



ATTENDANCE POLICY

Purpose

Your success in the DAP program is dependent on consistent attendance, participation, and engagement. DAP understands that unexpected life events may impact your ability to attend group. Therefore, this attendance policy is designed to provide you some flexibility to respond to these events while also encouraging regular attendance. If you feel your specific needs require additional accommodation outside of this policy, please contact your group facilitator.

Absences

For absences to be considered as “excused”, you must contact your group facilitator(s) *within 24 hours of the missed group* and *provide official documentation containing the reason for your absence*. Please contact your group facilitator(s) with questions about what’s considered official documentation.

Examples of EXCUSED absences:

- Court/Probation Meeting
- Emergency medical care for self, partner, kids and family members; urgent care, hospital
- Medical surgery for self, partner, kids and family members
- Illness that is contagious such as COVID, strep throat, etc.
- Death of a loved one
- Not attending the whole session; you only attend an hour of group or are late to group

Examples of UNEXCUSED absences:

- Car breaks down/transportation issues
- No childcare
- Illness that doesn’t require a visit to urgent care or the hospital
- Sick child
- Medical appointment

On your 5th unexcused absence, you will be required to restart programming.

Arriving Late to Group:

The expectation is to arrive to group on time. There is a 15-minute grace period at the beginning of group. This means that if something unexpected happens right before group, you have 15-minutes to join group and have it count as an attended group. If there is a consistent pattern of misusing the 15-minute grace period, a discussion with your group facilitator(s) may be warranted to identify barriers to arriving to group on time. If you know you’ll be arriving to group outside of the 15-minute grace period (16+ minutes after the group start time) we encourage you to come to group. Your presence will be counted as an EXCUSED absence (will not have any adverse effects). If you decide not to come, this will count as an unexcused absence.



Program Hold/Pausing Programming

You allowed **ONE** hold per round of programming. Holds can be up to 4 groups in length which pauses your programming. Holds cannot be split up, it must be used all at once. For example, if you only use two weeks of your hold, the other two weeks are lost. Holds do not count as absences.

Process for requesting a hold:

- * Contact your group facilitator(s) in advance of the desired hold
- * Formally request a hold
- * Identify:
 - Hold start date
 - Length of hold (max is four groups)
 - Reason for the hold

Your group facilitator(s) will bring the request to the next team meeting where it will be discussed by the IP team. Each request is determined on a case-by-case basis and the IP team will come to a decision as a collective. Reasons a participant may need to request a hold include: 1) attending an inpatient chemical dependency treatment program, 2) regular medical appointments to treat an ongoing health concern, or 3) coping with a traumatic or stressful life event.

I have REVIEWED and AGREE to the terms of the program Attendance Policy.

Participant Name

Date

Participant Signature