



Client Activity Report (CAR) Forms – Instructions

- Please put your first and last name on the form. If your name is not legible or is not included on the form, it will not be credited toward your contractual requirements.
- **This form is due the 5th of the following month.** Please send them in at minimum once a month. You can **mail in (5530 W. Emerald Boise, Idaho 83706), fax (208-323-9222), and/or email** your monthly attendance form to the PRN office. Please be aware that a low meeting non-compliance letter will go out around the 10th of each month so it is important you get these attendance forms in on time.
- Each month you will supply the PRN office with a log of meetings attended. Those meetings will include:
 - Mutual Support Groups (i.e. AA, NA or other 12 step)
 - Sponsor meetings
 - Group meetings (i.e. IOP, relapse prevention, aftercare or other treatment or group meetings)
 - Other meetings (counselor meetings, individual sessions)
- Please clearly define the type of meeting attended so you can get proper credit. If you went to an AA meeting, mark AA. If you attended a treatment meeting and an AA meeting on the same day, please use two different lines to differentiate between the meetings.
- Attendance at facilitated support groups do not need to be marked on these form unless a special exception has been made. PRN will gather your support group attendance from the sign in sheets provided by the support group facilitators.
- Insure that those persons designated to verify that activities are completed sign the reporting form in the appropriate place. If there is not a facilitator for the group you are attending, have an AA group member or your sponsor sign the form verifying your participation. If applicable, he/she may include other comments.
- **NEED A FORM?** Forms can be obtained from **www.southworthassociates.net** or email your compliance monitor with a request and he/she will email you a new form.
- Questions: Please call the PRN office at (208) 323-9555.