



DISC Village, Inc.

Record Content Checklist (*Adult Civil Citation*)

The following chart provides an overview of the documents that make- up a Client Case File.

Section 1: Intake	Section 2: Program Information	Section 3: Progress Notes
Completion Checklist Record Content Checklist Client Orientation Checklist Consent Packet <i>Informed Consent for Treatment</i> <i>Consumer Rights</i> <i>Consumer Responsibilities</i> <i>Grievance Procedure</i> <i>Notice of Privacy Practices</i> <i>Service Fee Description</i> <i>Rules Acknowledgement</i> <i>Alcohol/Drug Testing Consent</i> <i>DISC Village Follow-up Consent</i> <i>State of FL Follow-up Consent</i> Fee Waiver Request (<i>if applicable</i>)	Initial Contact Form Intake Form/Demographics	Contact Log Sheet Progress Notes/Group Notes
Section 4: Assessment & Treatment Planning	Section 5: Legal/Case Management	Section 6: Drug Testing Results
GAIN Assessment(s) Intervention Plan	Copy of Citation Community Service Verification Correspondence Received and Sent	Drug Screening Results Printout