

**Brown County Health and Human Services
AODA Department
3150 Gershwin Drive
Green Bay, WI 54311
(920) 391-4720**

Brown County Human Services AODA Department is the designated assessment facility for individuals who have been convicted, court ordered, or ordered by the Department of Transportation, to complete an assessment and Driver Safety Plan due to receiving an **OWI (Operating While Intoxicated)** violation.

Our Services are provided to Brown County Residents Only.

Once the court or the Department of Transportation has ordered you to the assessment process, you will need to schedule your assessment appointment. We recommend you schedule your assessment appointment as soon as possible or no later than 2-3 weeks following your order for assessment. *Further delays with the scheduling process may result in the indefinite loss of all driving privileges.*

HOW TO SCHEDULE AND ASSESSMENT APPOINTMENT

In order to schedule your assessment appointment, you must come **IN PERSON** to our office. Appointments cannot be scheduled over the phone or by a family member or friend.

At that time, you will need to pay, in full, the assessment fee of \$300.00. We accept money orders, cashier checks, or credit cards. NO cash or personal checks.

We ask you to bring along your Court Order or Order for Assessment form from the Department of Transportation if you have them. Some type of identification showing your driver's license number is helpful.

Remember: *You must come in person to schedule your appointment. A friend or family member CANNOT schedule for you. If you are under 18 years of age, you will be required to have a parent or legal guardian present for scheduling and for the assessment appointment. You must reside in Brown County to have services with us.*

Scheduling assessment appointments can be done:

Monday – Friday 8:00 a.m. – 3:30 p.m.

The scheduling process takes approximately 5 minutes. We will do our best to answer your questions concerning this process.

REQUIREMENTS OF THE ASSESSMENT APPOINTMENT

You may cancel and reschedule your assessment appointment with **at least 24-hour notice**. If you fail to show for the assessment or do not cancel with at least a 24-hour notice to our office, you will be required to pay a **rescheduling fee of \$100.00** before a new appointment will be scheduled. To cancel/reschedule an appointment, you must contact us yourself.

If you are **more than 15 minutes late** for your assessment appointment, you will not be seen. You will need to pay a **rescheduling fee of \$100.00** before a new appointment will be scheduled.

All clients have a right to file a written appeal regarding their assessment and Driver Safety Plan. You will be given instructions explaining this process at the assessment appointment.

If you feel you have further questions or concerns, you may contact the AODA Services Secretary at 920-391-4720.