

DWI Out of State Review

To facilitate a completion of an E508 I need to review several items. You may find it helpful to print this form and use it as a check list. The first three forms are attached to this checklist.

- ___ 1. DWI Face Sheet – Name, Address, phone number, basic demographic information
- ___ 2. Release of information –(ROICJ form) - Initial blanks beside NCDMV and NC – MHDDSAS – also initial blanks at the line starting “my diagnosis...” sign and date at the bottom. Don't forget the witness signature – it can be roommate, friend, neighbor – DOES NOT need to be notarized.
- ___ 3. Release of Information (ROI TX providers form) Complete a separate release for each agency that you will be submitting clinical information for. To complete this release you must include the agency you have a Treatment/assessment relationship with and my name, twice in reverse order as follows:

I, _____ (Your full name here) _____, authorize
[patient's name]

___ XYZ Treatment Provider Telephone # / Jeff Jaworski LPC, LCAS, CCS_ to disclose
[name or general designation of individual or entity making the disclosure]

___ _____ assessment, diagnosis, treatment recommendations, attendance and progression in treatment
[describe how much and what kind of information may be disclosed, including an explicit description of what substance use disorder information may be disclosed; as limited as possible]

to _____ Jeff Jaworski LPC, LCAS, CCS / XYZ Treatment Provider Telephone

[name of recipient entity, which has a treating provider relationship with the patient]

for the purpose of _____ completion of out of state review for NC DMV _____.
[describe the purpose of the disclosure; as specific as possible]

sign and date at the bottom. Don't forget the witness signature – it can be roommate, friend, neighbor – DOES NOT need to be notarized.

- ___ 4. NC Driving Record. IF Licensed in NC go to www.ncdot.gov/dmv - “Online services” and request “uncertified copy on line” IF never licensed in NC please print and complete the following form: https://www.ncdot.gov/download/dmv/DL_dppa_2.pdf

(Tips: Your E508 can not be completed without specific information from your NC Driving Record from NC DMV. While it may appear to be easier to get a driving record from a third party source it can often delay processing your E508. Written requests for records are completed fairly quickly. Don't forget to indicate \$10 “Non Certified Complete” – middle option on the form. IF licensed out of state do this step early as normally takes 10-21 days to turn around via postal mail)

- ___ 5. Driving Record. A complete copy of your driving record including other states in which you are licensed. These records do not have to be “certified state copies” and may be obtained from your state DMV under “uncertified” driving records. They must be the longest duration obtainable. Some states only provide uncertified records for the past 7 yrs. This is ok, however if your state gives you the option you must select the longer duration one.
- ___ 6. Copy of your BAC report - usually you can obtain this from your attorney or clerk of court
- ___ 7. .Copy of your ticket – usually you can obtain this from your attorney or clerk of court

___ 8. Assessment information – Assessments are face to face clinical interviews, that utilize standardized instruments such as ASI, SASSI, MAST, to formulate a diagnosis and education/treatment recommendation based on ASAM criteria. NC requires minimal educational/treatment recommendations based on a variety of factors including, but not limited to, diagnosis, BAC, and ASAM criteria. A brief letter or form outlining the date of the assessment, standardized tool(s) used, diagnostic information based on DSM-V, recommendations for education/treatment, compliance with DWI laws standards within that state, signature & credentials of person completing assessment. ("No education or Treatment" is not acceptable – every one is required to complete a minimum education and or treatment intervention based on the assessment. If your assessor is uncertain of minimum program content in your state or NC you and your assessor are encouraged to coordinate treatment recommendations with an NC treatment provider.)

___9. Education/Treatment – A discharge summary or brief letter from your provider is appropriate. Must include start date of service, end date, service type and frequency and brief summary of goals/objectives addressed. A brief statement regarding agency/provider's credentials in relation to DWI services in that state.

___10. Written summary of events. Please be sure to include ALL lifetime arrests for DWIs AND OTHER alcohol/drug related offenses. (IE under age drinking tickets, drug possession, etc) An example may be something to the effect of: "March 2018 arrested for DWI, April 2018 completed an assessment with XYZ provider at 252-123-1111 which recommended ABC – Started recommendations in May of 2018 with XYZ provider at 252-123-1111 and completed it in October of 2018. Convicted of DWI February 25, 2019."

___11. \$125 Check or money order payable to Atlantic Coastal Counseling

It is very helpful if you can send all of this information at one time.

Atlantic Coastal Counseling
Jeff Jaworski
PO BOX 1639
Manteo, NC 27954

A PDF file of all of the above information in order will also be acceptable and may be sent via email.

The fee for out of state reviews is \$125 due at the time of processing and reviewing the case. Checks or money orders can be made payable to Atlantic Coastal Counseling and mailed to the PO BOX above. A \$5 processing fee will be applied to credit cards processed over the phone for email reviews.

If you have questions or I can be of further assistance please feel free to call at 252-441-1802 or email at jjaworski@atlanticcoastalcounseling.com

Jeff Jaworski LCMHC, LCAS, CCS