

**Juneau Alcohol Safety Action Program**  
**3406 Glacier Hwy.**  
**Juneau, AK 99801**  
**Phone: (907) 463-6804 Fax: (907) 463-4399**  
**JASAP Open Hours: Mon. - Fri. 8:00AM to 4:00 PM**

---

**GENERAL DIRECTIONS FOR FILLING OUT THE JASAP INTAKE  
PACKET**

The JASAP intake packet consists of six pages, including the following:

- **PRIVACY NOTICE-** please initial the first page, and sign and date page 2.
- **MULTIPLE CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION-** please print your first and last name, date of birth, and initial each section:
  1. Alaska Court System (required),
  2. Prosecuting Attorney (required),
  3. Agency (this is the treatment agency of your choice should ASAP require a screening and substance use assessment\* see below),
  4. your attorney (optional),
  5. Interpreter (optional/if needed),
  6. Alaska Department of Corrections (required).

Please sign and date the form.

- **Division of Motor Vehicles Consent for Release of Confidential Information-** Please print your name, print your email address (optional), sign and date.
- **Client Intake Form-** Please complete both pages, and print legibly. Check the applicable boxes in each category.
- **JASAP clients must also submit a copy of their judgement they received in court when sentenced.** If the client does not have a copy, one can be requested from their local District Court clerk's office.

*Please be sure to read each form completely & make copies of them to keep before sending the forms to JASAP. If you should have any questions, please don't hesitate to contact JASAP at 907-463-6804.*

\*If you are required to participate in a substance use screening/assessment in Juneau, your agency options include:

- JAMHI Health and Wellness,
- SEARHC Behavioral Health,
- Mt. Juneau Counseling and Recovery/Gastineau Human Services.

Services in Sitka include:

- SEARHC- Sitka Behavioral Health Clinic,
- Sitka Counseling and Prevention Services.

Other Southeast communities: please contact JASAP. Most communities offer services from SEARHC. Clients from outside of Juneau who have been assigned to an Alcohol/Drug Information School can refer to the “ADIS by correspondence-course ordering instructions” document in the list for instructions on how to order the class.

Completed JASAP intake packets can be sent by email or USPS mail to:

[chrisg@jamhi.org](mailto:chrisg@jamhi.org)

OR

JASAP  
3406 Glacier Highway  
Juneau, AK 99801

### **What does JASAP do?**

The Alaska Court System assigns people to the JASAP office when a crime involving alcohol is involved, such as a DUI. JASAP screens these clients & determines whether these clients will be required to participate in an Alcohol and Drug Information School, or complete a substance abuse assessment from an approved treatment provider. JASAP then monitors the client, in an effort to make sure that he/she completes their required treatment program. JASAP reports to the Alaska Court System the client's compliancy with his/her treatment. JASAP communicates with the client's treatment provider by fax, phone or mail, to determine a client's compliancy with his/her program. When the client completes JASAP, written proof of the completion is provided to the client, to satisfy court requirements, and/or DMV licensing requirements.

Some clients are not court-ordered to participate in the program, but do so in an effort to satisfy the requirement for completion in an effort to get their driver's license back. In this case, all required intake paperwork and fees are the same. If

an old JASAP case was not completed, the client will need to pay an additional \$100 case re-opening fee, in addition to the original case management fee. Please call 907-463-6804 for further questions about JASAP.