



IMPAIRED DRIVER
PROGRAM
SAUK COUNTY
MEMORANDUM OF

DEPARTMENT OF HUMAN SERVICES
P.O. Box 29 • Baraboo WI 53913
(608) 355-4200 • FAX (608) 355-4299
JESSICA MIJAL, Director

UNDERSTANDING

This memorandum of understanding (MOU) is a nonbinding agreement between Goodman Behavioral Health and Sauk County Department of Human Services. It outlines the requirements and responsibilities of the designated IDP assessment facility (Goodman) for Sauk County consumers convicted of an operating while intoxicated (OWI) related offense.

Effective Period: 1/1/23 – 12/31/24

The Intoxicated Driver Program (IDP) is governed by the Division of Care and Treatment Services, Department of Health Services. Chapter DHS 62 and Chapter DHS 75– Assessment of Drivers with Alcohol or Controlled Substance Problems – outlines the IDP statutory requirements. The IDP assessment facility is expected to comply with all provisions of the administrative code.

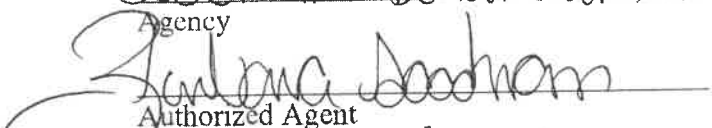
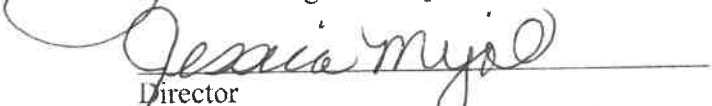
The IDP assessment facility is further required to do the following:

- Maintain current IDP policies, procedures, and guidelines on program requirements including but not limited to:
 - Intake, orientation, assessment and driver safety plans including referral procedures
 - Client records including security, maintenance, retention and informed consent for release of IDP records
 - Client rights and appeal procedures
 - Conflict of interest guidelines
 - Staff training
 - Reporting requirements
 - Quality assurance
 - Fees including notification and consumer liability
 - Discrimination
 - Alternative education
 - Assessment and management of suicidal consumers
 - Non-English speaking consumers
 - Noncompliance, extensions and amendments; and
 - Collaboration and correspondence with other assessment facilities, the courts, the IDP Coordinator, the Wisconsin Department of Transportation (DOT), traffic safety schools, driver safety plan providers, and consumers
- Ensure that all IDP assessments are completed by a qualified individual who has successfully completed the IDP-approved training (IDP-IT) or who is eligible to enroll in

the next IDP-AT and is practicing under the supervision of a trained assessor. The designated IDP assessment facility will produce supervision records upon request.

- Ensure that all assessors attain the required number of continuing education units annually. The designated IDP assessment facility will produce copies of training records upon request.
- Maintain an adequate number of IDP assessors to ensure there are no gaps in service provision.
- Meet with the IDP Coordinator and/or other SCDHS staff on a quarterly basis or more often as requested.
- Permit on-site review of services by IDP Coordinator and/or other SCDHS staff as requested. Produce copies of forms, policies, procedures, guidelines or other IDP related documents upon request.
- Submit data reports to IDP Coordinator on a quarterly basis or more often as requested.
- Complete and submit IDP assessments ordered by the court or the Wisconsin DOT within the required 14 day timeline to the WI DOT, IDP Coordinator, driver safety plan provider, and the consumer.
- Utilize the Wisconsin Assessment of the Impaired Driver (WAID) and gain approval from SCDHS for the use of supplemental assessment tools.

The following authorized agent commits to the responsibilities as outlined in the **Memorandum of Understanding** on behalf of their employees.

Goodman's Behavioral Health	07-24-2024
Agency	Date
	07-24-2024
Authorized Agent	Date
	7-25-2024
Director	Date
Sauk County Department of Human Services	

Effective: 1/8/08
Revised: 7/23/24