



PROGRAM CONTRACT B DRIVING UNDER THE INFLUENCE PROGRAM

Cascade Circle, Inc. (CCI) Driving Under the Influence Program (DUIP) is licensed by the State of California and operates under the authority of Title 9 and the California Health and Safety Code. The County Health and Human Services Agency exercises supervisory authority over DUI Programs.

PROGRAM GOAL:

During enrollment the DUIP will provide you with strategies to evaluate your relationship with alcohol and/or other drugs, tools to identify your triggers of use and multiple processes for instituting the changes you need to make in order to never drive under the influence again. These concepts of Self Evaluation, Identification of Triggers and Making Changes begin at the enrollment session and continue throughout the program groups, education and individual sessions. We hope you will take these concepts and tools and use this opportunity to make your identified changes.

1. COMPONENTS OF THE PROGRAM:

- **Education Classes** – These classes are designed to give you information on the legal, medical and social problems associated with the use and abuse of alcohol and drugs.
- **Group Sessions** - Group will provide an opportunity for you to examine your own behavior and personal choices and provide a supportive environment for any needed changes.
- **Face to Face** – In these individual sessions we will assess your progress in the program and discuss any administrative or personal matters that could create a barrier to your successful completion of the program. **Exit face to face appointments are not on the schedule and you **must call** after your last activity to get your exit appointment details. This pertains to all length of programs except 12-hour education only.
- **Alcohol/Drug Assessment** – Within 60 days of participation, we will help you evaluate your alcohol/drug use through the use of an assessment tool. This assessment is a first step towards empowering you to make the decisions necessary to avoid further problems with alcohol/drugs.
- **Re-entry Sessions** – (18-month program only) – During the last six months of participation, you will attend 5 monthly re-entry sessions. These sessions focus on community re-entry activities with self-help, employment, family, relapse prevention and other areas of self-improvement. (Note: c. Face to Face above about EXIT)
- **Other County Requirements** – Self-Help Meetings or Victim Impact Panel: If the County where you are attending requires you to attend Self-Help Meetings as an additional DUI Program requirement you **MUST** complete these meetings as instructed by the Court and provide proof of attendance to the DUIP prior to your final face to face session. It is advised to provide proof monthly to prevent negative report to the Courts.

2. CONFIDENTIALITY

- CCI DUIP is covered by both State and Federal laws protecting the confidentiality of the program participants. We cannot discuss your case or verify your involvement in the program

with anyone without a signed release from you. The law requires that disclosures related to child or elderly abuse, threats or danger to self or others be reported to appropriate authorities.

- By signing this contract, you agree to respect the right of confidentiality of other participants by not revealing any information to any person, agency or institution that might reveal the identity of any other participant in the program. Breach of this may be cause for termination.

3. GRIEVANCE PROCESS

- The Administration Office is your primary contact to guide you through the program but the entire staff here at CCI is here to assist you. If you find you have a concern that you cannot resolve, ask to speak to a supervisor or manager, if your problem is not resolved, you may submit in writing or telephone the: Department of Health Care Services, DUI Program Unit, P.O. Box 997413, MS 2602, Sacramento, CA 95899-7413. Phone (916) 322-2964; Fax (916) 440-5229

4. ABSTINENCE FROM THE USE OF ALCOHOL AND OTHER DRUGS

- All program participants must comply with the State of California program sobriety regulation. This means that you will not **enter CCI** with any measurable amount of alcohol in your system or any drugs that cause you to be impaired. If you appear on CCI premises at any time with a measurable amount of alcohol in your system or appear to be impaired by drugs, you will be dismissed from the program.
- Those who refuse to submit to a breath test or provide drug test results will be dismissed.
- Participants who are arrested for another DUI after enrolling will be dismissed for program sobriety once they are convicted for their subsequent DUI.
- CCI encourages all program participants to maintain total abstinence from alcohol and other drugs during their program as way to explore their relationship with alcohol and/or drugs.

5. MISSED ACTIVITIES

- Attendance at program activities must be given priority and we encourage you not to miss any activity. If you must miss an appointment or activity it will fall into one of the following categories:
 - **Reschedule:** A missed appointment or activity is classified as a Reschedule when you contact the office to reschedule by phone or in person **before** the appointment or activity begins.
 - **Missed Activity/Absence:** A missed appointment or activity is classified as an Absence if you fail to contact CCI before it is missed. If you exceed the allowed number of allowed absences for your program you will be dismissed from the program. (See Contract A)
 - **LOA:** See #6 below
- All missed Class/Group activities must be made up as soon as possible to prevent extending the program exit.
- A Missed Activity Fee or Rescheduling Fee will be charged for each Reschedule or Absence.
- Missed activity or Rescheduling Fee are due **as they occur** and will be charged to your account as due.
- There is no grace period, and you will receive an absence if you are late to any activity.
- You will not receive credit if you leave an activity early or return from a break after activity reconvened.
- Missed face-to-face appointments are scheduled for the following week and you must call for date/time.

- Missed Re-entry Sessions are scheduled for the next available and you must call for date/time.

6. LEAVE OF ABSENCE (LOA)

- A Leave of Absence is available for participants who cannot attend program activities for a period of time.
- A Leave of Absence and extensions will not be approved without appropriate documentation.
- To return from approved Leave of Absence you **MUST CALL** and report back into services.
- A leave of absence must fit one of the following criteria and must be verified with documentation.
 - Military responsibility requiring an extended absence; Work responsibility requiring extended travel; Extended illness or medical treatment of participant or family member; Incarceration; Residential alcohol or drug abuse treatment program; Extreme personal hardship or family emergency; Pre-planned Vacation (only if all missed activities are made up and payments are current)

****NOTE:** Leave of Absence time will not be counted as active participation time.

7. PROGRAM RULES

- Food and drinks are not allowed inside the building except in designated locations. Smoking or other forms of tobacco use is not allowed within 20 feet of any doorway of the buildings. CCI is a Drug Free Area
- Visitors or children are not allowed in the program activities.
- Children are not to be left unattended on CCI premises at any time.
- Waste and cigarette butts are to be placed in proper receptacles.
- No part of the building shall be modified or defaced.
- Appropriate attire is required for all CCI activities. No sunglasses are allowed in activities.
- Sleeping or appearing to be asleep during program activities may result in an absence.
- All participants are encouraged to participate in their activities and to respect other participants.
- Participants who appear to be under the influence agree to submit to a breath/drug test or face dismissal.
- Electronic devices and cell phones must be turned off or set to silent mode during program activities.
- Dismissal may occur if missing two Re-entry Sessions in a row. (See 5. Missed Activities)

8. DISMISSAL: The State of California requires that CCI **MUST** dismiss any participant who:

- Fails to participate in required program activities within 21 days of transfer to another California DUI Program licensed by the Department of Health Care Services.
- Fails to maintain program sobriety, including refusal to test or conviction of a subsequent DUI.
- Fails to comply with driving under the influence program rules.
- Failure to attend program services for 21 days or longer without obtaining an approved leave of absence, in accordance with Section 9876.5. This section does not apply to multiple offenders in the last 6 months of the 18-month program. In this phase of the program participants will face dismissal if 2 re-entry sessions are missed in a row. Participants must contact the office after a missed re-entry appointment and inquire as to the make-up appointment scheduled. Failure to attend make-up will cause dismissal.
- Exceeds the number of absences allowed in Section 9786(d).

- Failure to resume attending program activities within 21 days of the scheduled return from Leave of Absence.
- Is physically, verbally abusive or acts in a threatening manner to staff or other program participants.
- Fails to pay, within 30 days of the date due, his/her program fee assessed in accordance with the requirements of Section 9879; or fails to reschedule and attend a financial assessment interview in accordance with the provisions of Subsection 9789(j). The program shall not dismiss the participant if he/she pays his/her assessed program fee instead of rescheduling and attending a financial assessment interview.

9. PROGRAM REINSTATEMENT: (Re-Enrollment Following Dismissal)

- Court referred participants who are dismissed from the program may need a re-referral from the court to re-enroll. Upon dismissal CCI will (give Notice) inform you by mail of the dismissal reason. All fees due for past services and additional fees incurred prior to dismissal must be paid to reinstate.
- DMV referred participants who are dismissed, CCI will (give Notice) inform you by mail of the dismissal reason. All fees due for services and additional fees incurred prior to dismissal must be paid to reinstate.
- Participants who return to the program after dismissal may receive credit for activities, they completed provided that the reinstatement was scheduled within two years from the dismissal date.
- The program may refuse to reinstate any participant who fails to pay their past due balance on services received prior to dismissal or was dismissed for physical, verbal abuse or threatening behavior.

10. PROGRAM TRANSFER:

- Participants may transfer within California to another State Licensed DUI Program.
- Participants must pay for all services rendered, plus the required transfer fee.
- Transfers between programs must be completed within 21 days.
- Transfers Out of State are not allowed, you may receive notice of completed services if paid to date.

11. PROGRAM FEES AND PAYMENTS

(PayPal : cascadecircle@cascadecircle.net) (CashApp: \$CascadeCircleInc)

- Payments can be made in person at the administration office, checks, money orders, PayPal and CashApp are accepted. PayPal and CashApp provided records are your proof of payment. All other forms of payment will be issued a receipt. Include your Client Number on all payment methods. Cash is only accepted at Redding (Main Office). Never make a cash payment without getting a receipt.
- If you are unable to make any payment on time or in full, please contact the Administrative Office.
- You can request a financial assessment of your payment schedule. The financial assessment is based on the County's criteria for income levels. You will be required to provide documented evidence of your income.
- Failure to make payments in full and on time, including additional incurred fees will be viewed as an unwillingness to pay program fees and may result in your dismissal and referred back to court and/or DMV.

- 18-month participants must attend a face to face every 14 days during the first 12 months of the program or until the required activities of the first 12-months are completed. If CCI provides additional face to faces due to your failure to complete the required activities, you will be charged for each additional face to face until those activities are completed.
- All program fees must be paid in full before completion paperwork is processed and released to the DMV.
- Participants reinstating or converting to a different program level will pay fees calculated on a fee for service basis for the remaining services needed for completion, based on the current rates at the time of reinstatement or conversion. A reinstatement fee will be charged for re-enrollment after dismissal or a transfer fee to a different program level on the same case post completion.
- The participant is responsible for paying all fees incurred in this contract. If the participant obtains a new conviction; stops attending CCI, and/or attends a longer program when DMV may only require a program shorter in length, the participant will be responsible for paying for all services rendered.
- Final payment must be a cashier's check, money order, PayPal, CashApp or (cash in Redding only). CCI will not accept a personal check for last payment (unless 30 days prior to completion, exit appointment).

12. PROGRAM FEE SUSPENSION

- If your payments become past due, you may be placed in suspension status. If this occurs you will be notified that you must either, bring your account current or arrange for a financial assessment.
- If you fail to make arrangements or bring your account current by the end of the suspension you may be dismissed for non-payment of fees.
- Suspension time is not counted as active participation time and will make your program take longer to complete.

13. PROGRAM COMPLETION

- You will receive a completion letter or certificate after you have completed the program and paid all fees.
- The courts and DMV will be notified of completion by CCI as required. You are responsible for following through on any specific instructions you may have received from the court and/or DMV.
- CCI will not maintain or provide information from program files that have been inactive for more than four years.

I have read, understand and agree to the CCI DUI Program Contract A & B, I have received a copy for my reference.

Client Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Revised 10/01/25