



# Impaired Driver Rehabilitation Program Treatment Information Form Instructions

July 2024

## Purpose

The Impaired Driver Rehabilitation (IDRP) Treatment Information Form (TIF) is a document that provides a mechanism for IDRP Central Office to determine if the counselling an IDRP participant received was sufficient in assisting the participant achieve substantial progress in addressing issues related to their substance use.

The TIF must be completed by the clinician providing treatment for an IDRP participant who is required to complete treatment before getting their license reinstated. The clinician must outline whether the participant is assessed as low risk to reoffend with another impaired driving offense.

## IDRP Evaluation Information

Participants will be provided a copy of the IDRP Evaluation Information Form by the IDRP Evaluator to bring to the clinician completing IDRP treatment requirements. The IDRP Evaluation Information Form provides information from the IDRP intake, including information from screening tools the participant completed and notes taken by the IDRP Evaluator during the intake interview. If the participant is unable to provide a copy of this form, the participant may request another copy, or it can be sent directly to the clinician from the IDRP Central Office with a valid Release of Confidential Information Form.

## IDRP Treatment Requirements

IDRP 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. Clinicians providing treatment services within the DSU Preferred Provider Network must adhere to the DSU Substance Use Disorder Treatment Guidelines.

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".

- First Offenses - the minimum treatment requirements for people with one offense are **4 treatment hours in no fewer than 4 weeks**. IDRP Evaluators may recommend more treatment hours and/or longer engagement in treatment.

Clinicians may require more than the minimum to ensure participants have made substantial progress and met treatment goals.

- Second or Multiple Offenses - participants with two or more impaired driving offenses 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. Clinicians may require more than the minimum to ensure participants have made substantial progress and met treatment goals.

### Sections of the Treatment Information Form

1. Participant Information: document participant's name, date of birth, phone number, and current address.
2. Evaluation Information:
  - Indicate whether participant **has** or **has not** shown substantial progress in their treatment program.
  - Enter the beginning date of the participant's treatment engagement
  - Enter the end date of the participant treatment engagement. If treatment is ongoing, enter the date at which substantial progress was achieved towards goals as the end date.
  - Enter the total number of treatment sessions the participant completed.
  - Enter the total number of treatment hours the participant completed.
3. Participant Diagnosis & Goals: document the participant's DSM or ICD-10 diagnosis/diagnoses that impact their risk of reoffending. Information *must* include at least one alcohol or drug-related diagnosis, related to participant's impaired driving offense. Mental health diagnoses may be included if relevant to participant's alcohol or drug use but are not required.

Document treatment goals developed in collaboration with participants. Treatment goals may not be exclusively related to completion of IDRP or license reinstatement and must address all substances that the participant uses or that impact the participant's ability to safely operate a motor vehicle. Goals not related to substance use (housing, vocational, etc.) do not need to be included unless they also pertain to the individual's substance use goals. For each goal, indicate the disposition (Met or Not Met) at the participant's last treatment session.

Document any behavior changes the participant has made to support their successful IDRP completion. This might include but is not limited to abstinence, reduction in substance use, or participation in self-help (i.e. AA, NA) or recovery groups.

4. Certification: The clinician who completed should document their name, license number, organization affiliation (if applicable), address, phone number, and email address. If the clinician is working towards licensure, they must include the name and license number of their supervisor. When completed, the clinician must sign and date (e-signature is acceptable).

**Important:** The TIF must be submitted to the IDRP Central Office within 60 days of the participant's last treatment session. A lapse in treatment (more than 60 days) will require at least one updated session to ensure continued progress.

### Following Treatment Completion

When the IDRP Treatment Requirements have been met, or when the participant has completed or shown substantial progress in completing treatment **and** all treatment goals are met, the TIF should be sent to the IDRP Central office for review.

Treatment Information Forms indicating a participant has not completed or shown substantial progress in completing treatment, or with unmet treatment goals, **will not** be approved by IDRP Central Office

Clinicians should mail, email, or fax the completed TIF to IDRP Central Office; TIFs submitted by participants will not be accepted. If IDRP Central Office rejects the TIF, a notice of rejection will be sent to the clinician with indication why it was rejected (i.e. goals not met, minimum sessions not met). If IDRP Central Office accepts the TIF, a notice of IDRP completion will be sent to the Vermont Department of Motor Vehicles (DMV). DMV processing time may be up to ten business days, and it may take an additional three business days to reinstate the client's license. IDRP Central Office can and does not have influence over DMV processing time. Questions about license reinstatement should be directed to the DMV.

### Contact Information

If you have questions or need additional information, contact IDRP Central Office Monday-Friday, 7:45am-4:30pm:

Impaired Driver Rehabilitation Program Central Office  
Department of Health, Division of Substance Use Programs  
280 State Drive NOB 2 North  
Waterbury, VT 05671-8340

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**Phone:** 802-651-1574

**Fax:** 866-272-7989