

POLICY

The Criminal Justice Referral Authorization Form is initiated with the client by Providers in the DADS Adult System of Care during the assessment appointment or by Intake staff when a client has been assessed and referred by Gateway Assessment Center.

PROCEDURE
All Providers

When initiating the Criminal Justice Referral Authorization Form, inform the client about the purpose and limitations of confidentiality protection. Make sure that the client understands that this consent is....

....“not revocable until there has been a final disposition or formal and effective termination or revocation of the client’s release from confinement, probation, or parole, or other proceedings under which s/he was mandated by the Court into AOD Treatment...”

Complete the Criminal Justice Referral Authorization Form by recording the required information in the spaces provided and having the client sign the form. Be sure that the client receives and signs that s/he has been given a copy of the authorization.

Retain the original Criminal Justice Referral Authorization Form in the client’s chart and include the form when faxing a client's documents to the providers designated on the form.