

90-120.4. INTAKE

**A.
General**

This section provides information regarding the Substance Abuse Services requirements during the Intake process.

GRPG Letter #73 (1/14)

**B.
Policy**

The applicant must agree to cooperate with substance abuse services cooperation prior to approval. Attendance at Orientation is not required before approval. RRCs will stamp or sign the lower portion of the appointment letter as proof of cooperation. A copy of form 11-90 HHS, Substance Abuse Services Orientation Sign-In Log, may be used as back up for verification.

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**C.
Client Attends
Orientation**

The applicant must attend the scheduled substance abuse services orientation before the GR Intake appointment, if possible. The applicant must also enroll in the program so that the assessment can be completed. The RRCs will not complete an assessment until the applicant has attended an orientation and enrolled in the program. Failure of the applicant to attend the orientation or to enroll in the program is considered non-cooperation and results in ineligibility for GR benefits. The applicant may also be placed on a waitlist. The applicant must comply with waitlist activities so that he/she is not removed from the waitlist.

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**D.
Client
Cooperates –
Not
Chemically
Dependent**

If the RRC completes the Assessment before the Intake and indicates that the applicant was determined to be Not Chemically Dependent (NCD) and cooperative, the Intake worker will complete the eligibility process and grant aid if the applicant is otherwise eligible.

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**E.
Client
Cooperates –
Chemically
Dependent**

If the RRC completes the Assessment before the Intake and indicates that the applicant was determined to be CD and cooperative, the Intake worker will complete the eligibility process; verbally inform the applicant briefly of continuing treatment obligations, and grant aid if the applicant is otherwise eligible.

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**F.
Non-
Cooperation**

The worker will take the following actions for instances of non-cooperation with treatment requirements.

If the ...	Then the worker will ...
Applicant fails to provide proof of cooperation with substance abuse services and form 11-90 HHSA does not indicate the applicant attended the orientation or assessment or 11-114 HHSA is not completed showing cooperation with waitlist activities,	Evaluate for Good Cause or willful non-compliance.
Intake worker determines non-compliance was willful,	Deny aid. The applicant may reapply and cooperate with treatment requirements without penalty. No sanction shall be applied.

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**G.
Assessment**

The RRCs conduct an assessment after the Orientation when the applicant enrolls in treatment.

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Assessment (continued)

If the ...	Then the individual is ...
Treatment counselor determines that the applicant is NCD or does not have the cognitive ability to participate in the Program,	Deferred from further participation.
Assessment/orientation indicates CD and cognitive ability,	Accepted into the RRC for treatment.

Individuals who were previously determined NCD by an RRC and later appear for an HHSA interview intoxicated shall be referred to an RRC for further evaluation and assessment. This is a mandatory referral. "Presumptive CD" shall be entered on form 11-90 HHSA.

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