

CONTINGENCY MANAGEMENT

VISIT CHECKLIST

1. FIRST VISIT

- ☐ MUST Document Stimulant Use Disorder and CM as part of the Treatment Plan
- ☐ Document inclusion/exclusion criteria are met (if applicable)
- ☐ Collect client contact information, check to see if they have been in the program before
- ☐ Assign client number (if applicable)
- ☐ Client Handout/Informed Consent
- ☐ Establish Start Date Schedule

2. GREET/TAKE ATTENDANCE

- ☐ Open the client's personal CM voucher tracking sheet
- ☐ Greet and thank client for arriving at scheduled appointment
- ☐ If participant is not present, mark visit as "No Show" or "Excused Absence"

3. MEASURE

- ☐ Have client provide urine samples in designated cups
- ☐ Check the results of the urine drug screen and validity testing (if applicable)
- ☐ Fill in the urine test result for today's visit on Excel CM tracking sheet

4. REWARD IF STIMULANT *NEGATIVE* RESULT

- ☐ Congratulate the client on their success/hard work
- ☐ Communicate the vouchers earned today (see Excel tracking sheet)
- ☐ Ask client if they will redeem or bank their vouchers
- ☐ If redeemed, note total available in the bank, mark amount redeemed, and **go through steps for disbursing gift cards**
- ☐ If banked, celebrate today's earnings, and show client their 'bank statement' (you may provide this on paper)

5. ENCOURAGE IF STIMULANT *POSITIVE* RESULT

- ☐ Praise client on making the effort/showing up
- ☐ Communicate that they will not receive vouchers today and remind that they have another opportunity in just a few days
- ☐ Review Reset and Recovery
- ☐ If client has banked vouchers from previous visits, remind them they cannot be redeemed today, but that the full amount can be cashed out the next time they submit a stimulant negative urine test.

6. CLOSING

- ☐ Schedule/confirm their next appointment
- ☐ If participant is not present, check calendar for next appointment or add to call list
- ☐ If last visit, cash out total banked voucher balance, rounding up if needed