

DRIVER'S LICENSE REINSTATEMENT ASSISTANCE MANUAL

Guide for Professional Use in Assisting Clients in Reinstatement
of Driver's License Process



Thumb Opioid
Response Consortium

Community | Recovery | Treatment | Prevention

Created by Thumb Opioid Response Consortium, 2021

www.preventtreatrecover.org

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This manual has been developed to guide professionals within a variety of settings throughout the Thumb Region to assist with the driver's license reinstatement (DLR) process, if license was lost due to an alcohol or substance related offence.

The DLR Assistance Manual was designed in an effort to prevent regression by individuals in recovery, due to the transportation barriers associated with loss of a driver's license. This manual will be essential in maintaining and sustaining recovery and treatment efforts, and should be incorporated into case management and other appropriate settings.

Throughout the DLR process, guidance will be provided to the client to help complete each step and maintain DLR progress. It is the expectation that the client will notify their assistance of the outcome of their application, so that this data may be collected and used to further future DLR success. If assisting a client with DLR between October 1st, 2023 and September 1st, 2026, in the Thumb Region of Michigan, please notify Shauna Booms at boomss@sanilachealth.com.

The following documents are required by the Michigan Department of State when applying for Driver's License Reinstatement:

- 1) ***Request for Hearing*** (SOS-257; see attached).
- 2) ***Substance Use Evaluation*** (SOS-258; see attached). If your client has ever been arrested for an alcohol or controlled-substance related offense, this form must be submitted. The form must be completed, signed and dated within the last 90 days or it cannot be accepted.
- 3) ***A Laboratory Report from a 12-Panel Urinalysis Drug Screen***. This report must include at least two integrity variables such as specific gravity, urine creatinine, or pH level.
- 4) ***Documentation of Sobriety***. 3-6 notarized testimonial letters or 3-6 witnesses to attend hearing
- 5) ***Evidence of Support (as applicable)***.

Please note that if you are assisting a client with maneuvering this process, it is *their* responsibility to ascertain all required information and counsel. This manual is meant to guide you as you assist your client, but it is not meant to take the place of legal counsel. It is advised that anyone seeking driver's license reinstatement seek legal counsel.

1. Request for Hearing

To begin the process of driver's license reinstatement, your client will need to submit a [Request for Hearing form](#) (see attached) **and** a Substance Evaluation Form to the Office of Hearings and Administrative Oversight. The request for hearing form must be submitted with a current substance use evaluation, dated no more than 3 months before the date it will be received by the Department. All requests for hearings must be in writing and either mailed, faxed, or submitted electronically.

If mailing a request for hearing form, send to the following address:

Office of Hearings and Administrative Oversight

P.O Box 30196

Lansing, Michigan 48909-7696

If sending the request for hearing form through fax, send to:

517-335-2190

To electronically submit a request for hearing, your client must set up an account to through Driver Appeal Integrated System (DAIS). Instructions to set up an account can be found at:

<http://milogin.michigan.gov> (Petitioner)

<http://milogintp.michigan.gov> (Attorney for Petitioner, Prosecutor, Law Enforcement).

If you have questions regarding your appeal rights, contact the Secretary of State Information Center at 1-888-SOS-MICH (1-888-767-6424).

At this time, make sure your client knows they may be represented by legal counsel if they so choose. If they do, the client will need to advise the Department of their attorney's name, address, and telephone number. A recorded message regarding the appeal/reinstatement process in the Office of Hearings and Administrative Oversight is available by calling the Information Center at 1-888-SOS-MICH (1-888-767-6424).

2. Substance Use Evaluation

Your client will need to submit a current [Substance Use Evaluation form](#) at the time of the Request for Hearing form. This means the Substance Use Evaluation form must be completed, signed, and dated within 90 days of submitting, otherwise it will not be accepted.

A substance use evaluation form must be completed by a substance use counselor or licensed psychologist. This manual has compiled resource information for the Thumb Region. Please visit page 10 for a full resource list. In general, the following items are included on the Substance Use Evaluation form: 1) treatment and relapse history; 2) history of charges and convictions for substance use; 3) results of any tests or examinations administered by the evaluator; 4) diagnosis by the evaluator; 5) a favorable prognosis; 6) future support; and 7) contributing factors including prescription drug use, lifestyle, and living/work situations.

The substance use evaluation form is attached, but can also be found online at https://www.michigan.gov/documents/sos/SOS257_258_Request_for_Hearing_432399_7.pdf. If your client needs more information regarding the driver's license appeal hearing and their eligibility date, they can call 1-888-SOS-MICH (1-888-767-6424).

3. Drug Screen

Next, your client will need to obtain a Laboratory Report from a 12-Panel Urinalysis Drug Screen. The report must include at least two integrity variables such as specific gravity, urine creatinine, or pH level.

Please see page 10 for resources on where to obtain a full panel drug screen.

4. Documentation of Sobriety

Your client will also need to provide Documentation of Sobriety in the form of three to six notarized testimonial letters, or bring three to six witnesses to their hearing who can testify to your clients' sobriety.

The letters must be completed by individuals who are in a position to know, observe, and attest to your clients' habits regarding substances or alcohol. The letters must be signed, dated, and notarized. They must also contain the complete mailing address of the writer and telephone number where the writer can be reached between 8 a.m. and 5 p.m. eastern times.

The letters must contain the following information: 1) the writer's relationship to the client; 2) how often the writer sees the client; 3) how long the writer has known the client; 4) the last time the writer saw or had knowledge of the client drinking or using controlled substances; 5) the amount of alcohol or controlled substances the writer knows the client consumed on the last occasion; 6) what social activities the client participates in involving alcohol or controlled substances; 7) the writer's knowledge of the clients' past or current involvement in treatment or a support group.

5. Evidence of Support

Your client will need to provide sufficient evidence of support of their sobriety. There's a variety of ways that they can do this, including providing the following information:

1) Alcoholic Anonymous (AA) sign-in sheets, letters, or other evidence, showing your client is attending a structured support group. If your client has a sponsor, they should include a notarized letter from that person.

2) An ignition interlock report—if your client has a restricted driver's license and are required to use an ignition interlock device, they must submit a report from the interlock vendor if requesting removal of the device. The report must state that the ignition interlock device has been properly installed for at least the minimum time required by law and indicate whether any alcohol readings or other violations have registered. The report must be an original with a raised seal that is no more than 30 days old when it is submitted with the hearing request. If using DAIS to request a hearing (an electronic request) your client should also submit proof from the

interlock vendor that they have requested an electronic copy of the report be delivered directly to AHS. If appealing an ignition interlock violation, a full interlock report is not required.

3) Additional evidence – If your client has ever attended a driver’s license appeal hearing, they should refer to their last hearing order for any additional information they may be required to submit. They may also submit any other evidence they believe is relevant to their case.

Check List

Use this checklist to keep track of your, or your clients, progress towards driver's license reinstatement.

1. Make sure to have a current substance use evaluation/assessment. It needs to be signed and dated within three months of sending to the Department. _____ Dated _____
2. Schedule a 12-panel drug screen. _____
3. Obtain a laboratory report of the drug screen. _____ Dated _____
4. Request at least 3 letters from people in a position to know you/your client's habits.
 - a. Letter 1 written and notarized _____ Dated _____
 - b. Letter 2 written and notarized _____ Dated _____
 - c. Letter 3 written and notarized _____ Dated _____
 - d. Optional: Letter 4 written and notarized _____ Dated _____
 - e. Optional: Letter 5 written and notarized _____ Dated _____
 - f. Optional: Letter 6 written and notarized _____ Dated _____
5. Gather all support evidence including:
 - a. Evidence of attending a structured support group _____
 - b. A notarized letter from your sponsor _____
 - c. An ignition interlock report _____
 - d. Other _____
 - e. Other _____
 - f. Other _____
 - g. Other _____
6. Fill out a request for hearing form. _____ Date _____
7. Submit the request for hearing form and substance use evaluation form, and all other information either electronically, by email, or fax. _____ Date _____

Resource Directory

County	Substance Use Evaluation	Drug Screen
Huron County	Professional Counseling Service 128 W. Huron Avenue St. C Bad Axe, MI 48413 989-269-5180	Chance to Change 243 E Huron Ave Bad Axe, MI 48413 (989) 269-8362
Lapeer County	Lapeer County Community Mental Health 1570 Suncrest Dr. Lapeer, MI 48446 810-667-0500	Professional Alcohol & Substance Screening (PASS) 440 W Nepessing St, Lapeer, MI 48446 (810) 664-3300
Tuscola County	DOT Caring Centers 475 State St. Caro, MI 48723 (800) 822-7464	Chance to Change 302 N State St. Caro, MI 48723 (989) 286-3700
Sanilac County		Chance to Change 38 S Elk St. Sandusky, MI 48471 (810) 648-9144

If updates to this list are needed, please email Shauna Booms at boomss@sanilachealth.com



STATE OF MICHIGAN
DEPARTMENT OF STATE
LANSING

REQUEST FOR HEARING

Your appeal will be heard and decided by an attorney-hearing officer who will either appear in person or on screen via video conferencing equipment. Once a hearing has been scheduled, you will be notified of the date, time and location. After the hearing, a written decision will be available electronically or mailed to you based on your stated preference.

Your rights:

- You may bring an attorney with you; however, an attorney is not required.
- You may purchase a transcript of the hearing.
- If you disagree with the hearing decision, you can appeal the decision to a Michigan circuit court.

Documents required by the Michigan Department of State

- Request for Hearing (SOS-257)**
- Substance Use Evaluation (SOS-258):** If you have *ever* been arrested for an alcohol or controlled-substance related offense, you must submit this form. The form must be completed, signed and dated within the last 90 days or it cannot be accepted.
- If this hearing is the result of an alcohol or controlled-substance related driving offense:
 - **A laboratory report from a 12-Panel Urinalysis Drug Screen** – This report must include at least two integrity variables such as specific gravity, urine creatinine or pH level.
 - **Documentation of sobriety** – Your sobriety must be confirmed by friends, family and co-workers, who are in a position to know, observe and personally attest to your habits regarding the use of alcohol or controlled substances. You must either submit three to six notarized testimonial letters with this form or bring three to six witnesses to your hearing who will testify as to your sobriety. Letters must be signed, dated and notarized with a complete mailing address and telephone number where the writer can be reached between 8 a.m. – 5 p.m. Eastern time. Letters must contain the following information about you:
 1. The person's relationship to you.
 2. How often the person sees you.
 3. How long the person has known you.
 4. The last time the person saw or had knowledge of you drinking or using controlled substances.
 5. The amount of alcohol or controlled substance the person knows you consumed on the last occasion.
 6. What social activities you participate in involving alcohol or controlled substances.
 7. The person's knowledge of your past or current involvement in treatment or a support group.
 - **Evidence of support** (as applicable) – Alcoholics Anonymous (AA) sign-in sheets, letters or other evidence that shows you are attending a structured support group. If you have a sponsor, you should also include a notarized letter from that person.
 - **An ignition interlock report** – If you have a restricted driver's license and are required to use an ignition interlock device, you must submit a report from the interlock vendor if you are requesting removal of the device. The report must state that the ignition interlock device has been properly installed for at least the minimum time required by law and indicate whether any alcohol readings or other violations have registered. The report must be an original with a raised seal that is no more than 30 days old when it is submitted with your hearing request. If you are using DAIS to request a hearing please submit proof from the interlock vendor that you have requested an electronic copy of the report be delivered directly to AHS. If you are appealing an ignition interlock violation, a full interlock report is not required.
- Additional evidence** – If you have ever attended a driver's license appeal hearing, please refer to your last hearing order for any additional information you may be required to submit. You may also submit any other evidence you believe is relevant to your case.

REQUEST FOR AN ADMINISTRATIVE REVIEW

You may have the option to choose an administrative review in place of a hearing. You are eligible for an administrative review **IF ALL OF THE FOLLOWING APPLY:**

- You are **NOT** a Michigan resident, **and**
- You are attempting to clear your Michigan driving record, **and**
- The licensing action you are appealing does not involve a fatality.

You will not have to appear in person for an administrative review. Instead, the Department of State will review the documents you submit and its own records to determine if your full driving privileges can be reinstated. You will receive a decision by mail or electronically. If the decision is unfavorable, you can still request an in-person or video hearing. You may only request one administrative review in any 12-month period. Please place a check mark next to the statement below **if you would like an administrative review instead of a hearing.**

 I am requesting an administrative review. I understand that the administrative review will be based on the written proofs that I submit along with this form, and that the department may or may not accept additional evidence. I understand that previous license appeal orders may be considered in making a decision. I also understand the administrative review will not be recorded and that no testimony will be taken. I further understand the decision will be mailed or made available electronically after the administrative review has been completed. Selecting this option does not affect my eligibility for a hearing.

.....
Please fill out the information below. Whether you are applying for a hearing or an administrative review, this information will assist the department in determining whether to restore your driving privileges. Submitting it does not guarantee you will be approved for a driver's license or a license clearance.

SECTION 1 – CONTACT INFORMATION

A. Your Contact Information (Please print or write clearly)	
1. Full Name (From driver's license or state ID card):	
2. Address: Street, City, State, ZIP Code:	
3. Date of Birth:	4. Michigan Driver's License/State ID Card Number:
5. Telephone Number (8 a.m. – 5 p.m. Eastern time):	6. Email:

By selecting the box, I am opting in for all notifications for this case to be sent to me electronically, and I will not receive any communication via US Mail. I understand I must set up an account through <https://milogin.michigan.gov> to receive the notifications.

B. Your Attorney's Contact Information (If an attorney is retained)	
1. Attorney's Name:	
2. Attorney's Bar Number:	
3. Attorney's Address: Street, City, State, ZIP Code:	
4. Attorney's Telephone Number:	5. Attorney's Fax Number:
6. **Email:	7. **Attorney's Signature:

By selecting the box, I am opting in for all notifications for this case to be sent to me electronically, and I will not receive any communication via US Mail. Attorney's signature is required to opt-in for electronic notifications. An account must be set up through <https://milogin.michigan.gov>

SECTION 2 – BACKGROUND INFORMATION

A. If you are a Michigan Resident:

- How long have you lived in Michigan?
- Where did you live before moving to Michigan?

B. If you are NOT a Michigan Resident:

- Why did you leave Michigan?
- When did you leave Michigan?
- In which state or country are you currently living? *(You must provide proof of your out-of-state residency. Please attach a copy of your utility bill, lease or bank statement with this form.)*
- When did you become a permanent resident of your current state or country?
- Why are you applying for clearance of your Michigan license?
- Do you intend to re-establish residency in Michigan?
(Select "Yes" or "No") YES _____ NO _____
- If "Yes," when will you establish Michigan residency?

SECTION 3 – CONVICTION HISTORY

Additional Information: Please attach all out-of-state driving records if applicable.

- Have you ever been issued a driver's license in another state? (Select "Yes" or "No") YES _____ NO _____
If "Yes," please list the state or states and the driver's license numbers.

State	Driver's License Number

- Have you ever been involved in a crash in which someone was injured or killed when you were driving the vehicle?
(Select "Yes" or "No") YES _____ NO _____
If "Yes," please list the crash date and number of people injured or killed.

Crash Date	Number of Injuries	Number of Deaths

- Do you currently have a case pending against you in any state for any driving or nondriving offense?
(Select "Yes" or "No") YES _____ NO _____
If "Yes," please list the offense, location and the court date.

Offense	Location	Court Date

4. Please list the last time you were convicted of a driving or nondriving civil infraction, misdemeanor or felony.		
Conviction	Location	Date

SECTION 4 – SUBSTANCE USE HISTORY

1. Please list the convictions for an alcohol or controlled substance-related driving offense, such as drunken or impaired driving, that you received in Michigan or in another state.		
Driving Conviction	Date	Bodily Alcohol Content or Drug Type (If known)

2. Have you ever been convicted of any alcohol or controlled substance-related offenses that <i>did not</i> involve driving, such as domestic violence, disorderly conduct, etc.? (Select "Yes" or "No") YES _____ NO _____ <i>If "Yes," please list the conviction, date and BAC or drug type.</i>		
Nondriving Conviction	Date	Bodily Alcohol Content or Drug Type (If known)

3. Have you ever been incarcerated, on probation or on parole for one or more alcohol or controlled substance-related offenses, either as a driving or nondriving offense? (Select "Yes" or "No") YES _____ NO _____ <i>If "Yes," please list the offense, location and date of the offense, and the release date.</i>			
Offense	Location	Date	Release Date

4. Describe your past drinking habits and controlled substance (including marijuana) use in detail.		
Alcohol – What Kind of Alcohol	How Often	Amount Used
Controlled Substances – Type of Drug (including marijuana)	How Often	Amount Used

5. Describe your current drinking habits and controlled substance (including marijuana) use in detail.		
Alcohol – What Kind of Alcohol	How Often	Amount Used

Controlled Substances – Type of Drug (including marijuana)	How Often	Amount Used

6. Last time you consumed alcohol.	6a. Name of alcohol consumed.	6b. Amount consumed.

7. Last time you used a controlled substance. (including marijuana)	7a. Name of controlled substance.	7b. Amount used.

8. Last time you drank a nonalcoholic beer (Sharp's, O'Doul's, etc.).	8a. Name of nonalcoholic beer.	8b. Amount consumed.

9. Please explain your intentions regarding your future use of alcohol or controlled substances. (including marijuana)

10. Does your substance use evaluation accurately describe your use of alcohol or controlled substances (including marijuana), past and present? (Select "Yes" or "No") YES _____ NO _____
If "No," please explain why not.

11. Are you currently taking any prescription medications? (Select "Yes" or "No") YES _____ NO _____
If "Yes," please list the drugs, the medical conditions associated with them, and how long you have been taking the medication.
Note: A physician's Statement of Examination (DI4P) may be required.

Name of Drug	Medical Condition	Medication Use: Start Date - End Date

SECTION 5 – TREATMENT HISTORY

1. Have you ever joined or successfully completed a substance abuse, counseling or treatment program?
(Select "Yes" or "No") YES _____ NO _____
If "Yes," please list the program, date, location, attendance rate and treatment outcome. Attach verification of your completion.

Program Type (Detoxification, Residential/In-patient, Intensive Outpatient, Outpatient (Individual or Group), Education, Driver Safety Intervention Course)	Date Started	Date Ended	Name of Program, Therapist, Group Leader and Location	Treatment Outcome

2. Have you ever participated in a medication-assisted treatment program (Methadone, Antabuse, Buprenorphine or Campral)?
 (Select "Yes" or "No") YES _____ NO _____
 If "Yes," please list the medication and the treatment dates.

Medication	Date Started	Date Ended

3. Have you ever tried abstinence as a means of controlling your alcohol or controlled substance (including marijuana) use?
 (Select "Yes" or "No") YES _____ NO _____
 If "Yes," please list when and for how long you maintained complete and total abstinence.

From	To

4. Have you ever abstained from alcohol or controlled substances (including marijuana) while incarcerated, on probation or on parole?
 (Select "Yes" or "No") YES _____ NO _____
 If "Yes," please list when and for how long you maintained complete and total abstinence.

From	To

5. Have you ever used alcohol or controlled substances (including marijuana) after attempting to abstain from them?
 (Select "Yes" or "No") YES _____ NO _____
 If "Yes," please list when and for how long you maintained complete and total abstinence.

From	To

SECTION 6 – CONTINUUM OF CARE

1. Please list your participation in any lifetime support groups. *Include the program name, dates attended, location, frequency of attendance, sponsor's name and any other relevant information.*

Program Name	Start/End Dates	Location	Attendance	Sponsor	Other Information

2. Are you currently attending a community-based or 12-step support program?
 (Select "Yes" or "No") YES _____ NO _____

If "Yes," please list the program name, dates attended, frequency of attendance, sponsor's name and any other relevant information.

Program Name	Start/End Dates	Location	Attendance	Sponsor	Other Information

3. Are you currently involved in any other recognized recovery program?
 (Select "Yes" or "No") YES _____ NO _____

If "Yes," please list the program name, dates attended, frequency of attendance, sponsor's name and any other relevant information.

Program Name	Start/End Dates	Location	Attendance	Sponsor	Other Information

SECTION 7 – ADDITIONAL INFORMATION

For your hearing request or administrative review request: Please refer to your last hearing order for any additional information you may be required to submit. You may also submit any other evidence you believe is relevant to your case. Attach any additional pages as necessary.

SECTION 8 – FOREIGN LANGUAGE AND SIGN LANGUAGE INTERPRETERS

Foreign Language Interpreter: If you require a foreign language interpreter, *it is your responsibility to make arrangements to have one present at your hearing or review.* The interpreter must be qualified by the state of Michigan and cannot be a family member or a friend. If you need assistance in locating a foreign language interpreter, please contact the Department of State at 888-SOS-MICH (767-6424).

Sign Language Interpreter: If you require a sign language interpreter, we will assist you in making the arrangements for an interpreter. Please contact the Department of State at 888-SOS-MICH (767-6424) by calling the Michigan Relay Center at 800-649-3777.

_____ I will need a SIGN LANGUAGE INTERPRETER (please check if it applies).

SECTION 9 – HEARINGS, VIDEO HEARINGS AND EVIDENCE AFFIDAVIT

You must attend your hearing *in person*.

Only hearings held in **Grand Rapids, Lansing and Livonia** are held face-to-face with a hearing officer. All other locations are video-conferencing sites and you will not have an opportunity to hand anything to your hearing officer. Therefore, **ALL evidence and documentation must be submitted IN ADVANCE of your hearing**, no matter whether your hearing officer will be in-person or on the monitor.

Your submitted documentation *must* include:

- a) The completed Request for Hearing form (SOS-257). Don't forget to sign and date the Evidence Affidavit.
- b) If you have ever been arrested for an alcohol or controlled substance related offense: Substance Use Evaluation (SOS-258). The form must be completed, signed and dated within the last 90 days or it cannot be accepted.
- c) If this hearing is the result of an alcohol or controlled substance-related driving offense:
 - 1. A laboratory report from a 12-Panel Urinalysis Drug Screen.
 - 2. Documentation of sobriety. (Submit three to six notarized testimonial letters with this form or bring three to six witnesses to your hearing who will testify as to your sobriety.)
 - 3. Evidence of support. If you have a sponsor, you should also include a notarized letter from that person.
 - 4. An ignition interlock report or proof from the interlock vendor that you have requested an electronic copy of the report be delivered directly to AHS (if required).
- d) Any additional evidence you believe is relevant to your case.

By signing and dating the Evidence Affidavit below, you are affirming that all evidence has been submitted and you are ready for the hearing to be scheduled.

EVIDENCE AFFIDAVIT:

I have submitted all my evidence (substance abuse evaluation, testimonial letters, and, if required, ignition interlock report, etc.) for my hearing. I also understand that the Department of State or hearing officer may refuse to accept additional written evidence after I submit this affidavit.

Under the penalty of perjury, I certify that I am the petitioner in this matter and that the statements set forth in this document are true and correct to the best of my knowledge and belief.

You will receive a written notice informing you of the date and time about 10 days before the hearing.

Signature of Petitioner

Date

PLEASE FORWARD THIS ENTIRE FORM AND ALL REQUIRED DOCUMENTATION TO:

Michigan Department of State
P.O. Box 30196
Lansing, MI 48909-7696
Phone: 888-SOS-MICH (767-6424)
Fax: 517-335-2190

OR

CREATE AN ACCOUNT AND SUBMIT ONLINE AT:

<https://milogin.michigan.gov> (for petitioners)

or at <https://milogintp.michigan.gov> (for attorneys, law enforcement, prosecutors and attorneys general)

This form is available on the Department of State website at www.michigan.gov/sos. Click on "Forms," "Suspended, Revoked or Denied Driver's License" and "Request for Hearing (SOS-257)."

SUBSTANCE USE EVALUATION – (ALCOHOL AND DRUGS)

Please keep copies of all documents (including this form) that you submit.

SECTION 1: GENERAL INFORMATION and HISTORY (to be completed by driver/applicant)

Please print or type. Attach additional pages where necessary.

Name (First, Middle, Last)		Date of Birth		Driver's License Number	
Street Address				Telephone Number 8 a.m. – 5 p.m.	
City		State		ZIP	
Lifetime Conviction History: List all driving convictions (e.g., operating while intoxicated or impaired driving) and non-driving convictions (e.g., drug crimes, domestic violence, MIP, or disorderly persons) involving alcohol or controlled substances. Include juvenile dispositions.					
Driving Convictions	Date	Bodily Alcohol Content or Drug Type (If known)	Non-driving Convictions	Date	Bodily Alcohol Content or Drug Type (If known)

I authorize the Evaluator named on Page 2 to furnish the information set forth on this form and to discuss the information with the Michigan Department of State.

I understand this form may also be used as my written request for hearing. I certify that my responses contained in this document are true and accurate to the best of my knowledge and belief.

Driver/Applicant's

Signature _____ Date _____

SECTION 2: HISTORY and EVALUATION (to be completed by evaluator)

Please print or type. Attach additional pages where necessary.

Lifetime Treatment History for Alcohol and/or Drug Use Disorders: Attach each treatment plan and discharge report.			
Program Type (e.g., Detoxification, Residential/Inpatient, Intensive Outpatient, Outpatient [individual and/or group], Education, Driver Safety Intervention Course)	Beginning and Ending Dates	Name of Program, Therapist or Group Leader, and Location	Treatment Outcome
Medication assisted treatment (e.g., Methadone, Antabuse, Buprenorphine, or Campral): Medication: _____			
Prescribing Physician: _____ Date started: _____ Date ended: _____			
Lifetime Support Group History: List all time periods of attendance and frequency.			
Period	Frequency	Type (e.g., AA/NA or Women For Sobriety)	Sponsor Yes or No?
Diagnostic Impression (DSM-IV or DSM-V): Indicate all past and present alcohol, drug and mental health diagnoses.			
Diagnoses: _____			
Supporting facts for diagnostic impression: _____			
Course specifiers (check all that apply):			
<input type="checkbox"/> Early Full Remission	<input type="checkbox"/> Sustained Full Remission	<input type="checkbox"/> On Agonist Therapy	<input type="checkbox"/> Sustained Recovery
<input type="checkbox"/> Early Partial Remission	<input type="checkbox"/> Sustained Partial Remission	<input type="checkbox"/> In a Controlled Environment	<input type="checkbox"/> Non-Applicable

Testing Instruments: Attach the actual instrument used.

Testing Instruments Used (e.g., ASI, SASSI-3, MAST/DAST)	Score	Interpretation of results	Explain how the results of this test correlate with the DSM-IV or DSM-V diagnosis on Page 1
Test 1:			
Test 2:			

Drug Screen: Administer a 12-panel urinalysis drug screen (or refer client) and submit a current laboratory report that includes at least two urine integrity variables. Please include the confirmation test for any positive screen results.

Comments:

If you administered an ethyl-glucuronide alcohol test, what were the results?

Lifetime Abstinence History:

Period of Abstinence (Beginning and Ending Dates)	Abstinence Period Abated by What? (Any abuse of prescription medication or use of alcohol, controlled substance, or NA beer)	Comments

Client Prognosis:

Please check one: Poor Guarded Fair Good Excellent

Provide supporting facts for this prognosis (consider the client's current living and work environments, lifestyle, relapse history, use of addictive prescribed medications, and any other relevant factors that may affect the overall prognosis):

Date of last use of: Alcohol and/or NA Beer: _____ Controlled Substances: _____
(Including illicit drugs and addictive prescription medications)

Continuum of Care Recommendations:

Please check all that apply:

Professional Treatment Educational Course Community Support Group (e.g., AA/NA, Women for Sobriety, SMART Recovery) Other _____ None

Reasons for recommendation or if none, please state reasons:

Certification of Evaluator:

As of this date, I certify that I have reviewed Section 1 and completed Section 2 and that this Substance Use Evaluation is true to the best of my knowledge and belief based on information obtained from the client, the client's known substance use disorder and mental health history, and a client examination. I understand that the decision to grant, suspend, or reinstate an individual's driving privileges rests solely with the Department of State, which may consider other facts or conditions when making this decision.

Evaluator's Name (printed or typed) _____ Qualifications/Degrees _____ Date _____

Evaluator's Signature _____ Telephone Number _____

Program Name _____ Program License Number _____

Address _____ City _____ State _____ ZIP _____