VERMONT

DEPARTMENT OF HEALTH

The State of Vermont

Impaired Driver Rehabilitation Program

Policies and Procedures

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Definitions

"ADAP" means the Division of Alcohol and Drug Abuse Programs in the Vermont Department of Health. ADAP is responsible for planning, operating and evaluating the Impaired Driver Rehabilitation Program.

“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 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 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.

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

"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.

"Clinical 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.

"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 ADAP 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 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 and 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 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.

1. Introduction

The Impaired Driver Rehabilitation Program (IDRP, formerly known as Project CRASH) is a program of the Department of Health, Division of Alcohol and Drug Abuse Programs (ADAP) and is designated by the Secretary of the Agency of Human Services (AHS). ADAP 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 1216.

2. The Roles within the Impaired Driver Rehabilitation Program

Role of 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 IDRP that the driver has successfully completed the required IDRP components and has paid all applicable costs to the DMV.

Role of Vermont Department of Health, Division of Alcohol and Drug Abuse Programs, IDRP Central Office

The IDRP Central Office is a unit of the Division of Alcohol and Drug Abuse Programs. 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, and 5) the processing of required paperwork, and 6) notification to DMV when all of the participants' requirements are met.

Role of IDRP Provider

The IDRP Provider is the organization that has entered into an agreement with the State of Vermont, Department of Health to provide the IDRP services at designated regions throughout the state. The IDRP Provider employs or works collaboratively (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, and 3) for providing information indicating whether the participants successfully completed the Education Component.

Role of IDRP Clinical Evaluator

The IDRP Clinical 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 needs of the participant.

Role of 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 ADAP and the curriculum developers. Facilitators must be trained before rendering services. Facilitators are only certified to teach participants, not to train other facilitators.

Role of ADAP IDRP Program Administrator

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

Role of ADAP IDRP Director

The ADAP IDRP Director is employed by ADAP and works in the IDRP Central Office and is responsible for the oversight and monitoring of all the IDRP Evaluators and Facilitators. This includes organizing and facilitating meetings, adjudicating appeals, acting as a liaison with other statewide 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.

Role of 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 Clinical Evaluator (if an exit interview is required) or the IDRP Central Office.

3. 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”. Any changes to licensure prior to and after the IDRP program and treatment remain the responsibility of the Vermont Department of Motor Vehicles. Within these notices, it will include the IDRP Provider locations and contact information.

Registration

People who are interested in participating in the IDRP must call one of the IDRP Providers included on the DMV notice or ADAP website to register. The IDRP Provider will schedule a clinical evaluation with an IDRP Clinical Evaluator. Some IDRP locations have a designated registration night where people can show up and register.

The registration consists of filling out forms, questionnaires, and payment of the IDRP fees.

Clinical Evaluation

A clinical evaluation is the initial interview to screen for potential treatment needs and gather information about the person's personal history. IDRP participants will not need to wait more than four weeks to complete an IDRP clinical evaluations. Prior to beginning the IDRP Education Component, an evaluation must be completed by a designated IDRP Clinical Evaluator. The IDRP Clinical Evaluator will use standardized screening tools. These evidence based screening tools will include, (but are not limited to) the DAST and the AUDIT screening tools. Information gathered from the interview, and their clinical judgement in order to determine future assessment and treatment needs.

As part of the Clinical Evaluation, IDRP providers can request information about the participant's blood alcohol content (BAC). Providers should keep a list of individuals who are scheduled for a clinical evaluation (called an "evaluation roster"). The evaluation rosters should be sent with sufficient processing time. Evaluation rosters will be completed and sent to the provider within 2-3 business days. Clinical evaluation rosters should be faxed to IDRP Central Office.

If it is determined that the participant needs further assessment and treatment, the Clinical Evaluator will provide a current list of all substance use treatment resources available within the region.

It is also at the discretion of the Clinical Evaluator if an Exit Interview is required. This determination will be made during the clinical evaluation, and the participant will be instructed to schedule the interview when other components of the Program are completed (Education Component and treatment, if required).

The Clinical Evaluator will complete an Evaluation Form and provide a copy to the participant to bring to the counselor. The Clinical Evaluator will fax the following forms to IDRP after the evaluation is complete:

- Evaluation Form—The Evaluation From gathers general information about the client as well as the results from the evidence-based screening tools. Clinical 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 should be given to the client so that they can bring it to their counselor.

- Treatment Requirements Form—the purpose of the Treatment Requirements Form is for the participant to attest to receiving the information regarding the parameters of treatment such as the types of qualifications that the clinicians must have, the minimum length of time and number of hours needed for treatment completion. Additionally, this form must include information about the following: the participant's appeal rights, paperwork processing times, IDRP Provider contact information, and IDRP clinicians in the area.

- Release of Confidential Information—The IDRP Release of Confidential Information form will need to be completed by the participant and signed. It will need to include any state other than Vermont that the completion information should go to, a specific probation officer and location, clinician, family member, attorney, support person etc. Without a signed release, the IDRP program cannot share information with anyone.

Providers will make available to IDRP participants a current list of all substance use disorder treatment resources available within the region.

IDRP Education Component

Vermont State law requires that anyone convicted of a criminal or civil Impaired Driving Offense must complete the Vermont IDRP program or an approved 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 ADAP, and providers must utilize the approved curriculum in order to ensure uniformity across the state.

Some participants convicted of other alcohol or drug related offenses may also 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 will not supplant the need to complete the IDRP.

There can be no more than 20 participants for every one facilitator. The facilitators of the IDRP education component do not need to be a licensed professional. To qualify as an IDRP Facilitator, an individual must be "certified" by the developers of the education component curriculum, attend a two-day new instructor training, submit an audio recording, and participate in one coaching session. Additionally, new facilitators must demonstrate basic group and social skills appropriate for this setting as determined by the provider. All facilitators must attend at least one IDRP supported curriculum training no less than every three years.

If there are fewer than four (4) people registered for the educational component one week prior to the start of the program, the organization 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.

Providers must develop a communication mechanism in order for the facilitators to communicate with the Clinical Evaluators in the event that pertinent information about the participant's potential treatment need arises during the education component.

Expectations for Participants

Participants must be in class on time. Tardiness may result in dismissal from IDRP. Participants must attend all sessions and be free of alcohol and drugs. Participants attending class under the influence of alcohol or drugs will be dismissed from the course and will need to start over again. Programs must document when a participant is dismissed and explain the reason for dismissal.

Participants are required to attend all education component classes for a total of ten (10) hours. These classes must be attended in sequential order. Participants are required to complete all assignments and must come prepared to each class. This includes having the assigned workbook at each session. The participant must contribute in small group discussions, complete assignments, and demonstrate knowledge 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.

Cancellations and Excused Absences

The following circumstances are the guidelines for potentially excusable absences for participants, which can be at the discretion of the IDRP Provider:

- Medical emergency—with documentation
- Death in the immediate family
- Other emergent situations determined with the discretion of the IDRP Manager.

If the participant has signed up for the Education Component and they need to cancel, they may do so up until 24 hours before the start of the program. If the participant cancels the day of the start of the program, the fee is forfeited. Please refer to the "Fees" section for more information.

In rare cases, the IDRP Provider may need to cancel a class due to severe weather or other unforeseen circumstances. A notice (either by phone or text message, to be determined by the provider) will be sent to the participants no later than four hours before the class start time. The provider is responsible for collecting a means to communicate with the participants in case of an emergency. The IDRP Provider will be responsible for rescheduling the missed class and making accommodations for the participants.

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.

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 of any material or videos, or deletion of any material, 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. For the Prime for Life workbook ordering, please send your order requests to both Paul Marx and Charlie Crouch. As a reminder, please include in your email:

- Name of contact person at your organization
- Name of organization
- How many workbooks you're requesting
- Address for the workbooks to be sent to
- Contact phone number just in case there are questions

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.

All 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 Prevention Research Institute.

Treatment Requirements

For individuals with one impaired driving conviction, the IDRP Clinical Evaluator will determine if the individual is required to complete any further treatment. For individuals with a first offense, successful completion of treatment (if required) must be a minimum of four hours in no fewer than four weeks.

For people with two impaired driving convictions, successful completion of treatment is required and must include a minimum of 20 hours of treatment in no fewer than 24 weeks.

Substantial progress in the completion of the treatment program is defined to be that point at which the individual is assessed by his/her 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 the completion of the Education Component, information about the treatment will be obtained and a determination of the necessity of further treatment will be made by the IDRP Clinical Evaluator who performed the clinical evaluation and exit interview.

IDRP Clinicians are expected to do the following:

- Conduct a complete assessment
- Develop a treatment plan that addresses all substance use disorder diagnoses
- Complete the Treatment Information Form in full by:
    - Consulting with and request records from clinicians who provided other treatment sessions.
    - Completing an individualized treatment plan that is a collaborative effort between the treatment provider and the individual.
    - Ensuring that treatment goals should address all substances that the client uses or that impact the client's ability to safely operate a motor vehicle.
    - Signing the TIF. The clinician is attesting to the fact that everything included in the TIF is accurate to the best of their knowledge. Signing does not necessarily mean that the client's driving privileges will be reinstated.
- Submit paperwork to IDRP Clinical Evaluator or ADAP IDRP Program Administrator within five (5) business days of the participant's final session. The TIF does not need to be signed by the IDRP Clinical Evaluator if there is no exit interview required.

    - IDRP Provider Phone and Fax Numbers by region:

Region	**Agency**	**Phone number**	**Fax number**
Bennington	Turning Point Center	802-753-7369	802-753-7369
Brattleboro	Brattleboro Retreat	802-258-6928	802-258-3743
Burlington	Howard Center	802-488-6150	802-488-6153
Middlebury	CARTER, Inc.	802-373-1434	888-923-3476
Montpelier	Central Vermont Substance Abuse Services	802-223-4156	802-223-4332
Morrisville	CARTER, Inc.	802-373-1434	888-923-3476
Newport	Nek Counseling	802-673-4907	802-334-3339
Rutland	Rutland Mental Health	802-747-3588	802-775-7196
St. Johnsbury	Northeast Kingdom Human Services	802-748-1682	802-748-0211
St. Albans	CARTER, Inc.	802-373-1434	888-923-3476
Springfield	Health Care & Rehabilitation Services	802-886-4500	802-886-4560
White River Junction	Rutland Mental Health	802-747-3588	802-775-7196
IDRP Central Office		802-651-1574	1-866-272-7989

Participants are required to have had their final session with an IDRP Clinician within 60 days of the treatment exit interview or receipt of Treatment Information Form to the IDRP.

Clinicians who are providing treatment services within the ADAP preferred provider network must adhere to the ADAP 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.

Inpatient or residential treatment can be applied towards the IDRP treatment requirements for people with first and multiple offenses. Participants must be successfully discharged (the client did not leave against medical advice or was administratively discharged) from the inpatient or residential facility and the IDRP must receive the discharge summary and aftercare plan in addition to the Treatment Information Form and proof that the participant followed through with the aftercare plan.

Exit Interview

It is at the discretion of the IDRP Clinical Evaluator if an Exit Interview will be required of each participant. This determination will be made during the Clinical Evaluation, and the participant will be instructed to schedule the interview when other components of the Program are completed (Education Component and/or treatment).

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

It is the responsibility of the participant to schedule the exit interview and for the participant's IDRP Clinician to send the Treatment Information Form to the IDRP Clinical Evaluator.

The IDRP Clinical Evaluator must use content in the Treatment Information Form to guide the conversation and cannot be completed if the Treatment Information Form has not been received and reviewed.

After the Exit Interview(s)

If the Treatment Information Form is approved by the IDRP Clinical Evaluator or IDRP Clinician, it will be sent to the IDRP Central Office for review. Once all the necessary paperwork (Treatment Information Form, Release of Confidential Information, Completion Report) has been received from the IDRP Clinical Evaluator and/or IDRP Clinician, the ADAP IDRP Program Administrator will conduct an administrative review to ensure that the number of sessions and length of time in treatment adhere to the Vermont Impaired Driver Rehabilitation Program Administrative Rules. If the IDRP Central Office finds that the process or requirements were not upheld, the TIF may be rejected and a Notice of Decision will be sent to the IDRP Clinician, the IDRP Clinical Evaluator (if applicable), and the participant.

If the paperwork satisfies the administrative requirements, the ADAP IDRP Program Administrator will send notification to the Vermont Department of Motor Vehicles that the participant has completed the IDRP. This notification will occur within ten (10) business days from receipt of paperwork from the IDRP Clinical Evaluator or IDRP Clinician.

Providers can request confirmation from the ADAP IDRP Program Administrator a participant's DMV record if they have reason to believe that the participant has received a subsequent impaired driving offense since initiating the IDRP.

4. Documentation

Since the IDRP has several steps, there are forms that need to be completed at different points of completing the Program. All of the 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 the IDRP Providers.

The following forms will need to be completed for all IDRP participants and should be faxed (1-866-272-7989) to IDRP when the evaluation is completed:

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

Additionally, the Treatment Information Form is required for participants who are required to complete treatment.

Documentation regarding the participant's treatment should not 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 has initiated the 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

If participants would like any 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 would 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 ADAP IDRP Program Administrator in order to facilitate the process. The IDRP Clinical Evaluators, Facilitators, or IDRP Clinicians should not send information directly to non-IDRP entities.

5. Staffing

IDRP Facilitators and Clinical 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, ADAP IDRP Director must be notified as soon as possible in order to update contact information documentation and ensure that services are uninterrupted.

IDRP Clinical Evaluators will be required to schedule a meeting with the ADAP 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 Clinical Evaluator is expected to email the ADAP IDRP Program Administrator when he/she plans to be on vacation. The notice should include the dates and who will be covering in his/her absence.

The IDRP Clinical Evaluator is prohibited from acting in a dual role within the IDRP program. This means that the IDRP Clinical 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 in order to continue to be included on the list of clinicians provided to the participants.

6. Quality Assurance

If the IDRP Provider is also an ADAP 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 ADAP, when requested.

ADAP may conduct record reviews, site reviews, or investigations of any current provider or provider proposing to provide services for the purposes of ensuring compliance with these standards. ADAP staff 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 ADAP in accordance with the guidelines outlined in the grants.

Additionally, IDRP Clinical Evaluators and Facilitators may be required to submit additional documentation, when requested by ADAP, for quality improvement, compliance, and appeals.

ADAP will run biannual checks on the professional licenses of the IDRP Clinicians and Clinical Evaluators.

ADAP performs daily audits to ensure that participants' paperwork is being processed internally in a timely manner and notifications sent to DMV were successfully received. ADAP performs weekly audits to minimize any errors in internal paperwork processing.

ADAP will provide regular, yearly trainings for Facilitators and will work collaboratively with the representatives of the IDRP curriculum to ensure that timely and enough training is provided. Facilitators must participate in training and coaching activities to ensure fidelity to the curriculum. If the facilitator is not providing the curriculum in a manner that does not align with the developers of the curriculum, the facilitator must engage in a 30-day corrective action plan to remedy deficiencies. Within 30 days of the completion of the corrective action plan, if the deficiencies are not addressed and cannot provide the curriculum in an approved manner, the facilitator will cease providing facilitation services immediately. If the facilitator wants to resume providing services, he/she must attend any identified trainings and incur any potential costs.

7. Appeal Process

An IDRP participant may appeal the decision of the IDRP Clinical 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
- a release 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 Clinical Evaluator, review any other pertinent information obtained, and consult the ADAP 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, he or she may appeal in writing to the ADAP Division Director within 60 calendar days from the IDRP Director decision. The ADAP Division Director has 90 calendar days to address the appeal.

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

8. 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.

9. Fees

The IDRP fees are determined in statute 23 VSA § 1209a.

The fee schedule for the clinical evaluation is $180 and the fee for the Education Component is $220.

No refund can be made for fees paid for services that have been provided. Refunds will only occur if a 48-hour notice of non-participation is given to the program prior to the start of the program.

Regarding the time allowed for cancelation, 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” means before the day of the program. If the program starts on Friday, the individual will need to notify the program by end of day Thursday. Since Vermont Statute states that the maximum fees that can be charged for the weekend program, IDRP Providers can charge a cancelation fee but the total of the cancellation fee plus the registration fee cannot go over the maximum allowable amount in statute. This would mean that the program would be able to charge the maximum allowable amount minus the program fee.

The IDRP Providers, Clinical 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.

A portion of the per person cost of the Education Component fee and the Clinical Evaluation fee must be remitted to ADAP. Providers will be sent invoices on a quarterly basis and will include the name of the clients who received services during that time period. ADAP 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. This means that the July invoice will be for services provided January through March.

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 individuals is reregistering one time on a previously paid registration for the education component.

10. 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 several states to exchange information concerning license suspensions and traffic violations of non-residents and forward them to the state where they are licensed known as 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.

The IDRP interacts with many people who are either a Vermont resident with an out of state impaired driving offense or a non-Vermont resident with a Vermont impaired driving offense. For people who do not live in Vermont and have a Vermont impaired driving offense, they can complete a state-approved impaired driving program for the state that they are a resident of.

Vermont IDRP will accept 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.

11. Ignition Interlock Device (IID) and Restricted Driver's License (RDL)

An Ignition Interlock Device, referred to as an "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 Ignition Interlock Device Restricted Driver's License, referred to as an "RDL", allows individuals to drive non-commercial vehicles equipped with an ignition interlock device, 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.

More information can be found at: http://dmv.vermont.gov/licenses/suspensions/ignition-interlock-device. For specific questions, please contact the DMV RDL Unit at (802) 828-2061.

12. Frequently Asked Questions

Q. How much does IDRP cost?

A. The IDRP Program cost is $400 for the non-intensive program ($180 for the evaluation and $220 for the Education Component). The cost for the intensive program varies by location due to the cost of meals. The base rate for each program is the same.

Q. How do I register for IDRP?

A. To register for IDRP, you will need to contact the location at which you would like to attend. A list of IDRP location and phone numbers can be found on our website at: https://www.healthvermont.gov/idrp.

Q. When should I expect to have my license reinstated after my last exit interview?

A. If all the requirements have been met, participants' paperwork should be sent to Vermont DMV 12 business days after the exit interview. The DMV usually processes the paperwork between 3-5 business days.

Q. Do I need to complete the IDRP prior to getting an ignition interlock device installed?

A. No; however, individuals with an ignition interlock device would need to complete the IDRP prior to getting it removed or would be placed under suspension if they did not.

Q. Are online programs accepted?

A. There are no online courses that are accepted for Vermont residents. If you a resident in another state and that state accepts online programs, then it may be accepted by Vermont. Please call IDRP Central Office at (802) 651-1574 to confirm.

Q. I've completed the Safe Driving Program. Can this take the place of IDRP?

A. No, individuals with an impaired driving charge, must complete IDRP in order for their license to be reinstated. The Safe Driving Program may be an additional court or probation requirement.

Q. What form does my counselor need to fill out once I have completed my required counseling?

A. Your counselor must complete the IDRP Treatment Information Form. This form can be found on our website at: https://www.healthvermont.gov/idrp.

Q. Are urine drugs screens and abstinence required?

A. Participants may be asked to submit urine drug screens and/or engage in a period of abstinence from substances from the IDRP Evaluator or the IDRP clinician.

Q. How do I schedule my exit interview?

A. Once you have completed your required counseling, you will need to contact your IDRP Evaluator to schedule an exit interview.

Q. I live out of state and need to complete a program. What programs are accepted by IDRP?

A. For information on IDRP accepted out of state DUI programs and out of state requirements, you may view our website at: https://www.healthvermont.gov/idrp. You may also contact IDRP Central Office at (802) 651-1574.

Q. I have a lifetime suspension. What are my treatment requirements?

A. If you have a lifetime suspension, due to three or more impaired driving charges, you must complete an IDRP clinical evaluation, 20 hours of counseling over a minimum period of 24 weeks with a Licensed Alcohol and Drug Counselor, and you will need to contact the Vermont DMV to apply through the Total Abstinence Program. For more information about the Total Abstinence Program, contact DMV at (802) 828-2067.

Q. What do I need to do if my charge was dropped and no longer appears on my Vermont driving record?

A. If your impaired driving charges (both civil and criminal) were dropped, you do not need to complete the IDRP; however, there are instances where completion of the IDRP will be required either by the court or other entity.

Q. Can I begin the IDRP before I go to court?

A. Yes. Individuals can complete the IDRP prior to a suspension appearing on their DMV record. The paperwork should follow normal procedures.

Q. Can I begin my treatment sessions before I complete the education component?

A. Yes. As long as treatment sessions are after the offense, they may count towards any minimum treatment requirement.

Appendix A – Sample Evaluation Roster

IDRP Location: _____

Date: _____

IDRP Evaluation Roster

	Participant Name	Date of Birth	Phone Number
1			
2			
3			
4			
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