



# DELAWARE SCREENING ASSESSMENT & REFERRAL PROGRAM (DSARP)

Division of

## BRANDYWINE COUNSELING & COMMUNITY SERVICES

### Handbook

Brandywine Counseling & Community Services  
2713 Lancaster Ave  
Wilmington, DE 19805  
Phone: 302-225-9268  
Fax: 302-842-8365



This handbook is designed to answer questions, address concerns, and provide information about Delaware Screening Assessment & Referral program (DSARP) at Brandywine Counseling & Community Services, Inc. (BCCS). Every individual who is arrested in the State of Delaware for a DUI violation or is otherwise under Delaware's jurisdiction for a DUI offense, is evaluated by DSARP (Brandywine Counseling and Community Services) and then referred to an educational or treatment agency, as appropriate.

BCCS provides DSARP Evaluations covering all three counties in the STATE of Delaware

New Castle County

Kent County

Sussex County



## **Mission and Vision**

### **Mission**

BCCS is a welcoming and innovative organization that contributes to stronger communities and enhancing quality of life by creatively providing Education, Advocacy, Treatment and Prevention Services. With integrity we promote hope and empowerment to persons and families touched by mental health, substance use, HIV and multiple occurring diagnosis and their related challenges.

### **Vision**

To be the preferred, most trusted, welcoming and accessible behavioral health community resource that transforms individuals' families and communities through our innovative Education, Advocacy, Treatment and Prevention Services.

### **Values**

**Recovery:** A process of change that permits an individual to make healthy choices and improve the quality of his or her life. Individuals are unique; pathways to recovery are personal and may require a variety of formal and informal sources of support.

**Welcoming:** We are committed to creating a comforting environment. Everyone, staff and clients are provided with a foundation of safety where they can express themselves freely. All clients are treated with dignity and respect regardless of how they come to use, and they are consistently reminded that we are here for them to guide them through their journey.

**Hope:** One of our most important tasks is to make a difference in the lives of those we serve. We do this by reminding people that there is hope. We show them that they have the ability to transform their thinking and their lives. We remind them that a better future is within their reach.

**Empowered:** We work to ensure that the clients we serve are valued and respected. We are humbled daily by their tenacity and drive. We create the opportunity for exploration, while we continuously assess our personal and professional growth to best assist and serve. We meet them where they are, we honor their input, and we respect their right to guide their treatment.

**Integrity:** BCCS has a long-term commitment to therapeutic integrity and quality of care. We remain empathetic, supportive, and empowering by upholding our ethical standards.

**Innovation:** We practice self-realization through learning in order to capitalize on teachable moments for our clients and our staff. We remain responsive to the changing needs of our clients and the best practices of our field; learning, creating, and applying what works to provide the highest quality of services.



## Clients Rights

1. **No discrimination:** You have the right to have access to impartial treatment that is free of discrimination based on race, religion, sex, ethnicity, age or handicap.
2. **Treatment with dignity:** You have the right to receive care and treatment which, at all times, recognizes and respects your personal dignity.
3. **Individualized Treatment Plan:** You have the right to receive individualized treatment, which shall include at least the following:
  - Adequate and humane services, regardless of source of financial support,
  - An individualized treatment plan;
  - An opportunity to participate actively in the development of your individualized treatment plan;
  - Periodic review of your treatment plan;
  - An adequate number of competent, qualified and experienced therapeutic staff supervising and implementing the treatment plan
4. **Request for a consultant:** You have the right to request the opinion of a consultant, at your own expense, to review your treatment plan.
5. **Appeals:** You have the right to request a meeting with the team to:
  - Ask for a review of your treatment plan;
  - If you are having a problem with a program rule or procedure; or
  - If you are having a problem with a specific staff member, which has not been resolved the Therapeutic Supervisor.
6. **Change in counselor:** You have the right to request, at any time, a change in counselor by talking to the Therapeutic Supervisor of the program in which you are participating.
7. **Access to your Record:** You have the right to see your clinical record (chart) under the supervision of the Medical Director or the Program Manager.
8. **Readmission:** You have the right to be readmitted into this program. Readmission into the program is contingent upon the reasons for discharge. A waiting period between admissions may be necessary.
9. **Rules and Guidelines:** You have a right to read and receive a copy of the Program Rules and Guidelines of BCCS at the time of admission.
10. **Confidentiality:** You have the right to have your identity as a client of BCCS and your records kept confidential. Confidentiality is protected under two Federal laws and implemented under the Chapter 42 CFR Part 2; provisions applicable to alcohol abuse patient records (42 U.S.C 290dd-3) and drug abuse patients records (42 U.S.C 290ee-3). I understand that I may choose to disclose parts of my record and my association with BCCS, and that to do so I must sign a "Client Consent to Release of Information." **Disclosure without consent** is provided for in the regulations in the following instances: a) to medical personnel to meet a medical emergency; b) to qualified personnel for scientific research, management or financial audits, program monitoring/evaluation/ certification/licensing; and



c) with a Court Order showing “Good Cause.” **Violation** of the Federal Law and Regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal Regulations. **Federal Law and Regulation do not protect:** 1) any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime; and 2) any information about suspected child abuse or neglect from being reported under State Law to appropriate State or local authorities. Confidentiality is protected under the State Law to appropriate State or local authorities. Confidentiality is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPPA). This federal law applies to all health care providers who conduct certain financial and administrative transactions electronically. It protects against disclosure of all medical records and other individually identifiable health information, in electronic, paper, or verbal form.

11. **State Advocacy:** You have a right to know that the State of Delaware has a law which protects patients in long term care against abuse or neglect. The Department of Health and Social Services extends this to all services regardless of length under Policy Memorandum 46 P.M 46 requires BCCS to report any incidents of alleged client abuse or neglect to the Division of Alcoholism, Memorandum 46 P.M. 46 requires BCCS to report any incidents of alleged client abuse or neglect to the Division of Alcoholism, Drug Abuse and Mental Health. You also have the right to contact the Patient Liaison, Harris Taylor directly at 577-4465 ext13.



### **Hours of Operation**

Monday- Friday 7am-8pm

### **BCCS observes the below Holidays**

Martin Luther King Day

Good Friday

Memorial Day

Juneteenth

Fourth of July

Labor Day

Thanksgiving

Christmas Eve (1/2 day)

Christmas Day

New Year's Eve (1/2 day)

New Year's Day

### **After Hours Emergencies**

If you experience an emergency outside BCCS scheduled hours, you may do the following:

- If it is a life-threatening emergency, call 911 and request assistance
- Mobile Crisis Intervention can be reached at 302-577-2484
- Community resources through DE Helpline at 1-800-560-3372

### **Inclement Weather Policy**

Occasionally, the weather will prevent BCCS from operating as normal. If there is a question about whether BCCS is open or will open at a delayed time, clients may call the weather box for information.

WEATHER BOX: 302-656-2348 ext.621



## **DSARP PROCEDURES**

### Intake/Orientation

At the time of your scheduled evaluation DSARP Screener will verify identity and review submitted documentation. DSARP Screener will review program tracks (Education or Outpatient Treatment) which is determined by the results of breathalyzer results, C.A.R.S evaluation, and DUI history. This will include program requirements, what comprises successful completion. Clients will be informed that they must remain drug and alcohol free through the duration of the program, and that Urine Drug Screens (UDS) will be randomly administered. Each client is given a choice of what provider s/he would like to attend and their contact information.

### Evaluation

The Evaluation appointment is typically a minimum of 90 minutes. This appointment will be used to complete assessment utilizing Computerized Assessment and Referral System (CARS). CARS is an easy-to-use computer guided interview that includes comprehensive psychosocial and mental health assessments. CARS is flexible, allowing the user to integrate assessment information from multiple sessions. CARS is easy to understand, providing immediate personalized information about the mental health disorders for which a client qualifies or is at risk, a summary of other risk factors and important issues, and a list of resources personalized by a client's issues and location. CARS packages a powerful mental health assessment tool with a user-friendly interface. CARS is a tool that laypeople can use easily to administer comprehensive mental health assessments.

Within five (5) to ten (10) business days following the completion of your evaluation you will receive a letter with your referral for either Education or Outpatient Treatment program and all the information you will need to schedule your classes.

Offenders with a BAC of 0.15 or higher at the time of arrest, or with more than one alcohol or drug violation (any type) on their record are not eligible for the Education Program. Offenders under the age of 21 are not eligible for the Education program.



### **DSARP**

Fees: \$150 per evaluation  
\$50 provider change fee  
\$50 per absence

### **Education Program**

The major goal of the educational program is to help offenders take a careful look at their situation, take responsibility and ownership for their behavior and explore what it takes to solve the problems they have encountered.

Fees: \$400 program fee  
\$35 urine screen charge  
\$50 fee for each missed session

### **Outpatient Treatment**

The Outpatient Treatment Program offers a full range of treatment services to chemically dependent clients. The major goal of each agency is to provide services that will halt the progress of substance abuse. The standard program consists of a combination of individual and group counseling sessions.

### **Outpatient 21 and Under**

This program is designed to provide treatment services to young offenders, ages 21 and under. Treatment consists of group, individual and family counseling sessions. Family members are encouraged to become involved in the overall treatment experience.

### **Alternative Program (Mental Health)**

This program offers an alternative to DUI offenders who are experiencing mental and emotional adjustment problems in addition to their substance abuse dependencies. The program's major focus is to alter patterns of behavior that could lead to subsequent DUI violations.





## **Outpatient Treatment Program, 21 and under Program and Alternative Program**

- Fees: \$1,000 program fee
- \$50 fee for each missed group
  - \$35 fee for random urine screens - at least 2 are required, but additional screens can be required, but additional screens can be required based on prior positive results

### **Out-of-State Offenders**

Offenders who are arrested in Delaware but are licensed and live out-of-state are required to meet the Delaware requirements for alcohol evaluation and treatment program completion. The offender must contact DSARP and make arrangements through that office to have an alcohol evaluation conducted in the offender's home state. The offender must also satisfactorily complete an alcohol program that meets Delaware requirements.

### **Out-of-State Violations**

DE residents who receive a DUI in another state must complete an evaluation in the State of Delaware with DSARP (BCCS). Once the offender has completed the program successfully, DSARP will forward the information to the arresting state. An out-of-state conviction for offenders who hold a Delaware driver's license will result in license revocation.

### **.Successful Completion/Graduation of Program**

1. Clients will attend 16 hours of educational activities
2. Clients will attend self-help groups as required
3. DUI avoidance plan approved by an instructor
4. Pays the required fees

### **At- Risk Discharge**

1. Client fails to begin the program within 30 days of referral
2. Client fails to pay all associated program fees
3. Client loses contact with the program for over 30 days
4. Client fails to complete the program within 90 days of date of referral
5. Client who is disruptive to the process (occurrence of verbally or physically aggressive behavior)
6. Client who submits a positive result after baseline screen



## **Appeal Process**

Offenders who are discharged as “at-risk” from their DUI program and wish to appeal this discharge status may do so. An appeal is administered through the Department of Health and Social Services Division of Substance Abuse and Mental Health (DSAMH). The offender must first appeal to the internal education or treatment agency involved. If the agency upholds the decision, the appeal to DSAMH must be filed within 10 days of the official notice of the internal appeals decision. To appeal an “at-risk” discharge, an offender must submit the following information to the Alcohol and Drug Screening and Evaluation Team.

- A “Notice of Appeal of Discharge” (this form should be obtained from your education or treatment agency)
- The discharge letter from your education or treatment agency clearly indicates the specific reasons for the “at-risk” discharge.
- The official notice of the internal appeals decision from your education or treatment agency, verifying that you have completed the internal appeal process
- A fully completed and signed “consent for release of confidential information” form that will allow your education or treatment agency to provide information to the Screening and Evaluation Team (this form should be obtained from your education or treatment agency)

**Any appeals packages postmarked more than 10 days after the effective date listed on the official notice of the Internal Appeals Decision from the education or treatment agency will be returned to the offender and no action will be taken. Additionally, any appeals packages sent with incomplete information will be returned to the offender and no further action will be taken.**

The Screening and Evaluation Team will meet monthly to review appropriately submitted appeals. Appeals will be carefully reviewed based on documentation provided by the client and the education or treatment agency. In-person appearances are not permitted by either the appellant or the provide agency staff. Within 10 days of the review, the Screening Team will notify the client, the Office of Highway Safety, and the education or treatment agency of its decision and the rationale behind the decision. **All decisions of the Screening and Evaluation Team are final and no further review of the same appeal will be held.**



## **Conclusion**

The Delaware Screening Assessment and Referral Program has been developed to help you stop using drugs and alcohol and to avoid criminal activity. The program is voluntary and is your personal choice. DSARP staff will offer services to guide and assist you, but the final responsibility is yours.

**GOOD LUCK IN THE PROGRAM!** We look forward to your successful completion of the DSARP Program! We hope this handbook has been helpful to you and answered most of your questions. If you have any additional questions or concerns, please ask the DSARP staff.