

Please use this checklist to make sure you bring everything you need to your intake group:

\_\_\_\_\_ Intake Packet

- Demographic Information (including Driver's License or State I.D., health insurance card if applicable)
- Agreement of Understanding
- Participant Rights and Responsibilities
- Drug/Alcohol Screening Test (to be completed at Mindfulness LLC upon enrollment)
- Authorization of Release of Protected Health Information

\_\_\_\_\_ Copy of Current Medication List

\_\_\_\_\_ All Medication Bottles Showing Current Dates

\_\_\_\_\_ \$170 Cash or money order made payable to: Mindfulness LLC

What to Expect:

When you come into the office at 10am on Friday...

- Come in at the front desk and let them know that you are here for IOP.
- Complete (if not done so already) intake packet and turn it in at the front desk, along with any other additional demographic information necessary.
- Pay \$10 for initial urine drug/alcohol test
- Mindfulness staff will conduct a urinalysis drug/alcohol test and breathalyzer test on all participants. Participants must PASS drug/alcohol test in order to enroll in the program.
- Pay program fee of \$170 in full at the front desk.
- Pay intake group fee of \$55 (if uninsured and self-pay)
  - (this fee is eligible for the Mindfulness Payment Plan)
- The front desk will ask you to have a seat in the waiting room.
- After all drug/alcohol tests are complete, mindfulness staff will invite all participants into the group room for a one hour intake group.
- Mindfulness staff will explain program requirements and expectations with all participants.
- Program will then begin the immediate following Monday at 9am.

**Agreement of Understanding of Program Rules, Regulations, Policies, and Fees**

**REGISTRATION**

An enrollment fee of \$170, cash or money order made payable to Mindfulness LLC is required for enrollment into the Intensive Outpatient Treatment Program. This registration fee covers the cost of the following services:

-Alcohol/Drug screens (17).

An intake group fee of \$55 is required for the enrollment in the Intensive Outpatient Treatment Program. This fee covers:

-Initial Intake Group (30 Minutes)

-Participant assessments and evaluations

**ALL PAYMENTS ARE CASH OR MONEY ORDER ONLY**

I understand that my enrollment fee is non-refundable in any part or under any circumstance.

Initial

**ATTENDANCE**

Each class of the IOP program is MANDATORY and must be attended. I understand the following attendance policy:

-Each participant is allocated a maximum of TWO classes deemed excused absences by program director.  
-If THREE or more classes are missed for any reason, I understand that I will be withdrawn from the program in its entirety, and will be required to repeat the entire IOP program.

-I understand that if I am withdrawn from the program for any reason, all paid program fees are non-refundable, and I will be required to pay all fees of \$170 for re-enrollment of next available program.

-I understand that I must give Mindfulness LLC advanced notice of any absence in any form but not limited to; class absence, late attendance to class, need for early dismissal from any class. If advanced notice is not provided by participant, any missed class or attendance hours will be considered unexcused absence.

Initial

**ALCOHOL AND DRUG FREE PROGRAM**

All participants enrolled in the IOP treatment program must abstain from ALL use of alcohol or other drugs. A drug screen and breathalyzer will be conducted at the time of enrollment group. I understand that I am required to submit to an additional SIXTEEN (16) alcohol/drug screens throughout the entirety of the program. I understand that I may be asked to submit to additional alcohol/drug screens at any point throughout that program if deemed necessary by the program director. Failure to comply will result in discharge from the program. I understand that a positive breathalyzer or drug screen may mean discharge from the program, with all pre-paid fees forfeited.

Initial

## FEE SCHEDULE

Breathalyzer = Free

Alcohol/Drug Screen (Instant), 17 total = \$170 (if positive will send away for verification \$65)

Alcohol/Drug Screen (Instant) additional if necessary = \$10 per test

Education Component of 72 hours = \$3,600

ALL PAYMENTS ARE CASH OR MONEY ORDER ONLY

## PROGRAMMING

The Intensive Outpatient Treatment Program is eight (8) weeks in length. This consists of 72 total hours of education, meeting 3 times per week, each meeting for 3 hours in length.

- Intervention and Education component involving group discussion and activities facilitated by program director and additional staff.
- Mindful meditation and movement component facilitated by a certified yoga instructor, overseen by program director.
- Creative wellness component facilitated by a therapeutic art specialist, overseen by program director.

## COMPLETION

All requirements must be completed before any documentation of completion can be delivered, including all fees for services paid in full.

## DISCHARGE/TERMINATION

My signature certifies that I fully understand and agree to abide by the rules, regulations, and policies of Mindfulness LLC. I understand that if I am terminated for any reason, that any and all pre-paid fees are non-refundable.

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Participant Signature

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Date

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Staff Signature