

Cook Inlet Tribal Council: Recovery Services
Contact Form

Date: _____

By placing my initials I understand that the intake process will take approximately 2 to 3 hours and I will be required to be present the entire time: _____ Initial

Name: _____
First Middle Last Suffix Maiden Alias

Date of Birth: ____ / ____ / ____ Social Security Number: _____

Gender: Male Female Transgender

Gender Identity: Male Female Transgender Male Transgender Female Queer non-conforming Two Spirit Inter sex Cisgender

Do Not identify with any above No Response/Refuse Other _____

Sexual Orientation: Bi-sexual Gay Heterosexual Lesbian Pansexual Queer No response\refuse Unknown

Other Preferred pronoun: He\His She\Her They\Them Ze\Hir Prefer first name as pronoun _____

Race:

- Alaska Native/American Indian Caucasian/White African American/Black Japanese
- Asian Chinese Filipino
- Korean Native Hawaiian Guamanian/Chamorro
- Samoan Other Asian Other Pacific Islander
- Other Race: please describe _____

Hispanic Ethnicity: Not Hispanic Mexican/Mexican American Puerto Rican Cuban Another Hispanic, Latino Spanish

Alaska Native Ethnicity: Aleut Alutiiq Athabascan Eyak Haida Siberian Yup'ik Inupiat Tlingit Tsimshian

Regional Corporation: Check if you are a shareholder of one of the 13 Regional Native Corporations

- Ahtna, Inc The Aleut Corporation Arctic Slope Regional Corporation
- Bering Straits Native Corporation Bristol Bay Native Corporation Calista Corporation
- Chugach Alaska Corporation Cook Inlet Region, Inc Doyon, Ltd
- Koniag, Inc Nana Regional Corporation Sealaska Corporation
- The 13th Regional Corporation CIRI family member CIRI descendant
- None

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Home/Cell Number: _____ Email Address: _____

Other Contact numbers: _____ Can we leave a message? Yes No No If Yes is an ROI in place? Yes No

Referral Name: _____ Referral Agency: _____ Referral Phone Number: _____

Please answer the below Questions:

1. Have you ever tested positive for TB? Yes No If so when? _____
2. IV Drug User? Yes No
3. Who were your referred by: ASAP Probation OCS CITC Other (list) _____
4. Are you currently incarcerated? Yes No
5. Are you required to get an assessment for your referral agency? Yes No
6. When was the last day the applicant used substances? _____

Medical Provider Facility Name: _____ Contact Number: _____

Are you Pregnant: Yes No Don't Know If yes, who/where are you receiving Prenatal Care? _____

Any Known Allergies: _____

FOR STAFF USE:

Admission Program: IS IOP/OP Recovery Journey (ETC) Chanlyut Youth Assessment (CAIS) Youth OP (CAOP)

Participant ID: _____

Five Factor ID: _____

Cook Inlet Tribal Council Recovery Services

BILLING INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____
 MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP: _____
 STREET ADDRESS (if different): _____ CITY _____ STATE _____ ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
 DOB: _____ SSN: _____ SEX: M ___ F ___ CHART# _____
 EMPLOYER: _____ OCCUPATION: _____
 EMERGENCY CONTACT PERSON: _____ CONTACT'S PHONE: _____

COST, PAYMENT SOURCES, & ARRANGEMENTS

Treatment Services:

Self Pay
 Guarantor (see below)
 Insurance: _____
 Medicaid, Recipient ID#: _____
 Sliding Fee Scale (Rate \$ _____)
 Non-beneficiary

PAYMENT FORM: Cash _____ Check _____ Credit Card _____ Receipt # _____ (cash or check payment)

GUARANTOR AND INSURANCE INFORMATION (IF ANY)

GUARANTOR (PERSON/AGENCY): _____
 LAST NAME: _____ FIRST NAME: _____ MI: _____
 MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP: _____
 DOB: _____ SSN: _____ SEX: M ___ F ___
 PHONE: _____ RELATIONSHIP TO PARTICPANT: _____
 DETAILS & AMOUNT TO PAY:\$ _____ WRITTEN CONFIRMATION: Y N

PRIMARY INSURANCE CARRIER:

ADDRESS: _____ CITY/STATE/ZIP: _____
 INSURED'S ID#: _____ GROUP#: _____
 INSURED'S NAME: _____ INSURED'S EMPLOYER: _____
 INSURED'S GROUP NAME: _____ RELATIONSHIP TO PARTICIPANT: _____

SECONDARY INSURANCE CARRIER:

ADDRESS: _____ CITY/STATE/ZIP: _____
 INSURED'S ID#: _____ GROUP#: _____
 INSURED'S NAME: _____ INSURED'S EMPLOYER: _____
 INSURED'S GROUP NAME: _____ RELATIONSHIP TO PATIENT: _____

I hereby agree to pay CITC the fee for treatment services. Payment is due at the time the appointment is scheduled. Funds are non-refundable if I no show or cancel my appointment. Appointments are permitted to be rescheduled one time only. I am required to give 2 business days (48 hours) notice to reschedule my appointment. I understand that I am financially responsible for all costs, including those associated with closing my file. I understand that I am responsible for all costs not covered by my guarantor, insurance or Medicaid. I agree to make payments as outlined above, and understand that if I fail to make payments as such, my account will be turned over to Transworld Systems Inc for further collection action. It is my responsibility to notify Recovery Services of any change in mailing address or phone number. I hereby declare that I have read this form, or have had it read to me, and that I fully understand its meaning. I consent to the terms knowingly and voluntarily, and I am not under any undue duress, nor am I under the influence of any intoxicating alcohol or drugs.

PARTICIPANT SIGNATURE	DATE
GUARANTOR SIGNATURE (IF APPLICABLE)	DATE
STAFF SIGNATURE	DATE

Original Copy - Billing Office

Copy – Participant’s Chart/Primary Counselor/ Participant’s Copy

FEE FOR SERVICES

Participant ID# _____

Estimated Cost for Treatment services if billed at 100%

Beneficiaries	
Comprehensive Substance Use Assessment	\$ 100.00
Alaska Screening Tool (AST)	\$ 35.00
Total	\$135.00
Services As Needed: Case Management	\$18.75 per 15 minutes

I am signing this form acknowledging that I have been made aware of the cost for assessment services provided at Recovery Services. I understand the projected cost of services is only an estimate and that I will be charged only for provided services. I do understand that I am financially responsible for all costs. I will meet with the Billing Department to determine whether or not I qualify for the sliding fee scale.

Participant Signature

Date

Signature and Title of Witness

Date

Non beneficiaries	
Comprehensive Substance Use Assessment	\$ 300.00
Alaska Screening Tool (AST)	\$ 35.00
Total	\$335.00
Services As Needed: Case Management	\$18.75 per 15 minutes

I am signing this form acknowledging that I have been made aware of the cost for assessment services provided at Recovery Services. I understand the projected cost of services is only an estimate and that I will be charged only for provided services. I do understand that I am financially responsible for all costs. I will meet with the Billing Department to determine whether or not I qualify for the sliding fee scale.

Participant Signature

Date

Signature and Title of Witness

Date

CONSENT TO TREATMENT AND ACKNOWLEDGEMENT OF SERVICES

Participant Name: _____ Participant ID#: _____

My signature below indicates that I have read or had read to me in a clear and understandable manner the information indicated. I was able to ask questions and express concerns, which have been adequately responded to by a program staff person. I understand the purpose of the program as well as the potential benefits and risks that are involved. I understand my participation in this program is voluntary and that I may end my participation at any time should I feel it is in my best interest to do so. I understand that there are certain situations where the program is required to report to an external agency regarding my case without my written permission.

Handbooks, Orientation, and Intake Information:

- I am aware of and have reviewed all the information contained in the handbook(participant copy):
 - HIPAA Privacy Practices & Notice of Confidentiality of Alcohol/ Drug Abuse Information
 - Informed Consent and Agreement to Participate
 - Rights & Responsibilities including
 - Any restrictions CITC/RS might place on me.
 - Events, behaviors, and attitudes that may lead to restriction and/or lose of my privileges. How I may regain privileges that have been lost or restricted.
 - Counselor Code of Ethics
 - Participant Grievance Policy and Participant Acknowledgement Statement
 - Consent for Evaluation
 - The quality of care I receive.
 - Achieving and maintaining my goals and responding to follow-up contact (outcomes). My satisfaction with the services I receive.
 - Focus Groups that are held quarterly by independent evaluators.
 - Health and Safety Regulations regarding TB, HBV, HIV and STDs. I understand that I can have a referral though case management services or be provided with a list of medical providers who can offer testing
- I am aware of the program activities, expectations, procedures, and services including: assessment recommendations process sober support meetings, urine analysis testing, case staffing, and discharge requirements.
- I was introduced to my recovery services clinical team members. If any of the staff on my team were not available at this time, I am aware of names and phone numbers to contact if needed.
- I am aware of my fees and payment obligations.
- I am aware of the program hours of operations and access to after-hour services, if appropriate.
 - I have the telephone numbers to the unit and the unit address for CITC Recovery Services locations:
 - 3600 San Jeronimo Drive, Anchorage AK 99508 office hours are Monday-Friday 8am-6pm. 907-793-3200
 - 851 WestPoint Dr. Ste 310, Wasilla AK 99654 office hours are Monday-Friday 8am - 5pm 907-357-5400
- If I am experiencing a crisis situation after hours I can call the following numbers for assistance:

Ernie Turner Center (907) 688-1750	Suicide Prevention Lifeline 1 800-273-TALK (8255)
Crisis Line (907) 563-3200	Care line Crisis Intervention 1 877-266-4357 (Statewide)

Cook Inlet Tribal Council: Recovery Services

- I am aware of the community resources and other services available to me.
- I was given a tour of the facility and emergency procedures
 - The participant is able to assist themselves in life threatening situation such as fire emergencies and natural disasters. If no, the staff and participant will develop a plan and include it in the participant's file.

_____ YES _____ NO

I hereby apply for admission as a voluntary participant in the Recovery services treatment programs that include: First Step Assessment Center and Intensive Case Management Services. I agree to conform to the rules and regulations of the program, which I have read and understand. I agree not to drink alcohol or use mind altering substances while I am a participant of the program, unless prescribed by a physician. I also hereby authorize payments directly to the program of any insurance benefits that would otherwise be payable to me for the treatment provided by the program.

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Participant's Acknowledgement/Agreement For Evaluation:

Evaluation - I grant permission to CITC Recovery Services Staff and Evaluation Team to provide information as outlined in the evaluation form and understand that I can withdraw this permission at any time in writing. I further understand that a withdrawal cannot cover information already given to the Evaluator. My signature below also acknowledges that I have received a copy of the Consent for Evaluation.

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

CONSENT FOR TRANSPORTATION

I, _____, hereby give my authorization for Recovery Services to transport me to and from appointments or recreational activities in program vehicles driven by insured employees of Cook Inlet Tribal Council, Inc.

Participant Print Name

Participant Signature

Date

Witness Signature

Date

Cook Inlet Tribal Council: Recovery Services
Intervention Services

CONSENT FOR USE AND DISCLOSURE OF PHOTOGRAPH/VOICE/VIDEO RECORDINGS

Please read this form carefully. If there is a word or anything you do not understand ask the staff member who is with you or your primary case manager to explain it. A new consent form must be signed for each activity.

Participant: _____
Last Name First Name MI

I, _____, hereby voluntarily and without compensation authorize pictures/voice/video recordings to be made of me by (specify the name of the CITC RS Department, newspaper, magazine, television stations, brochure, etc.)

Intervention Services: First Step Assessment Center Cook Inlet Tribal Council

While I am participating in (describe the activity)
Early Intervention Program Services and Activities

I authorize disclosure of the photo/voice/video recording to (specify name and address of the organization, agency or individual(s) to whom the release is to be made)
Cook Inlet Tribal Council Recovery Services

I understand that the photo(s)/voice/video recording(s) for this activity is/are intended for the following purposes (describe purpose):
Supervision, evaluating clinical counseling techniques of the group leader and training

I understand that use of these photo(s)/voice/video recording(s) for this activity will be until the following date/condition (specify date, event or condition of expiration), or until I revoke this consent through writing at any time except to the extent that action has been taken in reliance on it. The strictest standards regarding confidentiality are maintained. Furthermore, this photo(s)/voice/video recording(s) will be kept in a secure area.

Initial: _____

I understand that I may review the photos or recordings or ask further questions on the use of these materials at any time by contacting (list contact name and phone number).

Initial: _____

I understand that my records are protected under the Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2 and HIPAA, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent through writing or verbal dialogue at any time, except to the extent that such release has been taken prior to revoke date. To revoke in writing send letter to CITC Recovery Services, 3600 San Jeronimo Drive, Anchorage, AK 99508. To verbally revoke contact CITC Recovery Services (907) 793-3200. This consent expires automatically one year from the signature date or the date or event upon which is specified: _____

Participant Signature

Date

Witness Signature/Title

Date

Cook Inlet Tribal Council: Recovery Services
Intervention Services

PERMISSION FOR FOLLOW-UPCONTACT

I _____, give Cook Inlet Tribal Council (CITC) permission to contact me during my

(Name: Please print clearly)

treatment episode and up to 14 months after I leave CITC Recovery Services to follow-up on my current status and services received. I understand that there will be multiple follow up points based on my program assignment(s) both throughout services and upon discharge. I agree to cooperate when staff members contact me. I understand that my participation is confidential and that Cook Inlet Tribal Council will follow its confidentiality policies and procedures in regards to my communication with its staff.

I understand that if I am unable to be contacted through information provided in this document, CITC staff will search Vine link to find my legal status. Organizations CITC may contact include: Anchorage Probation and Parole, Palmer Probation Office, Ankle Monitoring Services LLC, Alaska Defendant Monitoring, Anchorage Correctional Complex East and West, Goose Creek Correctional, Spring Creek Correctional, Wildwood Correctional, and Lemon Creek Correctional.

I understand that any and all information in my records is protected under Federal law and regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations (in a covered life-threatening emergency, child abuse or neglect, threatened or actual crime at this program or against staff, or appropriate court order by a judge.) With this understanding, I authorize CTTC staff to use the information below for the specified purposes of locating me for follow- up. The recipient of this information may not disclose any of it without my further written consent except as provided for by Federal regulations 42 CFR Part 2.

I understand that the purpose of the contacts will be to provide support and encouragement for my status to continue to be alcohol and drug free as well as to obtain information regarding the program's impact and effective ness. I further understand I will be compensated for my participation. I can withdraw this permission at any time in writing by addressing my written revocation to: CITC Recovery Services, 3600 San Jeronimo Dr., Anchorage, AK 99508, or orally as provided below.

To verbally revoke, contact CITC Recovery Services at (907) 793-3200. I understand that this permission is in effect for fourteen (14) months from the date of my discharge from CITC Recovery Services.

I further acknowledge that the information to be released has been explained to me and certify that this consent is being given of my own free will.

The best way to reach me is:

Home Telephone: _____ Best time to reach me at this number _____

Work Telephone: _____ Best time to reach me at this number _____

Mailing Address: _____

E-mail: _____

Cook Inlet Tribal Council: Recovery Services
Intervention Services

Do you stay in different places in the summer vs. winter? Such as Fish Camps, Slope job, Fishing Boat, Cannery, etc..

Yes___ No___ If yes, identify where below.

Summer: Address/Phone# _____

Winter: Address/Phone# _____

You also have permission to contact the following individual(s) to get information as to how I can be contacted or located

1.) Name: _____ Relationship: _____

Phone: _____

2.) Name: _____ Relationship: _____

Phone: _____

A kindly reminder: We will never post anything on your personal Facebook Page for your privacy. We will only message you for contact.

Would you like to join our private CITC Survey FB page? (This will allow you see our reminders and updates on news feed and not on your personal page.) Yes___ No___

May we contact you through a private messenger regarding your follow up through social media? Yes___ No___ If

yes, please list your social media use names for us to contact you.

Name: _____

Are you homeless at this time? Yes___ No___

If yes, please list below of the places we may contact you at.

___ : Soup Kitchen; what day(s) of the week? M___ Tu___ W___ Th___ F___ Sat___ Sun___ ; Morning___ Evening___

___ : Beans Cafe; what day(s) of the week? M___ Tu___ W___ Th___ F___ Sat___ Sun___ ; Morning___ Evening___

___ : Other restaurant names _____

What day(s) of the week? M___ Tu___ W___ Th___ F___ Sat___ Sun___ ; Morning___ Evening___

Do you stay at a shelter at this time? Yes___ No___

If yes, please list below of the places we may contact you at.

___ Brother Frances Shelter ___ The McKinnell House

___ Rescue Mission ___ The Covenant House

___ AWAJ.C ___ Catholic Social Services

___ Safe Harbor ___ Congregate Shelter (Alex, Aviator)

___ Other: _____

What day(s) of the week? M___ Tu___ W___ Th___ F___ Sat___ Sun___

Cook Inlet Tribal Council: Recovery Services
Intervention Services

Do you visit the library? Yes___ No___ If yes, name of branch? _____

What day(s) of the week do you visit the library? M___ Tu___ W___ Th___ F___ Sat___ Sun___

Any other locations we may contact you at that have not been listed? Yes___ No___

If yes, please list below.

Address/Phone# _____

What days of the week? M___ Tu___ W___ Th___ F___ Sat___ Sun___ ; Morning___ Evening___

*Reminder: 3, 6, and 12 months after your Intake and Discharge, a Data Specialist may contact you for a follow up. The Data Specialist will not share any of your follow up information to anyone, such as assessors, counselors or case managers. The Information you give is only to help improve future needs with *CITC*. Once the follow up is complete, the Data Specialist will offer you a \$10.00 gift card or \$100.00 off your current bill with *CITC-RS* after each follow up.

Participant's Signature: _____ Date: _____

Witness's Signature: _____ Date: _____

Authorization to Obtain or Release (Exchange) Personal Information

Participant's Name: _____ DOB: _____ (Month/Day/Year) Last four digits of SSN: _____

The signature below of Participant Parent Legal Guardian authorizes CITC and related entities¹ to obtain from or release to (exchange with) the following Facility, Organization, or Individual, the protected health and personal information of the participant named above:

Name: _____
 (Facility, Organization, or Individual Name)

Address: _____ Phone: _____

PURPOSE OF INFORMATION: _____ **AMOUNT OR KIND OF WRITTEN (W), ELECTRONIC (E) AND/OR VERBAL (V) INFORMATION OBTAINED OR RELEASED (EXCHANGED): (circle and initial all that apply)**

At the request of the participant for the purpose of treatment or services. Other specifications or special conditions, if any:

- | | |
|---|--|
| W / E / V _____ Admission Summary | W / E / V _____ Legal History |
| W / E / V _____ Application for Services | W / E / V _____ Medication Records |
| W / E / V _____ Attendance/Progress Report | W / E / V _____ Medication Records – Substance Use |
| W / E / V _____ Billing Information | W / E / V _____ Psychiatric Evaluation |
| W / E / V _____ Career Development Assessment | W / E / V _____ Psychological Evaluation |
| W / E / V _____ Discharge Status | W / E / V _____ Psychosocial History |
| W / E / V _____ Education Assessments | W / E / V _____ Service Plan (non-clinical) |
| W / E / V _____ FAS/FASD Assessments | W / E / V _____ Supportive Services |
| W / E / V _____ Health History/Physical Records | W / E / V _____ Treatment Plan (clinical) |
| W / E / V _____ Household Composition | W / E / V _____ Treatment Recommendations |
| W / E / V _____ Housing | _____ for Level of Care |
| W / E / V _____ Immunization Records | _____ (residential or outpatient) |
| W / E / V _____ Income and Wages | W / E / V _____ Other(specify) |
| W / E / V _____ Lab Reports (OCS and PO) | |

Psychotherapy Notes, as defined by HIPAA, CANNOT be released with this Authorization. See Psychotherapy Authorization to obtain those records. Nothing listed on this ROI is considered Psychotherapy Notes.

***I give permission for the exchange of any and all information required for these purposes, including but not limited to grades, personal information, attendance, test scores, date and place of birth, schools attended, tribal affiliation, educational barriers, applicable community agencies, information covered by the Violence Against Women Act (VAWA) and other information through Q and/or Parent Connect and other resources between CITC (and related entities) and ASD, and within CITC and related entities. I understand if I am seeking VAWA services, I do not have to agree to share my information. CITC and related entities will still help me and provide services to the fullest extent legally permissible. This exchange is permissible until this release expires, even if I am no longer a student of ASD or participant of CITC. I understand that I may request a copy of the records being released at any time from the facility, organization or individual that released the records pursuant to this authorization. _____(initial)**

1. I understand: (1) I can refuse to authorize the release of any personal health information (PHI); (2) I am not required to release PHI in order to ensure health care treatment, payment, enrollment, or eligibility for health care benefits; (3) I may inspect or copy the information to be used or disclosed, as provided in 45 C.F.R. § 164.524; and (4) the information released may include information regarding psychiatric treatment (except psychotherapy notes), substance use treatment/rehabilitation, medical treatment, and HIV status. I give specific authorization for these records to be used and disclosed. If I have questions about disclosure of my CITC and related entities health information, I can contact the CITC Privacy Officer at 907-793-3403.

2. I understand: (1) I have a right to revoke this authorization at any time; (2) if I revoke this authorization I must do so in writing and present my written revocation to CITC for CITC and related entities PHI records, and in writing or orally for CITC and related entities substance use disorder treatment records; (3) the revocation will not apply to information that has already been released in response to this authorization; and (4) the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy.

Unless otherwise revoked, this authorization will expire on the following date: _____ . If this space is left blank, this authorization will be presumed to expire two (2) years after the signature date below.

3. I understand my substance use disorder treatment/rehabilitation records (if any) are protected under the Health Insurance Portability Accountability Act of 1996 (HIPAA) and its enacting regulations and, that depending on the nature of the record and treatment involved, my records may also be protected under the federal regulations governing confidentiality of substance use disorder patient records, 42 C.F.R. Part 2. I understand that only health information covered by 42 C.F.R. Part 2 (i.e., alcohol and drug use or treatment) will continue to be protected by law from redisclosure once it leaves CITC. However, if the information is only covered by HIPAA, it is subject to redisclosure by the recipient and may no longer be protected. I understand my records cannot be disclosed by CITC or related entities and their programs that are subject to HIPAA without my written consent, beyond what is permitted under this authorization without my written consent, unless provided for by the regulations.

4. I understand that information covered by VAWA may be disclosed and understand the type of information, reason for sharing, and potential recipients.

5. _____ (Initial) **Check If information being disclosed is subject to 42 C.F.R. Part 2 (i.e., alcohol and substance use or treatment).** NOTICE TO RECIPIENT: PROHIBITION ON REDISCLOSURE IF BOX IS CHECKED. This information has been disclosed to you from records that may be protected by federal confidentiality rules (42 C.F.R. Part 2). The federal rules prohibit you from further disclosing information in this record that identifies a patient as having or having had a substance use disorder either directly, by reference to publicly available information, or through verification of such identification by another person unless such disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules also restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

By my signature below, I indicate that I have read this document or have had it read to me, I fully understand its meaning, and I consent to its terms knowingly and voluntarily.

 Signature

 Date

 Signature of Guardian/Parent/Authorized Person

 Relationship to Participant

 Date

 Printed Guardian Name

Signed copy received by participant: Y^• _____ ' P[_____, participant declined copy.
 init init

CITC Employee Initials: _____

¹ Related entities include the Alaska Native Justice Center, Inc. (ANJC), Clare Swan Early Learning Center (CSEL), and Get Out the Native Vote (GOTNV).