

**Community Counseling Center**  
**SUBSTANCE ABUSE THERAPY GROUP/INDIVIDUAL**  
**RULES, POLICIES and CONTRACT**

**Attendance:** This is a 12-session program which consists of 12 group therapy sessions.

There are some exceptions/special situations as follows:

- All absences, excused or unexcused, **Will** be reported to your ASAP/DSS Case Manager and/or Probation/Parole Officer.
- Any absences beyond two will cause you to be terminated from the program.
- SNOW cancellation- CCC will follow JMU's school closing and delay schedule on days of inclement weather.

**Late time:** We expect that you be on time for each group session. **Late arrivals more than 15 minutes** will be considered absences and any serious problems regarding lateness will be discussed with your ASAP/DSS Case Manager and/or Probation/Parole Officer for advisement.

**Fees:** Initial assessments prior to your first group session are \$40.00. You are responsible for this fee unless we are notified otherwise by ASAP/DSS Case Manager and/or Probation/Parole Officer. The fee per group session is \$40.00. You must check in at the front desk and pay each week prior to each class. Individual consultation sessions are \$40.00 per session. Random drug screenings are \$30.00 each. Any payment made will **NOT** be refunded.

**Participation:** This is a discussion group and we expect you to participate in topics that are presented in the group setting and to fully explain the incident that brought you to group. We encourage you to use your time in group productively in order to benefit as much as possible while you are here. The more you participate in the group, the more you will benefit from it.

**AA/NA Requirement:** You are required to complete 5 AA/NA sessions and have logged the information regarding the meetings as noted in the AA/NA Log Instructions. If the AA/NA requirement is not completed, you will not receive completion of this group/individual treatment. You are to turn in all of the AA/NA meetings by the end of the group. **NO EXCUSES!!!**

**Behavior: Violent, threatening or abusive behavior including shouting and swearing will not be tolerated, you will be asked to leave the premises or Police will be informed.** You are not to be under the influence of alcohol, non-prescription drugs, or other mood-altering drugs/substances in group. If you arrive at a session under the influence, you will be asked to obtain a ride home and your case manager will be notified. **No** potentially dangerous weapons may be brought into the building – **No** exceptions. **No** tobacco products are allowed in the building. You are welcome to smoke on the porch before group. Cell phones must be OFF or on silent mode during group sessions. As a member of the group, you are expected to take responsibility for your own behavior, including making your own phone calls when you expect to be late or absent.

**Urine Drug Screens:** Random urine screenings are mandatory and will be done at the discretion of the therapist.

**Confidentiality:** We are obligated to inform your ASAP/DSS Case Manager and/or Probation/Parole Officer about your group attendance and fee payment. What you discuss in group is considered confidential and is not shared with other persons, except for the following circumstances:

- We believe you are in imminent danger of severely harming yourself or someone else.
- If we are informed of any incidents of abuse or neglect of children, elderly or disabled persons.
- If we are court ordered to testify.
- If we have reason to believe you are actively using any mood-altering substance.

We ask you to respect other group members' rights to confidentiality. While we encourage you to share information that you find helpful in group, you are not to reveal group members' names or identities, or personal information they share about themselves. All group members are held to this standard so we can best protect each individual's right to confidentiality. At the same time, we cannot guarantee that all members will uphold this. Therefore, we cannot guarantee you complete confidentiality. If at any time you believe your confidentiality has been violated, please speak with your group therapist.

**Court fees-** if a CCC staff member is subpoenaed to testify in a court case, we will charge a fee for each occurrence in order to cover our costs for preparation time, time spent in court, and rescheduled or missed appointments with other clients. This payment is due at least two (2) days **BEFORE** the testimony. CCC will charge \$600 for a full day in court and \$300 for a half day. You will be responsible for paying this fee regardless of who requests the testimony.

\_\_\_\_\_ I give my permission for CCC to contact me within the year to see how I am doing with staying substance free. Sign below to indicate that you have read and understand these rules, policies and contracting to agree to participation.

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**Signature**

**Date**

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**Print Name**

*revised 7/2023*