



### REP Meeting Attendance Forms – Instructions

- Please print 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.
- **These forms are due the 5<sup>th</sup> of the following month.** Please send your forms at a minimum of once a month. You can mail (5530 W. Emerald St. Boise, ID 83706), fax (208-323-9222), and/or email your monthly attendance form to the REP office. If you are mailing your form, please ensure you mail the form in time for us to receive it by the 5<sup>th</sup>. Please be aware that our monthly letters to your contacts as well as a low meeting non-compliance letter will go out around the 10<sup>th</sup> of each month so it is important you get these attendance forms in on time.
- Each month you will supply the REP office with a log of meetings attended. Those meetings will include:
  - Mutual Support Groups (AA, NA)
  - Sponsor meetings
  - Group meetings (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. Ex: If you went to an AA meeting, put a check mark or X in the column underneath Mutual Support Group and write the name of the group in the comments section. If you attended a treatment meeting and an AA meeting on the same day, please use two different lines to differentiate between the meetings. Do not check more than one box for a single meeting. Feel free to use two sheets if you need to for the month.
- Ensure that the activities are verified by having the group chair or treatment provider, etc. sign the reporting form in the signature column. 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.
- NEED FORMS? Forms can be obtained from [www.southworthassociates.net](http://www.southworthassociates.net) or contact your Case Manager with a request and he/she will email you a new form.
- Questions: Please call the REP office at (208) 323-9555.

#### Example Form:

	Date	Mutual Support	Sponsor	Group	Other	Comments	Signature
1	1/2/15	X				mid-morning	Frank Edwards
2	1/4/15	X				early risers	E. Daniels
3	1/7/15		X			SPONSOR	Jenny Smith
4	1/7/15			X		After-care group	Phil Weston
5	1/8/15	X				WOMEN'S big book	E. Daniels
6	1/8/15			X		Relapse Prevention	Eleanor Taylor
7	1/8/15				X	counseling	Dat Reach
8	1/10/15	X				mid-morning	Frank Edwards
9	1/10/15		X			SPONSOR	Jenny Smith