

Compare What Programs Can Offer

Record the actual answer, not just “yes.” Ask how the program will address the needs identified in your assessment. An unanswered box stays unconfirmed. Keep brief notes here; use the Additional Treatment Notes sheet for longer answers.

Fictional examples of call notes. Neither program represents a real provider or a recommendation.

Worked Example: Compare Answers, Not Advertising

Question	Program A	Program B
Assessment	Clinician appointment available Tuesday	Assessment process not yet explained
Schedule	Evening visits described	Visit times unconfirmed
Medication care	Can arrange an outside consultation	Need to ask
Cost	Estimate requested	Estimate requested

A useful next step is to ask Program B who conducts the assessment and when visits are offered. Ask Program A how the outside consultation is arranged and billed. The notes help you ask clearer questions; they do not choose a level of care for you.

Keep notes private. Write or type short notes. Use another copy if you need more room. Save and reopen the PDF to check your answers.

Program / contact / date

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Assessment and your role in the plan

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Staff qualifications / how to verify

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Services and treatment approach

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Medication care, if relevant

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Visit schedule / start date / travel

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Cost estimate / separate charges

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Other care and follow-up support

Program A

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Program B

Record the answer and who confirmed it. Leave missing answers unconfirmed.

Bring the comparison to an assessment

These questions help you understand services. They are not a scoring system or a clinical recommendation about which program you need. [3] [2]

Additional Treatment Notes

Keep longer answers here and label each with the program, question and date. If you need more room, print another copy of this sheet or keep a separate private note.

Longer answer or explanation

Program / question / date, followed by the details you need to keep.

Another answer or comparison

Label the provider and question so you can match this to your comparison sheet.

Still unconfirmed and next contact

What needs checking, who can answer and how you will follow up.

Save a copy before closing

Save your completed PDF on your own device, then reopen it to check that your notes are still there. Keep completed files private. For longer answers, use another copy of this sheet.

Sources

[1] [SAMHSA: Asking for help](https://www.samhsa.gov) (samhsa.gov)

[2] [NIAAA: Questions for treatment programs](https://www.niaaa.nih.gov) (alcoholtreatment.niaaa.nih.gov)

[3] [SAMHSA: Choosing quality treatment](https://www.samhsa.gov) (samhsa.gov)