

**Starting Point, Inc.**  
**ADIS – Alcohol Drug Information School**  
**Live Telehealth Rules:**

**IMPORTANT:** Upon completion of the ADIS Class, return your completed tests (these tests are required by the state of Washington) to Starting Point. Even though the counselor will go through the test at the end of the class, your **CLASS IS NOT COMPLETED** until a physical copy of the test is returned to Starting Point. You can bring the test to the office or fax to (360) 360-838-4857 or e-mail: [aStartingPointInc@aol.com](mailto:aStartingPointInc@aol.com).

**Once we receive the completed tests, Starting Point will e-mail out compliance/completion letters.**

Please review the attached ADIS Booklet and tests. **Do not start and/or complete any tests until your instructor tells you to do so.**

**Your Phone/Laptop or Tablet MUST be in a stationary position.**  
**No driving or being a passenger in any moving vehicle.**

**Please treat this as a professional, confidential group meeting:**

Your video/camera and sound/audio needs to be on.

You need to be on time. It is best if you log on at least 5 minutes early and be in the waiting room.

You will need to attend the entire class and log off only when the instructor has completed the class.

You need to be completely and appropriately dressed.

You need to be in a private room by yourself (**HIPAA LAWS are in place**) and have no distractions.

No working, cooking, cleaning, folding laundry, eating, smoking/vaping/spitting chew (anything that can be distracting). Do not watch TV or use any other electronic devices.

Please be in a sitting position (not laying down).

**Participants must be alcohol/drug free. The appearance of intoxication will result in exclusion from the class, and the participant will be subject to a rescheduling fee.**

**If you do not follow these rules, your instructor has the right to remove you from the class and you may not receive credit for the class. If you do not receive credit for the class, it will result in having to sign up, again, and pay for another class. NO REFUNDS WILL BE GIVEN.**

If you are attending this class to fulfill a requirement to have your driving privileges reinstated, you must sign a **DOL BLUE RELEASE OF INFORMATION (ROI) FORM**. If you need a completion letter sent to Probation and have not signed an ROI form, please contact Starting Point before your scheduled class. The front office staff will e-mail you **THE GREEN Probation/Court Release of Information Form**.

**Instructor: Jenine Hildebrand, BA, SUDP**

**Phone: 360.696.2010**

**E-mail: [aStartingPointInc@aol.com](mailto:aStartingPointInc@aol.com)**

**Class Time: 9:00am – 5:00pm (30 Min Lunch)**