

Fifth Judicial District  
Department of Correctional Services

Policy Manual

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Approved By:

  
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Department of Correctional Services

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Unit: 5<sup>th</sup> Judicial District Substance Abuse  
Treatment Programs

Subject: Intake and Initial Assessment

## POLICY

To ensure that the 5<sup>th</sup> Judicial District Substance Abuse Treatment Program provides a uniform intake and assessment process.

The Substance Abuse Treatment Program will review biopsychosocial histories on all of the admissions in to the Program in order to complete a thorough assessment of the client's status so that a comprehensive treatment plan can be developed.

## PROCEDURES

1. The assigned Counselor will meet individually with the client within the first seven (7) days of admission into the Program for an interview to gather at minimum the following information:
  - A. Identifying information which will include name, home address and telephone number
  - B. Demographic information which will include date of birth, sex, race or ethnicity
  - C. Presenting problem
  - D. Substance abuse history to include type, amount, frequency and duration of substance use
  - E. Legal history which will describe involvement with the criminal justice system
  - F. Family history which will include a description of the family composition and dynamics
  - G. Peers and friends which will include a description of interpersonal relationships and interactions with persons and groups outside the home
  - H. Education status and history which will describe levels of achievement
  - I. Vocational, employment status and history which will describe skills or trades learned, record of jobs held, duration and reasons for leaving
  - J. Financial evaluation
  - K. Medical and health history to include any incidences of overdoses and any physical indicators of contagious diseases for which necessary action was required in accordance with the Iowa Code
  - L. Psychological history and mental status
  - M. Any other relevant information which will assist in formulating an initial assessment of the client
2. The Counselor will utilize the Pre-Sentence Investigation Report, (PSI) Level of Service Inventory-Revised (LSI-R), Jesness, informal assessments and other relevant information found in the Iowa Corrections Offender Network (ICON) in the assessment process. This may include but not be limited to generic notes, previous substance abuse evaluations/records and interventions.
3. If available, the Counselor may use the PSI in formulating the initial assessment. The Counselor will document review of the information, update and make amendments to the information from the date of the PSI to the date of admissions into the Program.
4. The Counselor will prepare a report of the biopsychosocial history which will include a complete assessment of the client's status. The assessment will be completed within the first seven (7) days of admission and will contain at minimum the following information:
  - A. Client's strengths
  - B. Client's problems
  - C. Areas of clinical concern