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Procedures for Clients who come in appearing to be under the influence of alcohol or mind-altering substance.

The primary counselor will notify the client of this protocol at their first individual or group session.

1st Infraction

1. Ask to meet with client in a private location (i.e. away from his peers). Ask another clinician and/or employee to accompany you.
2. Administer a Breathalyzer test or drug UA.
3. If the test reads positive, the client will be asked to remain in the waiting area until transportation arrangements can be made. Ask the client to assist the counselor in providing the name and phone number of a family member or friend that can come to pick him/her up.
4. The client must turn in keys to his/her vehicle to staff on duty (arrangements will be made to pick up the key the following day). If clients choose to leave the facility and drive home, the police are to be notified immediately.
5. The referral source will be notified and **Internal Incident Report** will be completed.
6. Incident must be brought to the primary counselor's attention and at the weekly staff meeting.

2nd Infraction

Follow the same procedures as mentioned above, and the treatment team will then make arrangements to determine if a higher level of care is warranted and the client will be provided with alternative/options: inpatient treatment, seek another provider, and will be unsuccessfully discharged from Rio Grande. The referral source will be notified about this incident and **Internal Incident Report** will be completed.

Due to the safety risks involved with the client and with respect to the agency liability, the treatment team does not recommend that the client be allowed to walk home, even if the client insists on doing so. However, staff are not to restrain the client if he/she chooses to walk home.

NOTE: A copy of the Internal Incident Report is to be faxed to the Executive Director immediately.

Client Signature: _____ Date: _____

Clinician Signature: _____ Date: _____