



Assessment Checklist

Coming to an assessment with everything required makes the assessment experience much better, faster, and more comprehensive. If you're not sure you need to bring a certain type of paperwork, bring it. It's better to have too much information rather than not enough.

Things to Remember When Coming for an Assessment:

- Be prepared to stay approximately 2-3 hours for the entire assessment process. Do not bring children with you.
- Come 15-20 minutes before appointment time to complete initial paperwork.
- Bring all required paperwork (especially DWI including BAC at time of arrest, court/arrest related), all medication, and current Medicaid or insurance card. If you do not have your documentation, you will need to obtain a copy of it from the county clerk's office. If your records are no longer available, you will need to obtain a written statement from the clerk's office saying that the records are not available.
- If you have been assessed elsewhere, you must have documentation from the prior assessor including the date of your assessment and the treatment or education recommendation. DWI assessments are valid for 6 months. If you have not entered treatment within 6 months of your assessment, a new assessment will be required.
- Call to let us know if you are unable to keep your appointment.
- Bring assessment fees:
 - o General **\$100**
 - o DWI **\$100** for each outstanding DWI + **\$10** for driving record
 - o Out of State DWI **\$100** + **\$75** processing fee + **\$10** for driving record.