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GOLDEN WILLOW IOP ATTENDANCE POLICY

EXCUSED absences:

- (1) Medical excuse with a doctor's note.
- (2) Death in the family.

Absences Considered UNEXCUSED:

- (1) Work related absences, leaving early, or having to come in late are generally considered unexcused *unless approved by the probation officer or referring agency or authorized by the executive director.*
- (2) Childcare related absences are generally considered unexcused, *unless approved by the probation officer or authorized by the executive director.*

NONCOMPLIANCE:

Level II clients:

Three consecutive unexcused absence as will result in notification to the referring agency that the client is noncompliant. Five consecutive unexcused absence as will result in a final attempt letter, if no response to the final attempt letter the client is to be discharged and a status report will be sent to referring agency.

Level I clients:

Two consecutive on exceed absences will result in notification to the referring agency that the client is noncompliant. Three consecutive unexcused absence as will result in a final attempt letter, if no response to the final attempt letter, the client is to be discharged at a status report is sent to referring agency.

SPORADIC ATTENDANCE/ UNEXCUSED ABSENCES:

Level II clients:

After 6 missed individual and or group sessions (any 6 non-consecutive) the duration of the clients treatment will automatically be staffed regarding extension of treatment.

Level I clients:

After 4 missed individual and or group sessions (any 4 non-consecutive) the duration of the class treatment will automatically be staffed regarding extension of treatment.

Client signature: _____

Date: _____