



CLIENT ORIENTATION CHECKLIST YOUTH CIVIL CITATION

Program: _____

Client's Name: _____ **MIS #:** _____

Date of Admission: _____

Assigned Primary Counselor/Case Manager Responsible For Coordination Of Services:

By checking the items below, the person served and the Counselor/Case Manager or other staff member certify that these items have been discussed and understood. **If any listed item is not applicable to a particular program, simply indicate this by writing "NA" in the blank space.**

1. Program Goals and Services

- a. Services and Activities _____
- b. Expectations _____
- c. Hours of Operation _____
- d. Access To After-Hours Services _____
- e. Code of Ethics _____
- f. Confidentiality policy _____
- g. Requirements for follow-up, regardless of discharge outcome _____
- h. Satisfaction and Follow-Up Surveys _____

2. Consent Packet

- a. Informed Consent for Services _____
- b. Your Rights as a Client _____
- c. Client Responsibilities _____
- d. Client Grievance Procedures _____
- e. Privacy Practices Acknowledgement _____
- f. Service Fees Description _____
- g. Alcohol/Drug Testing Consent _____
- h. DISC Village Follow Up Consent _____
- j. State of Florida Follow Up Consent _____

3. Review of Treatment Process

- a. Description of Assessment Process _____
- b. Development of Individual Treatment Plan *(Including participation of parent/guardian, if applicable)* _____

4. Discharge/Transition Criteria

- a. Discharge/Transition Criteria and Procedures *(Criteria for Successful/Unsuccessful Completion)* _____

5. Program Rules Additional Client Rights Info

- a. Abuse Reporting *(Telephone # 1-800-96-ABUSE)* _____

6. Program Safety

- a. Facility Layout; Accessible & Non-Accessible Areas _____
- b. Emergency Exits, Fire Extinguishers & First Aid Kits _____
- c. Infection Control Policies and Procedures _____

7. Use of Emergency _____

8. Intervention Procedures _____

Client Signature

Date

Staff Signature

Date

Parent/Guardian Signature

Date

(If not applicable, please write N/A on line)