



**Contract—**  
**Attendance and Punctuality**  
**Policy and Procedure**  
*Revised 04.20.15*

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**H**elping clients develop healthy and effective life skills and habits is a basic goal of therapy. Many life skills and habits that are taught in treatment are obvious or explicitly stated. Others are more subtle. Creating a healthy community of people who share similar problems— and one that is safe and favorable to healing is one of the most important components of group therapy. It is within such an environment that: 1) trust is established, 2) listening and other communication skills are learned, and 3) an opportunity is provided to practice conflict resolution techniques.

It is Ark Counseling's policy to require habitual attendance and to require clients to be punctual. Arguably, at this time, your "recovery" from alcohol and/or drug use is one of the most important and urgent issues in your life. It is not an exaggeration to say that without recovery many clients will continue to use alcohol and/or drugs. Based upon their history, this will likely result in significant bodily harm to innocent people, imprisonment, devastating health problems, and death.

The typical client is in the initial phase of intensive outpatient treatment for approximately 30 sessions. We generously permit a client to be absent 3 times— this equals 10 percent of the time. A 10 percent absentee rate is an unacceptable rate of absence for most employers and generally results in disciplinary action and possible termination from employment. For employers, the cause of an absence makes little difference. Habitual and/or excessive tardiness is also unacceptable.

Attendance and punctuality is a boundary issue at Ark. At intake you were informed of, and agreed in writing to, conform with our policies and procedures— including our attendance and punctuality policy.

This attendance and punctuality contract is part of our final effort to clean-up and repair an unacceptable situation. Your signature signifies your renewed pledge to honor your previous commitment. In the event you do not immediately bring your attendance and/or punctuality into conformity with our policy and expectations, you may be terminated from treatment with the rating of "Discharged— at staff request".

As part of Informed Consent, it is important for you to know and understand that this type of discharge may have serious consequences for future treatment funding, the terms of your probation, the reinstatement of your driver's license, and/or your relationship with child protection services.

I have read and understand this contract and authorize, as a condition of continuing my treatment, that Ark Counseling, LLC forward a copy of this contract to my probation officer and/or case worker.

Client Name: \_\_\_\_\_ Chart Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Primary Counselor's Signature Date: \_\_\_\_\_

DISCLOSURE OF THIS MATERIAL IS PROHIBITED BY FEDERAL LAW: This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse/dependency patient/client.