

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Addiction Prevention and Recovery Administration



Guidance Bulletin for
Substance Abuse Facilities and Programs Certified by
the Addiction Prevention and Recovery Administration

Bulletin Number: 2010-003

Effective Date: November 5, 2010

Subject: DC CORE Access to Recovery Environmental Stability Program Client Discharge

Purpose: To establish criteria for the immediate discharge of a client from an Environmental Stability Program.

Statement: DC Core Program Providers shall establish rules and guidelines to be followed by clients enrolled in the DC CORE Access to Recovery Environmental Stability Program. Violation of these established rules and guidelines may result in the client's discharge from the program.

Any client that engages in the following activities while enrolled in an Environmental Stability Program shall be discharged from the program immediately:

1. Use of alcohol, drugs or any other controlled substance;
2. Commission of a felony involving crimes against a person¹;
3. Theft;
4. Unauthorized guests;
5. Fighting;
6. Unwanted touching in a sexual manner of another client, guest or staff member of the program;
7. Inability to acquire employment within thirty (30) days of enrollment;
8. Failure to participate in required recovery support services;

¹ Commission of a felony involving crimes against a person would entail any conviction, plea of nolo contendere, plea of guilty, or equivalent within a court of competent jurisdiction, or a substantiated finding by an administrative body that the client committed a crime such as battery, assault, assault with a deadly weapon, or aggravated assault. This list of crimes is not exhaustive and due to varying laws across jurisdictions certain crimes must be evaluated on a case-by-case basis.

9. Failure to deposit no less than fifty percent (50 %) of his/her monthly income into the established escrow account;
10. Failure to report back to the program for a period of 24-48 hours.

Upon the discharge of a client for engaging in any of the activities listed above or violating established program rules and guidelines, a program shall complete a written discharge summary. Discharge summaries shall be provided to the DC CORE Access to Recovery Program Director at the Department of Health, Addiction, Prevention and Recovery Administration every thirty (30) days or on the first of each month.

The discharge summary shall include:

1. Client name;
2. Client ID;
3. Entry date;
4. Date of discharge;
5. Reason for discharge;
6. Case management notes, including the progress made by the client in the program and any notes from any investigation that may have occurred in connection with the reason for the client's discharge.

Following the discharge of a client, the sum of the money deposited by the client into the established client escrow account shall be withdrawn and dispersed by the Provider to the client within twenty-four (24) hours, not including holidays and weekends, of the client's discharge.

This Guidance Bulletin will remain in effect until it is revised or superseded by a subsequent APRA Guidance Bulletin.

Approved by:  11/15/10
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