



Addiction Resource Council, Inc.

N27 W23960 Paul Rd Suite 201

Pewaukee, WI 53072

Phone: 262-524-7921 Fax: 262-524-7932

Client Instructions

Our agency has either received a copy of your **COURT ORDER for INTOXICATED DRIVER ASSESSMENT and DRIVER SAFETY PLAN** or you have requested the information necessary to complete the assessment in your state of residence. The following information will help you meet the requirements of your court order. You are required to do the following:

1. Complete a substance use assessment from a state certified AODA (Alcohol and Other Drug Abuse) agency in your state of residence.
2. Successfully complete an appropriate level of care program determined by your assessment.

An **assessment** is an interview with a certified/licensed substance abuse professional. During the interview you will discuss your use of alcohol and other drugs with the professional. You may also be asked to complete tests or questionnaires. The purpose of the assessment is to identify the level of your use and develop a plan to prevent future problems related to that use. At the completion of the assessment, the professional will refer you to an appropriate program(s). This program(s) is referred to as your **Driver Safety Plan (DSP)**. This plan will require you to participate in educational and/or treatment programming.

The Wisconsin Department of Transportation allows you to complete the assessment and participate in a Drivers Safety Program in your state of residence. To find an agency in your state that will provide you with these services, you can contact your local Division of Motor Vehicles office or you can consult a telephone directory and search for information under “substance abuse” or “addiction” services.

After the assessment is completed, ask the assessment agency to send the results and recommendations to the Wisconsin Department of Transportation at the address in the provider letter included with this information. If the agency completing your assessment does not provide the education and/or treatment program that has been determined, ask them to refer you to an agency that can provide you with these services. You will need to enroll in the program and continue to participate until you have successfully completed it. When you have completed the program, ask the program provider to provide a completion report to the Wisconsin Department of Transportation at the address provided in the provider letter included with this information.

Client Please Note: After your revocation you will need to pay the Wisconsin Department of Transportation a \$200 reinstatement fee.

If you have any questions or need additional information, please contact the Wisconsin Department of Transportation at (608) 261-8202

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Dear Provider,

The person presenting this letter has been convicted of *Operating While Intoxicated (OWI)* in the state of Wisconsin. This person has received a court order requiring that they complete an AODA assessment and participate in a Driver Safety Plan (DSP). In order to comply with the laws of the State of Wisconsin, this person must complete an alcohol and drug use assessment. The results of that assessment are then used to develop an appropriate program, called "Driver Safety Plan (DSP)". This program is intended to assist the individual in avoiding any intoxicated driving in the future. This plan can be an educational program or a course of AODA counseling, or both. The client must satisfactorily complete the recommended plan. If the person does not comply with either the court order for an assessment or the completion of the Driver Safety Plan within the time periods listed below their operating privileges will be suspended by the Wisconsin Department of Transportation (DOT), until the individual does comply.

The alcohol and drug use assessment should identify the extent of the client's alcohol and drug use patterns which could potentially interfere with their ability to drive safely. Based upon the assessment findings, an appropriate plan of education and/or counseling should be developed and recommended to the client. The agency that provides the client's program should also meet any of your state's requirements for furnishing intoxicated driver services.

The Wisconsin Department of Transportation requires verifications must be submitted on agency letterhead, and can include any additional report forms customarily used by your agency or in your state. All verifications should be submitted to:

**Division of Motor Vehicles
Compliance & Restoration Section
Alcohol/Drug Review Unit
PO Box 7983
Madison, WI 53707-7983
(608) 261-8202 (Phone)
(608) 267-3812 (Fax)**

All correspondence must include the following identifying information:

The client's complete name

The client's date of birth

The client's driver's license number and the state issuing the license

The client's address (including the client's Wisconsin address if they are temporarily residing in your state)

The dates of arrest and conviction for all the client's OWI offenses

There are some time lines the Wisconsin DOT expects clients to adhere to:

Within 60 days from the date of conviction for OWI, the Wisconsin DOT should receive verification that the client has completed an AODA assessment and has enrolled in a Driver Safety Plan which meets the requirements of your state.

Within one year from the client's conviction date, the Wisconsin DOT should receive verification that the person has satisfactorily completed his/her Driver Safety Plan.

Should you have any further questions please call us at 262-524-7921.

Thank You,
Addiction Resource Council, Inc.

*If you live in Illinois,
scan to view
assessment facilities
near you*

