

90-120.6. SANCTIONS/COMPLIANCE/GOOD CAUSE

A. General

This section provides information on the treatment of individuals who are reported as being non-compliant with the substance abuse services requirements.

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B. Sanction Policy

Cooperation with treatment requirements shall be a condition of eligibility. Willful failure to comply shall result in discontinuance of aid, 90-day sanction for the first instance, or 180-day sanction for subsequent instances. If willful failure is not established and documented, no sanction shall be applied. See the table below for actions regardless of whether the failure was willful or non-willful.

If the individual is an ...	Then the case shall ...
applicant,	be granted at GR Intake if all other eligibility factors have been met.
recipient,	be discontinued with timely notice and apply the appropriate sanction, if appropriate.

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C. Orientation Compliance

Aid will be discontinued for willful failure to comply with Orientation requirements, including failure to enroll in the program after the Orientation. Timely and adequate notice is required. No sanction shall be applied for Orientation non-compliance.

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D. Waitlist Activities Compliance

Aid will be discontinued for willful failure to comply with Treatment Waitlist activities requirements. Timely and adequate notice is required. No sanction shall be applied for treatment waitlist activities non-compliance.

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E. Treatment Assessment Compliance

Aid will be discontinued for willful failure to comply with Treatment Assessment requirements. Timely and adequate notice is required. No sanction shall be applied for Treatment Assessment non-compliance.

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F. Treatment/ Recovery

Aid shall be discontinued and a sanction applied for willful failure to comply with treatment/recovery requirements. After intake, and after the recipient reports to the Treatment Program site for the recovery services program, treatment program staff determines ongoing requirements. Timely and adequate notice is required. Sanction periods for non-compliance with treatment/recovery requirements shall be 90 days for the first instance of non-compliance, and 180 days for subsequent instances of non-compliance.

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G. Willful Non- compliance and Negligence

Willful non-compliance shall be defined as failure or refusal without good cause to follow program requirements. Lack of good cause may be demonstrated by a showing of either:

- Willful failure or refusal of the recipient to follow program requirements; or
- Three separate acts of negligent failure of the recipient to follow program requirements.

Willful non-compliance shall be documented in Case Comments, including the date(s) of non-compliance and the circumstances corresponding to those dates. If willfulness is determined upon the third instance of negligent non-compliance, the dates of all three instances must be documented in the Case Comments as well.

H. Examples

The table below shows some examples of non-compliance situations and the determination.

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Examples (continued)

Situation	Determination
Client is given appointment for screening and bus pass for travel, then fails to attend screening and provides no excuse.	Willful
Client fails to report for drug testing and provides no excuse.	Willful
Client fails to report to treatment group session for recovery, after two previous acts of negligent failure to comply with requirements.	Willful
Client is given directions regarding when and where to report for screening, then fails to report to the RRC after the self-help meeting, claiming to have misunderstood directions.	Negligent
Client arrives 30 minutes late for orientation/treatment/recovery.	Negligent

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I. Good Cause

If it is determined that the recipient had good cause for non-compliance, the recipient shall continue with Treatment Program requirements, and no sanction shall be applied.

Good cause shall be defined as verified circumstances beyond the recipient's control that prevented him/her from complying with treatment requirements. Circumstances beyond the recipient's control may include:

- A medical emergency, hospitalization, doctor's appointment, personal/household illness, or crisis on the day of the absence;
- Incarceration, arrest, jail or required court appointments;
- Prearranged job interview;
- Employment or paid training; or
- Other verified circumstances beyond the recipient's control.

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J.
Verification of Good Cause

Verification of circumstances beyond the recipient's control is required unless it is impossible for the recipient to obtain such verification. Supervisors must approve exceptions to the good cause verification requirement (sign-off on case comments or gram). Good cause shall be documented in Case Comments, including the date of non-compliance and the corresponding good cause criteria.

K.
Work Project Assignments

If possible, Work Project assignments and treatment requirements should be scheduled so as not to conflict or overlap. Mandatory attendance at a treatment group or educational session that conflicts with the Work Project is a valid excuse for missing a day of the Work Project assignment. Attendance at self-help meetings, however, which are available in several locations and times on a daily basis, shall not be a valid excuse for non-cooperation with Work Project requirements.

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