

Impaired Driver Rehabilitation Program
108 Cherry Street, PO Box 70
Burlington, VT 05402-0070
Telephone: 802-651-1574
Fax: 866-272-7989

Impaired Driver Rehabilitation Program (IDRP) Treatment Information Form Instructions

Purpose

The *IDRP Treatment Information Form* (TIF) is a document that provides a mechanism for the IDRP Evaluator to determine if the therapy that the IDRP client received was sufficient in assisting the client achieve substantial progress in addressing his/her substance use issues. The TIF must be completed by the clinician providing treatment for an IDRP client who is required to complete treatment before getting their license reinstated. The clinician must outline whether the client is assessed to be at low risk to reoffend.

Treatment Requirements

The minimum treatment requirements are outlined in a *Treatment Requirements for License Reinstatement* document and align with the Vermont Impaired Driver Rehabilitation Program Administrative Rules. The *Treatment Requirements for License Reinstatement* is provided to the client by the IDRP Evaluator. For first offenders, if treatment is determined to be necessary by the IDRP Evaluator, treatment must consist of a minimum of four (4) hours in no fewer than four (4) weeks. Clients with two or more convictions (including clients with life suspensions who are completing the Total Abstinence application) must complete 20 hours of treatment over a minimum of 24 weeks. Please note that these are the minimum requirements. The clinician should determine the length of treatment that should be required in order to determine when the client is at low risk to reoffend.

Information from IDRP Intake

The client will be provided a copy of the *IDRP Intake Information Form* by the IDRP Evaluator in order to bring to the clinician. The *Intake Information Form* provides information from the IDRP screening tools the client completed at the IDRP intake in addition to notes taken by the IDRP Evaluator during the IDRP intake interview. If the client is unable to provide a copy of this form, the client may request another copy or it can be sent directly to the clinician from the IDRP with an appropriate *Confidential Release of Information Form*.

Sections of the Treatment Information Form

1. Complete client's demographic information.
2. Indicate the client's status at the time the TIF is being completed. The options are as follows:
 - Client has completed or shown substantial progress in completing a therapy program, or
 - Client has NOT completed or shown substantial progress in completing a therapy program
3. Indicate when treatment began and ended, along with number of sessions and number of hours. If treatment is ongoing, place the date at which substantial progress was achieved in

the end date field. The last counseling session must be within 60 days of IDRP receiving the form. A lapse in treatment (more than 60 days) will require at least one updated session.

4. DSM 5 Diagnosis: List all of the diagnoses of the client that are impacting the client's risk to reoffend and will addressed in therapy.
5. Treatment Goals: List all treatment goals, which are connected to the diagnoses. Indicate whether the goal is *Met or Not Met*. Not Met is only used when a client has NOT completed or made substantial progress with their therapy program. Treatment goals should address all substances that the client uses or that impact the client's ability to safely operate a motor vehicle.
6. Behavioral Changes / Comments: Clinicians should communicate clearly on the TIF the rationale for assessing that the client is at low risk to reoffend or continue to have problems related to substance use.
7. Once the TIF has been completed, it must be sent to the IDRP site at which the client enrolled in the program (a list of IDRP providers can be found at: <http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/idrp>). The TIF is reviewed by the IDRP Evaluator, who will either: 1) schedule an Exit Interview, or 2) will return the form to the clinician with feedback and/or clarifying questions, if needed. Forms must be sent directly from the clinician and cannot be sent through the client. If the client completed the IDRP Weekend Program, the TIF should be faxed directly to IDRP Central Office at 1-866-272-7989.
8. By 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 should be reinstated.

After Treatment is Completed

If the participant does not need to complete an exit interview (this is determined by the IDRP Clinical Evaluator), then the TIF can be faxed directly to: 1-866-272-7989.

If the participant does need to complete an exit interview and once the IDRP Evaluator receives all completed documentation, the IDRP Evaluator will determine the client's understanding of the counselor's diagnoses, progress in treatment, maintenance strategies and motivation during an Exit Interview. If the Treatment Information Form is approved by the IDRP Evaluator, it will be sent to the IDRP Central Office for review. If the IDRP Central Office has questions they may reject the TIF and send copies of the rejection to the clinician and the IDRP Evaluator and the client. If the IDRP Central Office approves the Treatment Information Form, it will be sent to the Vermont Department of Motor Vehicles for processing.

Processing time can take up to 12 business days to be sent to DMV, and DMV may take an additional three business days to reinstate the client's license.