

Residential Substance Abuse Treatment Programs

Intake and Discharge Forms Instructions

As a Residential Substance Abuse Treatment grant award recipient, the Office of Criminal Justice Services is requiring that all awarded grantees complete and mail both Intake and Discharge forms of its RSAT program participants. Please review and complete the following:

- Fill out both the Intake and Discharge forms of **ALL** clients that are RSAT program/treatment eligible within your program or agency.
 - Be sure that you **DO NOT** include personal information of the client on the forms (i.e. Name or SSN). Be sure that the client's case numbers are consistent on both the intake and discharge forms.
- Please fill out **ALL** questions (typed or handwritten) to the best of your ability, **DO NOT** leave questions unanswered.
- At the end of each month during the grant period, please mail (no email) all completed forms to:

C/O Anjolie Gordon
Office of Criminal Justice Services
1970 W. Broad Street
Columbus, OH 43223

If at any time you have any questions or concerns regarding the intake and discharge forms, please contact:

Anjolie Gordon by email at ajgordon@dps.state.oh.us or by phone at 614-466-9028

Your consistent participation is required as a recipient of RSAT funding and we at the Office of Criminal Justice Services look forward to working with you this grant period.

Thank you for your cooperation,



Anjolie Gordon