***PRETRIAL ASSESSMENT AND LINKAGE SERVICES* (PALS) PROGRAM**

**MONTHLY PROGRESS REPORT**

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| **Section 1: Client Information** | | | |
| Client’s Full Name: | | Intake Date: Click here to enter a date. | Date of Report Submission: Click here to enter a date. |
| Client’s Race: | Court Case #:  🞏 Superior Court 🞏 District Court 🞏 Municipal Court: | | |

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| **Section 2: Asian Counseling and Referral Service Linkage Information** | | |
| Assessment Date: | Date Referred to Provider Agency: | Provider Agency Name: |
| **Section 3: Participant Services Information** | | |
| Assigned Staff Name: | Office/Location: | Phone: |
| Admission to Services Date: Click here to enter a date. | Estimated Date of Discharge from Services:Click here to enter a date. | |
| **Section 4: PALS Participant Compliance Report** | | |
| 🞏 Service provider unavailable or failed to respond (move to Section 5). **Please submit an electronic copy of a non-compliance (only) report to the Court.**  Client is 🞏 Fully compliant, 🞏 Partiallycompliant, or 🞏 Non-compliant with services. Reason(s) for partial compliance/non-compliance (check all that apply):  🞏 Behavior at facility creating barrier(s) to participation 🞏 Failure to comply with individual service plan requirements  🞏 Termination from Services (complete Section 6.) 🞏 Unexcused Absences  🞏 Positive Urinalysis 🞏 Refusal to submit to Urinalysis  🞏 Other (Please write brief explanation below) | | |

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| **Section 5: Participant Attendance** |
| 🞏 Participant attended all scheduled appointments. If client did not attend all scheduled appointments this month, please indicate missed dates below: |

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| **Section 6: Program Termination (If terminated, please submit an electronic copy of this report to the court)** |
| 🞏 Behavior at facility resulting in Dedicated Crisis Responder involvement or participant being banned from facility  🞏 Unexcused absences  🞏 Failure to comply with individual service plan requirements  🞏 Other (Please write brief explanation below) |
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| **Section 7: Participant Strengths** |
| Please indicate client strengths and areas where they are actively demonstrating engagement in their recovery:  🞏 Demonstrates willingness to learn 🞏 Maintains good boundaries  🞏 Active participation 🞏 Manages change and uncertainty well  🞏 No information provided 🞏 Other (Briefly describe below) |

*I certify that the foregoing statements are true and correct to the best of my knowledge and belief.*

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Staff Signature Date

The records contained herein are protected by the Federal Confidentiality Regulations 42 CFR Part 2. The Federal rules prohibit further disclosure of this information to parties outside of this organization unless such disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2.

**Instructions for reports submittal:**

ACRS-Kent is responsible for gathering, compiling, and reporting the progress status for each PALS participant. That means contacting all service providers to whom the participant is linked based on referral from ACRS staff. Electronic copies of Monthly Progress Reports are due for each PALS participant by the 15th of the month (due Friday the 14th if the 15th is a Saturday and due Monday the 16th if the 15th is a Sunday; monthly reports are due the next business day after the holiday if the 15th lands on a holiday) following the reporting month. The only exception pertains to PALS participants who are noncompliant with their Individual Service Plan(s) and/or have been terminated from services.

1. Monthly Progress Reports

Electronic copies must be sent via encrypted email attachment to the following parties by the 15th of the month following the reporting month:

* Superior Court only: Veronica Sepulveda, CCD Case Worker at [vsepulveda@kingcounty.gov](mailto:vsepulveda@kingcounty.gov), and Larry Evans, Reentry Coordinator, DCHS/BHRD at [laevans@kingcounty.gov](mailto:laevans@kingcounty.gov)
* Federal Way Municipal Court (FWMC) only: FWMC Probation at [MC.Probation@cityoffederalway.com](mailto:MC.Probation@cityoffederalway.com) with cc: to Stacie Scarpaci, FWMC Probation, at [Stacie.Scarpaci@cityoffederalway.com](mailto:Stacie.Scarpaci@cityoffederalway.com) and Lawrence Evans, DCHS Reentry Services Coordinator at [laevans@kingcounty.gov](mailto:laevans@kingcounty.gov)

1. Progress Reports indicating Noncompliance with Individual Service Plans(s) – **Superior Court Only**

Electronic copies must be sent via encrypted email attachment to the following parties within three (3) business days of ISP noncompliance or program termination:

* Larry Evans at [laevans@kingcounty.gov](mailto:laevans@kingcounty.gov)
* Records Unit, KC Prosecuting Attorney’s Office
* Assigned Defense Attorney

1. Progress Reports indicating Noncompliance with Individual Service Plans(s) – **Federal Way Muni Court Only**

Electronic copies must be sent via encrypted email attachment to the following parties within three (3) business days of ISP noncompliance or program termination:

* FWMC Probation at [MC.Probation@cityoffederalway.com](mailto:MC.Probation@cityoffederalway.com) with cc: to [Stacie.Scarpaci@cityoffederalway.com](mailto:Stacie.Scarpaci@cityoffederalway.com) and [laevans@kingcounty.gov](mailto:laevans@kingcounty.gov)

January 17, 2023