

## Checklist of Documents for DWI-specific SA Assessments

- 1. Blood Alcohol Content Verification or documentation noting attempts to obtain BAC for arrest.
- 2. Citation (if available).
- 3. Client Contract informing the client of the following:
  - a. requirements for reinstatement of driving privileges
  - b. client choice
  - c. assessment policy
  - d. rights/grievance policy
  - e. signature of client (copy to client, and referral source)
- 4. Clinical interview signed and dated by the licensed or certified assessor.
- 5. DMV Motor Vehicle Record – MVR (Complete driving history).
- 6. E-508 assessment form with status “Sent to State Office” signed by licensed or certified assessor within two weeks of the assessment. Exceptions must be documented.
- 7. Release of Information form(s) signed.
- 8. Standardized test completed by client (state approved).
- 9. Urine Drug Screen results, when applicable.