

**BROWN COUNTY HUMAN SERVICES  
AODA DEPARTMENT  
3150 GERSHWIN DRIVE  
GREEN BAY WI 54311  
920-391-4780**

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) for assessments and driver safety plans due to **OWI (operating while intoxicated)** violations. **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 indefinite loss of all driving privileges.

**HOW TO SCHEDULE AN ASSESSMENT APPOINTMENT**

- 1. To schedule your assessment appointment, you must come to our office in person. Appointments cannot be scheduled over the phone or by a family member or friend.**
- 2. At that time you will need to pay (in full) the assessment fee of \$275.00. We accept or money orders only. NO CASH OR CHECK payments.**
- 3. You will be asked to fill out a questionnaire and other release forms if needed. We ask you to bring along your court order or order for assessment from the Department of Transportation if you have them. Some type of identification showing your license number is helpful.**

**REMEMBER: You must come in person. 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.**

**REMEMBER: You must reside in Brown County have services with us.**

**Scheduling assessments appointments can be done:**

**Monday – Friday 8:00 am – 3:30 pm**

**The scheduling process takes approximately 15 minutes. We will do our best to answer your questions concerning this process.**

## **REQUIREMENTS OF THE ASSESSMENT APPOINTMENT**

- 4. You may cancel and reschedule your assessment appointment with at least a 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 penalty fee of \$100.00 before rescheduling is allowed. This delay may cause you indefinite loss of driving privileges. To cancel/reschedule an appointment, you must contact us yourself.**
- 5. If you are more than 15 minutes late for your assessment appointment, you will not be seen. You will need to pay a penalty fee of \$100.00 before rescheduling is allowed. This delay may cause you indefinite loss of driving privileges.**
- 6. Please bring your health insurance card/information along with you to the assessment. If you are referred to a treatment program, we can assist you with your insurance requirements.**
- 7. 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.**
- 8. There will be a \$100.00 fee to have your Driver Safety Plan amended.**
- 9. If you feel you have further questions or concerns, you may contact the AODA Services Secretary at 920-391-4720.**

**The AODA office is located at the Brown County Community Treatment Center  
3150 Gershwin Drive  
Green Bay, WI 54311**