant nor the Department are financially responsible for any linguistic/interpreter services

Treatment Requirements

Treatment must be completed with a licensed clinician, or a clinician with a master's degree who is actively pursuing licensure as provided for in 26 V.S.A. § 3236, or other counselor whose scope of practice includes substance use disorder treatment **and** is approved by the Department. Clinicians who are providing treatment services within the DSU Preferred Provider Network must adhere to the DSU Substance Use Disorder Treatment Guidelines. Any requirements or allowances about appropriate credentials should follow these Guidelines and the appropriate Rules for Alcohol and Drug Abuse Counselors.

IDRP participants must complete, or show substantial progress in completing, their treatment program. “Substantial progress” in the completion of a treatment program is defined as the point at which the participant is assessed by their IDRP Clinician to have met

the agreed upon treatment goals, sufficient to assure that participant is at low risk to reoffend with another impaired driving offense. The minimum requirements must be met before progress can be deemed “substantial”.

If a participant has successfully completed a treatment program before completing the Education Component, treatment information details can be obtained by the IDRP Evaluator with a valid [Release of Confidential Information](#) form. A determination of the necessity of further treatment will be made by the IDRP Evaluator who performed the evaluation.

Inpatient or residential treatment can be applied towards the IDRP treatment requirements. Participants must be successfully discharged (i.e. the client did not leave against medical advice, or get administratively discharged) from the inpatient or residential facility **and** IDRP must receive: the discharge summary, aftercare plan, TIF, and proof that the participant followed through with the aftercare plan.

First Offense Requirements

The IDRP Evaluator will determine substance use treatment needs for participants with one impaired driving conviction. If the Evaluator recommends treatment for participants with one offense, the *minimum* treatment requirements are 4 treatment hours in *no fewer than 4* weeks. IDRP Evaluators may recommend more treatment hours and/or longer engagement in treatment. Participants must satisfy all treatment recommendations before completion of the IDRP.

Second Offense Requirements

All participants with two impaired driving convictions must complete a *minimum* of 20 treatment hours in *no fewer than 24* weeks. IDRP Evaluators may recommend more treatment hours and/or longer engagement in treatment. Participants must satisfy all treatment recommendations before completion of the IDRP.

Completing the Treatment Information Form

Clinicians must:

1. Conduct a complete assessment
2. Develop a treatment plan that addresses all substance use disorder diagnoses. Goals not related to SUD (housing, vocational, etc.) do not need to be included unless they also pertain to the individual’s SUD goals.
3. Complete the [Treatment Information Form](#) (TIF) in full by:
 - a) Consulting with and requesting records from clinicians who provided other treatment sessions.
 - b) Developing an individualized treatment plan that is a collaborative effort between the treatment provider and the participant.
 - c) Ensuring treatment goals address all substances the client uses, or that impact the client’s ability to safely operate a motor vehicle.

- d) Signing the TIF. By signing, the clinician is attesting to the fact that all information on the TIF is accurate to the best of their knowledge. Signing does not necessarily mean that the client's driving privileges will be reinstated.
4. Submit paperwork to IDRP Central Office within five (5) business days of the participant's final session. The TIF does not need to be signed by the IDRP Evaluator if there is no exit interview required.
 - The TIF must be received by the IDRP Central Office within 60 days of the participant's final session with an IDRP Clinician (or treatment exit interview, if required) unless waived by the Department. IDRP Central Office only accepts TIFs submitted by Clinicians, Providers, or attorneys; TIFs are not accepted from participants.

Exit Interview

The IDRP Evaluator will determine each participant's Exit Interview requirements. This determination will be made during the Clinical Evaluation, and the participant will be instructed to schedule the interview when all other components of the Program are completed (Education Component and treatment, if required).

When an Exit Interview is required, the Evaluator must receive the Treatment Information Form (TIF) directly from the IDRP Clinician. During an Exit Interview, the Evaluator will determine the client's understanding of the IDRP Education Component, progress in treatment, maintenance strategies, and motivation.

It is the participant's responsibility to schedule their exit interview. It is the responsibility of the participant's Clinician to send the TIF to the Evaluator.

The Evaluator must use content in the TIF to guide the conversation. The evaluation cannot be completed if the TIF has not been received and reviewed.

Administrative Review

Once all the necessary paperwork ([Treatment Information Form](#), [Evaluation Form](#), [Release of Confidential Information](#), [Completion Report](#)) has been received from the IDRP Evaluator and/or IDRP Clinician, the IDRP Program Staff will conduct an administrative review for completion, including ensuring the number of sessions and length of time in treatment adhere to the Vermont Impaired Driver Rehabilitation Program Administrative Rules.

If the paperwork satisfies all administrative requirements, the IDRP Central Office will send notification to the Vermont Department of Motor Vehicles (or another Registry/Department of Motor Vehicles, with a signed ROI) that the participant has completed the Vermont IDRP. This notification will occur within 10 business days of receipt of all completed forms. If IDRP Program Staff find information missing or incomplete, they will contact the IDRP Provider/Evaluator for revision. For Treatment Information Forms, if Program Staff find the process or requirements were not fully upheld, the TIF will be rejected, and a Notice of Decision will be sent to the participant.

Documentation

All required IDRP forms are available on the [IDRP website](#) and will be updated as needed. When the forms are updated, an email notification will be sent to IDRP Providers.

The following forms need to be completed for *all* IDRP participants and should be faxed (1-866-272-7989) to IDRP when they are completed:

- Evaluation Form
- Release of Confidential Information Form
- Completion Report

In addition to the documents listed above, the Treatment Information Form is also required for participants requiring treatment completion.

Documentation regarding the participant's treatment should be kept in a separate file than the programmatic information. All agencies providing services must comply with 42 CFR Part 2, confidentiality of records, 45 CFR Part 164, HIPAA Privacy Regulations and all other state, federal, and insurance regulations.

IDRP Record Retention

IDRP Evaluators and Facilitators are required to maintain programmatic records on IDRP participants for ten (10) years. This requirement does not apply to the clinical treatment record.

Abandonment of Program

If a participant initiated the Vermont IDRP after June 1, 2019 but did not complete the Program in its entirety within five (5) years, the participant is considered to have abandoned the Program. If the participant re-engages with the IDRP after this length of time, the participant is responsible for the repayment of fees and completing the Program in its entirety.

Sharing Documentation

IDRP Evaluators, Facilitators, or Clinicians are not permitted to share IDRP documentation with non-IDRP entities for official proof of completion. If participants need IDRP documentation to be sent to other programs (either out-of-state or in-state) such as out of state impaired driver programs and/or DMVs, they need to complete or update a [Release of Confidential Information](#), include all the entities that they would like their information to be sent, contact information (physical location and fax number), and contact the DSU IDRP Central Office in order to facilitate the process.

Staffing

IDRP Facilitators and Evaluators must be trained about IDRP procedures and how to respond to participant questions in a knowledgeable, professional, and timely manner.

When there are changes to the staffing structure, DSU IDRP Director must be notified as soon as possible in order to update contact information documentation and ensure that services are uninterrupted.

IDRP Evaluators will be required to schedule a meeting with the DSU IDRP Director within 30 days of entering the position to ensure that each IDRP site remains current with the program's paperwork process or with any procedural changes.

The IDRP Evaluators are expected to email the DSU IDRP Program Administrator when they plan to be on vacation. The notice should include the dates and who will be covering in their absence.

The IDRP Evaluator is prohibited from acting in a dual role within the IDRP program. This means that the IDRP Evaluator cannot be both the clinical evaluator for a participant while also being the clinician who treats the client for a substance use disorder within the same region.

IDRP Clinicians will be required to attend an IDRP sponsored training every two (2) years to continue to be included on the list of clinicians provided to the participants.

Quality Assurance

If the IDRP Provider is also a DSU Preferred Provider, proof of documentation of background checks, staff orientation, and documentation of supervision will be maintained in a file and be made available to DSU, when requested.

DSU may conduct record reviews, site reviews, or investigations of any current IDRP provider or provider proposing to provide services for the purposes of ensuring compliance with these standards. DSU will perform a site visit at each IDRP location at least once every two years. These visits may be announced or unannounced. Reports - including findings, conclusions and subsequent recommendations by the reviewers - will be made available to the person(s) being reviewed. Corrective action plans and/or subsequent responses will be submitted from the person(s) to DSU in accordance with the guidelines outlined in the grants. IDRP Evaluators and Facilitators may be required to submit additional documentation, when requested by DSU, for quality improvement, compliance, and [IDRP-related appeals](#).

DSU will run biannual checks on the professional licenses of the clinicians providing treatment for IDRP participants and Evaluators. DSU performs daily audits to ensure that participants' paperwork is being processed internally in a timely manner and notifications sent to DMV were successfully received, and weekly audits to minimize any errors in internal paperwork processing.

DSU will provide annual training(s) for Facilitators and will work collaboratively with the IDRP education component curriculum to ensure timely, relevant training is provided. Facilitators must participate in training and coaching activities to ensure fidelity to the curriculum. If the facilitator is providing the curriculum in a manner that does not align with the developers' intent, the facilitator must engage in a 30-day corrective action plan (CAP) to remedy deficiencies. If identified deficiencies are not addressed and/or the Facilitator cannot

provide the curriculum in an approved manner within 30 days of CAP submission, the Facilitator will cease IDRP facilitation services immediately. If the Facilitator wants to resume providing services, they must attend all DSU-identified trainings and incur any potential costs associated with training activities.

Appeal Process

An IDRP participant may appeal the decision of the IDRP Evaluator and/or IDRP Clinician; however, participants cannot appeal any component of the IDRP that is included in the IDRP Administrative Rule (including the minimum number of sessions and weeks needed for treatment).

Participants can submit the appeal via mail, fax (1-866-272-7989), or email (AHS.VDHIDRP@vermont.gov) to the IDRP Director or seek review of the decision in Superior Court pursuant to Rule 75 of the Vermont Rules of Civil Procedure. The appeal will need to include:

- Participant name
- Participant date of birth
- DMV License number
- IDRP Education component location
- IDRP Evaluator name
- IDRP Clinician name
- Description of incident or reason for appeal
- Release of Confidential Information to speak with the participant's IDRP Clinician, IDRP Clinical Evaluator, and/or other person or organization that the participant determines would be applicable to the appeal

The IDRP Director or designee will review the appeal and any accompanying materials or documents, discuss the request with the IDRP Evaluator, review any other pertinent information obtained, and consult the DSU Clinical Services Director to decide whether to uphold the treatment recommendation.

Participants have 60 days from the pertinent issue to file an appeal. Appeals will be acknowledged in writing within five (5) calendar days—this may also be a response to the appeal. IDRP has 90 calendar days to address the appeal.

If the participant disagrees with the IDRP Director decision, they may appeal in writing to the DSU Division Director within 60 calendar days from the IDRP Director decision. The DSU Division Director has 90 calendar days to address the appeal.

If the participant disagrees with the DSU Division Director, the Criminal Division of the Superior Court (in accordance with 23 VSA § 1209(e)) will make a determination.

Total Abstinence

For specific questions about the Total Abstinence Reinstatement Application, please contact the [DMV Enforcement & Safety Division](#) at (802) 828-2067. The IDRP is not involved in or responsible for the application submission, review, decision, or license reinstatement through DMV Total Abstinence.

Individuals who have received a life suspension may apply for license reinstatement with proof of the required three-year period of abstinence from all alcohol and drugs, the successful completion of a substance use treatment program, and completion of the application packet. A clinical evaluation with an IDRP Clinical Evaluator and successful treatment completion (20 hours over 24 weeks with a licensed alcohol and drug abuse clinician) is required as well as use of an [ignition interlock device](#). Individuals interested in pursuing Total Abstinence should be referred to the Department of Motor Vehicles: <http://dmv.vermont.gov/tag/total-abstinence>.

Participant Fees, Refunds, and Cancellations

The IDRP fees are determined in statute [23 VSA § 1209a](#). The fee charged to participants enrolling for the clinical evaluation is \$180, and the fee charged to participants enrolling in the Education Component is \$220. The IDRP fees do not cover the cost of any required treatment.

No refunds are permitted for fees paid for services already rendered. Refunds will only occur if participants provide notice of non-participation to the program at least 48 hours prior to the start of the program.

For cancellation, Vermont IDRP Administrative Rules state that if the person notifies the program “prior to the beginning of that program” they are eligible for a refund or to attend the next class at no additional cost. “Prior” is defined as “before the first day of the program”. For example, if the program starts on Friday, the participant will need to notify the program by the end of day Thursday.

Vermont Statute dictates the maximum fees that can be charged for the intensive program; IDRP Providers *can* charge a cancellation fee, but the total of the cancellation fee plus the registration fee cannot total more than the maximum fees described in [23 VSA § 1209a](#). This means programs can charge the maximum allowable amount, minus the program fee.

IDRP Providers, Evaluators, and/or Facilitators can choose to offer a payment plan for participants at their own discretion. The IDRP fees do not cover the cost of any treatment that may be required.

IDRP Provider Invoicing

A portion of the per person cost of the Education Component fee and the Clinical Evaluation fee must be remitted to DSU.

- \$40 remitted to DSU for each clinical evaluation

- \$37 remitted to DSU for each education component

Invoice amount is calculated by counting the number of clinical evaluations provided during the service period times \$40 plus the number of people registered for the education component during the service period times \$37 provided. The class calculation will take into account whether or not the participant is reregistering one time on a previously paid registration for the education component.

Providers will be sent invoices on a quarterly basis; invoices will detail all clients who received services during that time period. DSU will invoice IDRP providers on a quarterly basis and will incorporate a six-month lookback, meaning the invoices will be for services rendered six months prior to the invoice. For example, an invoice sent to an IDRP Provider in July will be for services provided January through March.

Out of State Programs

Vermont is a member of the [47 State Driver License Interstate Compact](#). The Driver License Compact is an interstate compact used by most states to exchange information concerning license suspensions and traffic violations of non-residents and forwarding suspensions/violations to the state where they are licensed (the “home state”). Its theme is One Driver, One License, One Record. The home state would treat the offense as if it had been committed at home, applying home state laws to the out-of-state offense. The compact can be found in [Vermont statute](#).

Non-Residents with a VT Offense

Non-Vermont residents with a Vermont impaired driving offense are encouraged to complete their home state-approved impaired driving program; Vermont IDRP will accept out of state (OOS) state-approved impaired driving programs for people who do not reside in Vermont. Proof of completion needs to be received directly from the out of state program, it may not be submitted by the participant.

Non-Vermont residents with a Vermont impaired driving offense may choose to take Vermont’s IDRP. Before registering for IDRP in Vermont, participants should verify that their home state will accept Vermont’s program; OOS impaired driving programs state may have additional requirements for license reinstatement. Vermont makes no guarantee that the VT IDRP will satisfy license reinstatement requirements outside of Vermont.

Ignition Interlock Device (IID) and Restricted Driver’s License (RDL)

For specific questions, please contact the [DMV RDL Unit](#) at (802) 828-2061. The IDRP is not involved in or responsible for the installation, maintenance, removal, or payment for IIDs.

An Ignition Interlock Device (IID) is an after-market device which is installed in a vehicle. The IID is connected to the starter or ignition, or other on-board computer system of a vehicle. An IID Restricted Driver’s License (RDL) allows individuals to drive non-commercial vehicles equipped with an IID while their Vermont license is suspended or revoked for an alcohol-related driving under the influence offense.

The ignition interlock device is required for people with two alcohol-only related driving offenses for a period of at least 18 months. This requirement was passed in through the Vermont Legislature in 2016. If a person was convicted of a drugged-driving related offense, they would not be eligible for an ignition interlock device. Individuals who are interested in applying for license reinstatement through Total Abstinence must have an IID, check with Vermont DMV for requirements.

Frequently Asked Questions

[Answers to Frequently Asked Questions can be found here.](#)

IDRP Provider Phone and Fax

| Provider | Phone Number | Fax Number |
|---|--------------|--------------|
| CARTER, Inc. | 802-221-4939 | 888-923-3476 |
| Health Care & Rehabilitation Services | 802-886-4500 | 802-886-4560 |
| Howard Center | 802-488-6150 | 802-488-6153 |
| NEK Counseling | 802-673-4907 | 802-334-3339 |
| Northeast Kingdom Human Services | 802-748-1682 | 802-748-0211 |
| Turning Point Center | 802-753-7369 | 802-753-7369 |

Contact Us

Impaired Driver Rehabilitation Program (IDRP) Central Office

Department of Health, Division of Substance Use Programs
108 Cherry Street
Burlington, VT 05401

Phone: 802-651-1574

We may be on the phone assisting other clients when you call. Please leave your name, your phone number, and a good time to reach you. Messages will be returned as soon as possible – usually within two business days.

Email: AHS.VDHIDRP@vermont.gov

You can also reach us by email – please be aware that IDRP Central Office cannot guarantee the security of information sent by email.

Fax: 1-866-272-7989

Appendix A – Evaluation Roster Template

| | | |
|--------------------------------------|----------------------|---------------------|
| IDRP Location: _____ | | |
| Date: _____ | | |
| <u>IDRP Evaluation Roster</u> | | |
| Participant Name | Date of Birth | Phone Number |
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