



Substance Abuse Center of Kansas, Inc.

Specializing in the prevention and treatment of individuals and families affected by substance abuse.

WELCOME to the **Substance Abuse Center of Kansas**

At the Substance Abuse Center of Kansas, we aim to make you feel at home. The purpose of the Outpatient intake appointment is to introduce you to your counselor, the program, and give a tour of the facility.

Treatment Plan

A treatment plan is your roadmap to recovery. It is your agreement with Substance Abuse Center of Kansas you will follow the plan, and we will implement it. Your success in treatment depends on how well you follow your treatment plan, and your primary counselor will be there to guide you.

Groups

You will also discuss your treatment plan and other issues in groups with your peers, and they will share theirs with you. The group process will help you see that you are not alone. The group, including you, becomes a resource unto itself via shared experiences and shared strength. A counselor is always present as a facilitator, offering guidance to the process. If you feel nervous entering your first group, you are not alone. Like the great majority of other clients, you will settle in very quickly.

Group Participation

Every time you attend a group, you are expected to participate in the group discussion and handouts. In addition, you need to participate with feedback to other group members. There is no sleeping allowed during the group process. If you have a medical issue, please communicate this with your primary counselor. There is no cell phone usage allowed during group, and we ask you to wait until break or after group to use them. If there is an emergency phone call, please step out of the group to take the call.

Absences

You are allowed three unexcused absences. We understand emergency situations, although you are to contact your primary counselor as soon as possible. Upon your third unexcused treatment session, you will be placed on an attendance contract. Once placed on an attendance contract, if you miss one more session, you will be discharged unsuccessfully. Once you have been discharged from our facility we will refer you back to your referral source. Communication is key, always communicate with your primary counselor if you foresee you might have to miss a group and/or individual session.



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Treatment Schedules

Clients referred to OP (level 1) are required to attend two group sessions, weekly. You will gradually step down in the number of sessions required as you progress in your personal treatment goals. This is determined by you and your primary counselor.

Peer Mentoring Program/Peer Support Meetings

A peer mentor is someone who can relate to different situations and barriers one may face in early recovery. Every treatment client will be referred to this program, and a peer mentor will contact you shortly after you start treatment groups.

Drug Testing

Due to nature of outpatient treatment, drug testing is necessary to maintain a safe and effective group environment. It is vital that every member in a group is alcohol and drug free to ensure effectiveness. If a client relapses, the group is there to offer support. However, relapses are not taken lightly, but we also know they can occur in the recovery process.

Confidentiality

Information about you is confidential. You must give written permission before we can share information about you with other people or agencies. Confidential information may be released **WITHOUT** your consent **ONLY** when:

- ⤴ There is clear danger to you or others.
- ⤴ You have a medical emergency requiring such information.
- ⤴ There is reasonable cause to believe that neglect or abuse of a child, elder, person with developmental disabilities has been or is occurring.
- ⤴ A court orders release of the information under certain limited circumstances.

We also ask that you protect the confidentiality of our other clients. Please **do not** identify others as clients of the Substance Abuse Center of KS/CrossOver Recovery Treatment Center. Please **do not** discuss other clients' concerns outside of activities designed for such discussion, unless you have specific permission from the person involved.

If you have any questions regarding Outpatient, please contact your counselor.



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Client Treatment Contract

I consent to alcohol and drug treatment at the Substance Abuse Center of Kansas and agree to the following procedures listed below:

- I will attend all required sessions, on time, as scheduled by my treatment counselor. I understand that having more than three unexcused absences may result in my unsuccessful discharge from treatment.
- I will pay all fees in accordance with the original payment schedule developed. If legally required to participate in treatment, I understand that total payment of fees is a direct part of success in completion of this program and a letter of completion will not be sent to my referral source until those fees are paid.
- I agree to abstain from all substance use while participating in this program, unless I am prescribed medication by my physician and present this prescription to my treatment counselor.
- I understand that I will be subject to random urine drug tests and this information will be shared with my referral source as deemed clinically necessary by my counselor.
- I agree to report all mood-altering substance use to my counselor and understand that my counselor's recommendation may change during my treatment due to my usage.
- I understand that should I repeatedly continue to abuse mood-altering substances, despite interventions (increased level of care, groups, or individual sessions) I may be unsuccessfully discharged.
- I understand that this program requires written and active participation in group discussion, and I am willing to comply with this requirement.
- I understand that my treatment plan requires engaging with a peer mentor on a weekly basis, and I am willing to comply with this requirement.
- I am not presently in need of any acute medical care and understand that no nursing and/or medical services are provided by this program.
- I understand that family participation is recommended by this program and will do the best of my ability to have family involvement.
- I understand that part of this program is to develop a support system for my recovery. I understand that my recommendations will include development of outside support. (i.e. a 12-step program, peer support meetings, church, etc.)
- I agree to attend at least two outside support meetings of my choosing, and provide written documentation of this to my counselor, weekly.
- I am committed to successful completion of alcohol and drug treatment and abiding all reasonable recommendations of this treatment program and my counselor.
- I understand that weapons of any kind are prohibited at all SACK locations and I will not bring weapons to SACK locations.

This agreement and consent extends the length of time I am involved in treatment activities at this facility.



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Confidentiality of Alcohol and Drug Abuse Patient Records

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations.

Generally, the program may not say to a person outside the program that a client attends the program or disclose any information identifying a client as an alcohol or drug abuser unless:

- The client consents in writing
- The disclosure is allowed by a court order
- The disclosure is made to medical personnel in a medical emergency
- The disclosure is made to qualified personnel for research, audit or program evaluation
- The client commits or threatens to commit a crime either at the program or against any person who works for the program

Violations of the federal law and regulations by a program are crimes. Suspected violations may be reported to appropriate authorities in accordance with federal regulations (See 4 USC 290dd-3 and 42 USC 290-3 for federal laws and 42 CFR part 2 for federal regulations).

Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

By signing the client verification, which will be left in your chart, you declare that you have read, understand, and have received a copy of this information.



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Client Rights

Introduction:

It is the responsibility of each staff person to ensure that each client is treated in a legal, humane, dignified, and conscientious manner at all times. Treating a client without respect, dignity, etc., constitutes grounds for reprimand and/or dismissal. Each staff person has as his or her personal responsibility the obligation to report to his or her supervisor any behavior on the part of staff, which is perceived as being inappropriate, irresponsible or in any way infringes upon the legal, human rights of a client.

KDADS/Behavioral Health/Substance Use Disorder Services Licensing Standard:

Policy 6.1 – The Substance Abuse Center of Kansas shall ensure that at the time of admission or first appointment, the client and, if applicable, the client's parent, guardian, or designated representative receives a written copy of the client's rights

A client has the following rights:

1. To be treated with dignity and respect
2. To be free from abuse, neglect, exploitation, coercion, manipulation, and restraint or seclusion of any form used as a means of coercion, discipline, convenience, or retaliation
3. To a safe, sanitary, and humane living environment while in treatment that provides privacy and promotes dignity
4. To receive treatment services without regard to the client's race, religion, sexual orientation, ethnic origin, age, disabling or a medical condition, legal status, and ability to pay for the services
5. Not to be discriminated against based upon a client's race, religious preference, sexual orientation, ethnic origin, age, disabling or a medical condition, legal status, or ability to pay for the services
6. To receive assistance from a family member, designated representative, or other individual in understanding, protecting, or exercising the client's rights
7. To receive a referral to another program if SACK is unable to provide a treatment service that the client requests or that is indicated in the client's treatment plan
8. To have the client's information and records kept confidential and released according to federal confidentiality regulations
9. To be treated in the least restrictive environment affording the maximum freedom of movement consistent with the client's clinical condition and legal status
10. To consent in writing, refuse to consent, or withdraw written consent to participate in research, experimentation, or a clinical trial that is not a professionally recognized treatment without affecting the service available to the client
11. To exercise the treatment provider's grievance procedures
12. To receive a response to a grievance in a timely and impartial manner
13. To be free from retaliation for submitting a grievance to a treatment provider, KDADS/Behavioral Health/Substance Use Disorder Services, or another entity
14. To obtain a copy of the client's clinical record at the client's own expense
15. To be informed at the time of admission and before receiving treatment services, except for a treatment service provided to a client experiencing a crisis, of the fees the client is required to pay; and providers refund policies and procedures
16. To receive treatment recommendations when the client is to be discharged or transferred and referrals for housing and mental health services when the client is diagnosed with a co-occurring disorder
17. To privacy in treatment, including the right not to be fingerprinted, photographed, or recorded without consent, except for:
 - a. Photographing for identification and administrative purposes, as provided by R03-602
 - b. Video recordings used for security purposes that are maintained only on a temporary basis
18. To confidential, uncensored, private communication that includes letters, telephone calls, and personal visits with:
 - a. An attorney
 - b. Personal physician
 - c. Clergy
 - d. Department of Children's & Families/ KDADS, or
 - e. Other individuals unless restriction of such communication is clinically indicated and is documented in the client record
19. To practice individual religious beliefs including the opportunity for religious worship and fellowship as outlined in program policy
20. To be free from certain coercion in engaging in or refraining from individual religious or spiritual activity, practice, or belief
21. To receive an individualized treatment plan that includes the following
 - a. Client participation in the development of the plan
 - b. Periodic review and revision of the client's written treatment plan
22. To refuse treatment or withdraw consent to treatment unless such treatment is ordered by court or is necessary to save the client's life or physical health
23. To receive one's own information regarding
 - a. Medical and psychiatric conditions
 - b. Prescribed medications including the risks, benefits, and side effects
 - c. Whether medication compliance is a condition of treatment
 - d. Discharge plans for medications



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Grievance Procedures

If you have a grievance, please contact the first person, in writing, on the list below. All complaints will be reviewed within 72 hours of receipt. If you are still not satisfied, you should contact the next person on the list and so on.

- ⤴ Your counselor
- ⤴ The Facility Manager
- ⤴ The Program Director
- ⤴ The SACK Chief Executive Officer
- ⤴ The Advisory Board of the Substance Abuse Center of Kansas
- ⤴ Kansas Department for Aging & Disability Services/Behavioral Health
Substance Use Disorder Services
503 S. Kansas Ave.
Topeka, KS 66603
(785) 296-6807

The names and means of contacting the above individuals will be given to any client or relative/guardian upon admission to the program or upon written or verbal request.

Proper filing of grievance or complaint will not subject any person to prejudicial treatment with any program operated by the Substance Abuse Center of Kansas.



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Statement of Qualification for KDADS / Behavioral Health / Substance Use Disorder Services Assistance Eligibility & Service Fee Schedule

I do hereby attest that I meet with eligibility guidelines for assistance from KDADS / Behavioral Health / Substance Use Disorder Services. I understand that to be eligible for services, **my income cannot exceed 200% of current Federal Poverty Guidelines**, demonstrate medical need for services, and I must be a resident of Kansas. I understand that if I perjure myself by representing my eligibility for assistance, I will become solely responsible for my treatment and can be held accountable for any monies that would be returned to KDADS / Behavioral Health / Substance Use Disorder Services on my behalf. If I am over the 200% Federal Poverty Guidelines and / or do not meet Medical Necessity for assistance from KDADS / Behavioral Health / Substance Use Disorder Services, I understand that the following is a guideline for treatment services through the Substance Abuse Center of Kansas: **Outpatient Group (2-hr) - \$84.00 per session; Outpatient Individual Session (1-hr) - \$88.00 per session**. The Substance Abuse Center of Kansas will make every effort to establish payment arrangements and consider income sliding scale if deemed a hardship case. Hardship cases are approved and / or disapproved by the Director of Outpatient Services.

This form is to assist you in determining whether you meet the eligibility guidelines for assistance from KDADS / Behavioral Health / Substance Use Disorder Services Assistance. You must understand that to be eligible for services, your income can be no more than 200% of the current Federal Poverty Guidelines and you must be a resident of Kansas, or it could be that you are referred under the 3rd and Subsequent DUI Offender Program or SB123 Program.

HHS 2026 Poverty Guidelines	
Number of people in family	Poverty Guideline
1	\$31,920.00
2	\$43,280.00
3	\$54,640.00
4	\$66,000.00
5	\$77,360.00
6	\$88,720.00
For families with more than 6 people, add \$5,500.00 for each additional person	



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Drug Testing

This facility does onsite, unobserved urine analysis testing as well as onsite breathalyzers as deemed clinically necessary by your counselor. Currently, this facility's policy is to cover any cost of drug testing for our treatment clients. If a client disagrees with a positive result, there is a confirmation testing process at the cost of \$18.00. False positive test results can occasionally occur. In the event of a false positive result, the facility will offer confirmation testing at no charge. However, if the confirmation test verifies the positive result, the client will be responsible for the \$18.00 fee.

If a client relapses, the group and your counselor are there to offer support. Relapses are not taken lightly, but we also know they can occur in the recovery process. Positive UA results will be communicated to your referral source, only when results are uncontested, or if the UA results are confirmed positive by laboratory testing.



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Pregnant Women

Drinking alcohol during pregnancy can cause Fetal Alcohol Syndrome (FAS). FAS is the name given to a combination of mental and physical defects that can be present at a baby's birth and continue throughout a child's life. One of the most serious defects is mental retardation. In addition to mental retardation, FAS can also result in one or more of the following: Miscarriage, brain damage that cannot be repaired, growth problems such as shorter size, trouble gaining weight, small head, and other physical problems and differences, abnormal facial features, heart and kidney problems and serious lasting behavior changes.



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Basic Information

HIV/AIDS – Tuberculosis – Sexually Transmitted Infections – Hepatitis

HIV/AIDS

Human Immunodeficiency Virus (HIV) weakens a person's immune system by destroying important cells that fight disease and infection. No effective cure exists for HIV. But with proper medical care, HIV can be controlled. Some groups of people in the United States are more likely to get HIV than others because of many factors, including their sex partners, their risk behaviors, and where they live. Basic information about HIV, such as how it's transmitted, how you can prevent it, and how to get tested for HIV can be found at

<http://www.cdc.gov/hiv/basics/index.html>

TB

Tuberculosis (TB) is a disease caused by germs that are spread from person to person through the air. TB usually affects the lungs, but it can also affect other parts of the body, such as the brain, the kidneys, or the spine. A person with TB can die if they do not get treatment. Basic information about TB such as how it's transmitted, how you can prevent it, and how to get tested for TB can be found at <http://www.cdc.gov/tb/publications/factsheets/general/tb>

STI

Sexually Transmitted Infection (STI) is preventable. Educate yourself with basic information about how sexually transmitted diseases are spread, how to protect yourself and what are the treatment options. You can find the answers to these questions at <http://www.cdc.gov/std>

HEPATITIS

Hepatitis means inflammation of the liver. The liver is a vital organ that processes nutrients, filters the blood, and fights infections. When the liver is inflamed or damaged, its function can be affected. Heavy alcohol use, toxins, some medications, and certain medical conditions can cause hepatitis. However, hepatitis is most often caused by a virus. You can find answers to the most common types of viral hepatitis, how it is spread, how to prevent and treat each type at

<http://www.cdc.gov/hepatitis/abc>

Sexually Transmitted Infections Explanation Sheet

What is it?

How do you get it?

What are the symptoms?

How is it treated?

How to prevent it?

CHLAMYDIA	GONORRHEA	CRABS	SCABIES	SYPHILIS
Common STD caused by a bacteria About 3 million new infections in the U.S. each yr.	STD caused by a bacteria Also known as: "The Clap" or "The Drip"	Also known as: Pubic Lice Tiny blood-sucking bugs that live in pubic hair.	Bugs which dig under the skin. Similar to Crabs, but bugs are too small to be seen.	STD caused by a bacteria. Attacks various parts of the body in stages
The bacteria spreads from one person to another during sex, or during delivery of a baby	The bacteria spreads from one person to another during sex, or during delivery of a baby	Transmitted through skin-to-skin contact, bugs can jump from one person to the other during sex. Also by sleeping in infested bed or wearing infested clothing.	Transmitted through skin-to-skin contact, bugs can jump from one person to the other during sex. Also by sleeping in infested bed or wearing infested clothing.	The bacteria spread from one person to another during unprotected sex, or can be transmitted to child during pregnancy.
* Discharge * Pain when going to the bathroom * Stomach pain * Permanent damage can result in women not being able to have children	Usually mild symptoms or none at all. * Discharge * Pain when going to the Bathroom * If infected during pregnancy, can cause blindness in child or stillbirth.	* Intense itching, caused by an allergic reaction to the bites from the bugs.	* Small, itchy sores all over the body * Sores not usually found on neck or face	Stage 1: Sores on genital area (usually don't hurt), and disappear after a few weeks. Stage 2: Rash appears on palms of hands, bottom of feet, or other parts of the body. Blindness or brain damage can occur up to 30 years later.
If treated early, antibiotics can cure it easily. However, if left untreated can result in PID (Pelvic Inflammatory Disease)	Antibiotics or penicillin can cure it easily. However, if left untreated can progress into PID and result in men and women not being able to have children.	Liquid medication poured on infected area or over-the-counter treatments, followed by combing hair with a fine-toothed comb to remove bugs and eggs.	Liquid medication that is applied to the entire body which is only got through prescription. Family members must usually be treated also, and clothes, bed sheets, and towels must all be washed.	Penicillin can be used to treat and cure syphilis at during any of the stages, but any damage already done cannot be reversed.
* Abstinence * Know your partner * Practice Safe Sex * Get tested	* Abstinence * Know your partner * Practice Safe Sex * Get tested	* Abstinence * Know your partner * Get tested Condoms cannot protect against Crabs.	* Abstinence * Know your partner * Get tested	* Abstinence * Know your partner * Practice Safe Sex * Get tested

What is it?

PID	HPV	HERPES	HEPATITIS	HIV/AIDS	TUBERCULOSIS
<u>Pelvic Inflammatory Disease</u> Infection of female reproductive organs (ovaries, fallopian tubes, cervix, uterus.)	Human Papillomavirus Group of 70 different types of viruses. Most common STD in America. Some viruses cause warts, others can cause cancer.	A virus that can cause infections. Herpes Simplex 1 -Oral infections (cold sores) Herpes Simplex 2 -Genital infections	A serious virus which can attack the liver. 5 Types (A, B, C, D, and E), but Hepatitis A, B, and C are the most common. 4 million Americans are infected with Hep. C	<u>HIV</u> -Human immunodeficiency Virus. A virus which attacks and destroys a person's Immune System, resulting in <u>AIDS</u> -Acquired Immune Deficiency Syndrome	TB is a disease caused by a bacterium called <i>Mycobacterium tuberculosis</i> . The bacteria usually attack the lungs, but TB bacteria can attack any part of the body such as the kidney, spine, and brain. If not treated properly, TB disease can be fatal.
Usually comes from STD's like Chlamydia or Gonorrhea going untreated.	Skin-to-skin contact or sexual activities with an infected person.	Transmitted through skin-to-skin contact with an infected person.	Hep. A -sexual contact, feces (not washing hands), and sometimes blood (sharing needles). Hep. B -sexual contact and blood. Hep. C -Mainly through blood, but also sexual contact	Transmitted through sexual contact, blood (sharing needles, open sores), or from a mother to a baby (at childbirth or through breastfeeding.)	Transmitted through the air from one person to another, thus bacteria are put in the air when one coughs, sneezes, speaks, or sings.
*Cramping *Pain or tenderness in abdominal area *Bleeding between menstrual cycles *Nausea and/or vomiting *Fever *Sometimes there are no symptoms or they can take weeks or months later.	*Visible growths or bumps around genital area. (Genital Warts) *Abnormal cell changes in women, usually found through a Pap Smear exam. *Sometimes there are no symptoms or they can take weeks, months, or years to appear	Can take weeks, months or years for symptoms to appear. *Pain when going to the bathroom *Bumps or blisters on infected area *Red, irritated skin or bumps. *Sometimes there are no symptoms at all.	*Jaundice -yellow eyes and skin *abdominal pain *muscle weakness *rashes *dark urine *loss of appetite *joint pain *sometimes there are no symptoms at all	Usually takes about 10 years for symptoms to appear. About 1 in 3 people have HIV and don't know it. *Thrush *PID *Easily bruising *Fever or night sweats *skin rashes *numb hands or feet *rapid weight loss *Extreme fatigue (tired)	*A bad cough lasting 3 or more weeks *Pain in the chest *Coughing up blood or sputum *Weakness or fatigue *Weight loss *Loss of appetite *Chills, fever, night sweats
If caught early, can be treated with antibiotics. But, if infection is severe, it may require a hospital stay	There is no cure!! Some prescription medications can be used to treat warts, but there is no way to remove the virus entirely from your body.	There is no cure!! Prescription medications are used to treat genital infections; ointments are usually used to treat oral infections.	There is no cure!! Vaccines are available to prevent Hepatitis A and B infections. Some treatments are available for Hepatitis B and C infections, but there is no cure.	There is no cure!! If caught and treated early, a person can live many healthy years before developing AIDS. Medications have been condensed into one daily pill	There is no cure!! TB can be fought off by our immune system, if not it becomes TB disease. Currently 10 drugs are approved by FDA and treatment can take from 6 to 9 months.
*Abstinence *Know your partner *Practice Safe Sex *Get tested and treated	*Abstinence *Know your partner *Yearly physicals or Pap Smear exams	*Abstinence *Know your partner *Practice Safe Sex *Get tested	*Abstinence *Know your partner *Practice Safe Sex *Get tested *Don't share needles	*Abstinence *Know your partner *Practice Safe Sex *Get tested *Don't share needles	*Avoid prolonged access to TB patients *Take airborne precautions *Obtain immediate treatment if suspected exposure

How do you get it?

What are the symptoms?

How is it treated?

How to prevent it?