

Dear Senators LODGE, Broadsword, Bock, and
Representatives MCGEACHIN, Bilbao, Rusche:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of
the Department of Health and Welfare:

IDAPA 16.07.01 - Rules Pertaining To Behavioral Health Sliding Fee Schedules (Docket No.
16-0701-1201);

IDAPA 16.07.17 - Rules Pertaining To Alcohol and Substance Use Disorder Services (Docket No.
16-0717-1201);

IDAPA 16.07.20 - Rules Pertaining To Alcohol and Substance Use Disorders Treatment and
Recovery Support Services Facilities and Programs (Docket No. 16-0720-1201).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research
and Legislation no later than fourteen (14) days after receipt of the rules analysis from Legislative
Services. The final date to call a meeting on the enclosed rules is no later than 10/05/2012. If a meeting is
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules analysis
from Legislative Services. The final date to hold a meeting on the enclosed rules is 11/05/2012.

The germane joint subcommittee may request a statement of economic impact with respect to a
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has
been held.

To notify Research and Legislation, call 334-4845, or send a written request to the address on the
memorandum attached below.



Jeff Youtz
Director

Legislative Services Office Idaho State Legislature

Serving Idaho's Citizen Legislature

MEMORANDUM

TO: Rules Review Subcommittee of the Senate Health & Welfare Committee and the House Health & Welfare Committee
FROM: Legislative Research Analyst - Ryan Bush
DATE: September 18, 2012
SUBJECT: Department of Health and Welfare

IDAPA 16.07.01 - Rules Pertaining To Behavioral Health Sliding Fee Schedules (Docket No. 16-0701-1201)

IDAPA 16.07.17 - Rules Pertaining To Alcohol and Substance Use Disorder Services (Docket No. 16-0717-1201)

IDAPA 16.07.20 - Rules Pertaining To Alcohol and Substance Use Disorders Treatment and Recovery Support Services Facilities and Programs (Docket No. 16-0720-1201)

(1) 16.07.01 - Rules Pertaining To Behavioral Health Sliding Fee Schedules (Docket No. 16-0701-1201)

The Department of Health and Welfare submits notice of proposed rulemaking at IDAPA 16.07.01 - Rules Pertaining To Behavioral Health Sliding Fee Schedules. The Department states that the proposed rulemaking removes reference to the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA). ICSA made budget decisions regarding substance use disorders treatment, but ICSA sunsetted at the end of SFY 2011 per House Bill 833 (2006) and is no longer in existence. Specifically, this rulemaking adds a definition for a Management Service Contractor (MSC) and replaces ICSA with a Management Service Contractor in establishing fees for alcohol or substance use disorder services.

The Department states that negotiated rulemaking was not conducted because this change is being made to align the chapter with the ICSA sunset clause in existing statute. Public hearings were held on September 13, 2012, at the Department's central office and via videoconference at all regional offices. There is no fiscal impact associated with this rulemaking.

The proposed rule appears to be within the statutory authority granted to the Department in Sections 39-309, 39-311, 39-3137, 56-202(b) and 56-1007, Idaho Code.

(2) 16.07.17 - Rules Pertaining To Alcohol and Substance Use Disorder Services (Docket No. 16-0717-1201)

The Department of Health and Welfare submits notice of proposed rulemaking at IDAPA 16.07.17 - Rules Pertaining To Alcohol and Substance Use Disorder Services. The Department states that the proposed rulemaking removes reference to ICSA per House Bill 833 (2006). The Department further states that these rules are

Mike Nugent Manager
Research & Legislation

Cathy Holland-Smith, Manager
Budget & Policy Analysis

April Renfro, Manager
Legislative Audits

Glenn Harris, Manager
Information Technology

being realigned with IDAPA 16.07.20 to eliminate inconsistencies. In addition to removing references to ICOSA, this rulemaking adds and revises several definitions and revises the selection of providers and available treatment services for an individualized service plan.

The Department states that negotiated rulemaking was not conducted because this change is being made to align the chapter with the ICOSA sunset clause in existing statute and with IDAPA 16.07.20. Public hearings were held on September 13, 2012, at the Department's central office and via videoconference at all regional offices. There is no fiscal impact associated with this rulemaking.

The proposed rule appears to be within the statutory authority granted to the Department in Sections 39-311, 56-1003, 56-202(b), 56-1004 and 56-1007, Idaho Code.

(3) 16.07.20 - Rules Pertaining To Alcohol and Substance Use Disorders Treatment and Recovery Support Services Facilities and Programs (Docket No. 16-0720-1201)

The Department of Health and Welfare submits notice of proposed rulemaking at IDAPA 16.07.20 - Rules Pertaining To Alcohol and Substance Use Disorders Treatment and Recovery Support Services Facilities and Programs. The Department states that the proposed rulemaking removes reference to ICOSA per House Bill 833 (2006). The Department further states that these rules are being revised to accommodate the current substance use disorder treatment environment. Providers are required to respond to four referral sources each with different treatment and reporting services. The Department is also streamlining provider requirements to provide for more efficiency. Specifically, this rulemaking accomplishes the following:

- (1) Adds to and revises definitions;
- (2) Revises requirements for Co-Occurring Disorders services;
- (3) Revises policies, procedures and qualifications for personnel, supervisors, volunteers and trainees;
- (4) Adds to and revises the requirements for individualized service plans;
- (5) Provides for emergency detoxification treatment;
- (6) Eliminates reference to the drug court outpatient treatment program;
- (7) Provides for Child and Adolescent Staffed Safe and Sober Housing facilities; and
- (8) Revises case management services and case manager contact and availability.

The Department states that negotiated rulemaking was not conducted because this change is being made to align the chapter with the ICOSA sunset clause in existing statute and with current practice in substance use disorder treatment. Public hearings were held on September 13, 2012, at the Department's central office and via videoconference at all regional offices. There is no fiscal impact associated with this rulemaking.

The proposed rule appears to be within the statutory authority granted to the Department in Sections 39-311, 56-202(b), 56-1003, 56-1004, 56-1004A and 56-1007, Idaho Code.

cc: Department of Health and Welfare
Tamara Prisock
Treena Clark

IDAPA 16 - DEPARTMENT OF HEALTH AND WELFARE

16.07.01 - BEHAVIORAL HEALTH SLIDING FEE SCHEDULES

DOCKET NO. 16-0701-1201

NOTICE OF RULEMAKING - PROPOSED RULE

AUTHORITY: In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to Sections 16-2433, 19-2524, 20-520(i), 20-511A, and 39-3137 Idaho Code (Director's Authority), and Section 39-309, Idaho Code (Board Authority).

PUBLIC HEARING SCHEDULE: Public hearings concerning this rulemaking will be held as follows:

ORIGINATING LOCATION -- LIVE MEETING

Thursday, September 13, 2012

2:00 pm (PDT) -- 3:00 pm (MDT)

**Idaho Department of Health and Welfare, Central Office
Conference Room 3A (3rd floor)
450 West State Street
Boise, ID 83702**

VIDEOCONFERENCE LOCATIONS

Region I Office – Coeur d’Alene Main Conference Room 2195 Ironwood Court Coeur d’Alene, ID 83814	Region II Office – Lewiston 1st Floor Conference Rm. 1118 ‘F’ Street Lewiston, ID 83501
Region III Office – Caldwell Owyhee Conference Room (Rm. 226) 3402 Franklin Road Caldwell, ID 83605	Region IV Office – Boise Room 137 1720 Westgate Drive, Suite A Boise, ID 83704
Region V Office – Twin Falls Room 116 823 Harrison Twin Falls, ID 83301	Region VI Office – Pocatello Room 225 421 Memorial Drive Pocatello, ID 83201
Region VII Office – Idaho Falls Conference Room 240 150 Shoup Ave. Idaho Falls, ID 83402	

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

DESCRIPTIVE SUMMARY: The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

In 2006, the Legislature passed House Bill 833 that amended the Alcoholism and Intoxication Treatment Act (AITA) to establish the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA) effective until July 1, 2011. For a five-year period, starting in SFY 2007, budget decisions regarding substance use disorders treatment were made by the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA). In accordance with AITA, ICSA sunsetted at the end of SFY 2011 and is no longer in existence. As result, the reference to ICSA in these rules is being removed.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased: N/A

FISCAL IMPACT: The following is a specific description, if applicable, of any fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year:

No fiscal impact to the state general fund is anticipated due to this rulemaking.

NEGOTIATED RULEMAKING: Pursuant to Section 67-5220, Idaho Code, negotiated rulemaking was not conducted. Negotiated rulemaking is not feasible as this change is being made to align this chapter of rules with the ICSA sunset clause in existing statute.

INCORPORATION BY REFERENCE: No materials are being incorporated by reference into these rules.

ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS: For assistance on technical questions concerning the proposed rule, contact Treena Clark at (208) 334-6611.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 26, 2012.

DATED this 6th day of August, 2012.

Tamara Prisock
DHW - Administrative Procedures Section
450 W. State Street - 10th Floor
P.O. Box 83720
Boise, ID 83720-0036
phone: (208) 334-5564
fax: (208) 334-6558
e-mail: dhwrules@dhw.idaho.gov

THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 16-0701-1201

010. DEFINITIONS.

For the purposes of this chapter, the following definitions apply. (4-9-09)

01. Ability to Pay. The financial capacity that is available to pay for the program services after allowable deductions in relation to gross income and family size exclusive of any liability of third party payor

- sources. (4-9-09)
- 02. Adjusted Gross Income.** Total family annual income less allowable annual deductions. (4-9-09)
- 03. Adult.** An individual 18 years of age or older. (4-9-09)
- 04. Adult Mental Health Program.** A program administered by the Idaho Department of Health and Welfare to serve severely and persistently mentally ill adults. (4-9-09)
- 05. Allowable Annual Deductions.** In determining the family's ability to pay for behavioral health services, the following are allowable annual deductions: (4-9-09)
- a.** Court-ordered obligations; (4-9-09)
 - b.** Dependent support; (4-9-09)
 - c.** Child care payments necessary for parental employment; (4-9-09)
 - d.** Medical expenses. (4-9-09)
 - e.** Transportation; (4-9-09)
 - f.** Extraordinary rehabilitative expenses; and (4-9-09)
 - g.** State and federal tax payments, including FICA taxes. (4-9-09)
- 06. Behavioral Health Services.** Services offered by the Department to improve behavioral health issues or alcohol and substance use disorders. (4-9-09)
- 07. Child.** An individual who is under the age of eighteen (18) years. (4-9-09)
- 08. Children's Mental Health Program.** A program as defined in IDAPA 16.07.37, "Children's Mental Health Services," administered by the Idaho Department of Health and Welfare. (4-9-09)
- 09. Client.** The recipient of services. The term "client" is synonymous with the terms: patient, participant, resident, consumer, or recipient of treatment. (4-9-09)
- 10. Court-Ordered Obligations.** Financial payments which have been ordered by a court of law. (4-9-09)
- 11. Court-Ordered Recipient.** A person receiving behavioral health services under Sections 19-2524, 20-520(i), and 20-511A, Idaho Code. (4-9-09)
- 12. Department.** The Idaho Department of Health and Welfare. (4-9-09)
- 13. Dependent Support.** An individual that is dependent on his family's income for over fifty percent (50%) of his financial support. (4-9-09)
- 14. Extraordinary Rehabilitative Expenses.** Those payments incurred as a result of the disability needs of the person receiving services. They include annual costs for items including, but not limited to, wheelchairs, adaptive equipment, medication, treatment, or therapy which were not included in the medical payments deduction and the annual estimate of the cost of services received. (4-9-09)
- 15. Family.** A family is an adult, or married adults, or adult(s) with children, living in a common residence. (4-9-09)
- 16. Family Household.** Persons in a family related by blood, marriage, or adoption. Adult siblings

who are not claimed as dependents and individuals receiving Supplemental Security Income (SSI) or Supplemental Security Disability Income (SSDI) are excluded from consideration as a member of the household for income and counting purposes. Income from minor siblings is excluded from household income. The term “family household” is synonymous with the term “family unit.” (3-29-10)

17. Federal Poverty Guidelines. Guidelines issued annually by the Federal Department of Health and Human Services establishing the poverty income limits. The federal poverty guidelines for the current year may be found online at <http://aspe.hhs.gov/poverty>. (4-9-09)

18. Management Service Contractor (MSC). An independent contractor with whom the Department contracts to manage a statewide network of Department approved facilities and programs to deliver substance use disorders treatment and recovery support services. ()

189. Parent. The person who, by birth or through adoption, is legally responsible for a child. (4-9-09)

1920. Recipient. The person receiving services. The term “recipient” is synonymous with the terms: “patient,” “participant,” “resident,” “consumer,” or “client.” (4-9-09)

201. Sliding Fee Scale. A scale used to determine an individual’s financial obligation for services based on Federal Poverty Guidelines and the number of persons in the family household. (4-9-09)

212. Substance Use Disorders Program. A program administered by the Idaho Department of Health and Welfare to serve adolescents and adults with alcohol or substance use disorders. (4-9-09)

223. Third-Party Payer. A payer other than a person receiving services or a responsible party who is legally liable for all or part of the person’s care. (4-9-09)

(BREAK IN CONTINUITY OF SECTIONS)

600. CALCULATING INCOME TO APPLY THE SLIDING FEE SCHEDULE FOR ALCOHOL AND SUBSTANCE DISORDERS SERVICES.

01. Ability to Pay. Charges are based upon the number of dependents and family income. (4-9-09)

a. An ability to pay determination will be made at the time of the voluntary request for services or as soon as possible. (4-9-09)

b. Redetermination of ability to pay will be made at least annually or upon request demonstrating that a substantial material change of circumstances has occurred in family size, income, or allowable deductions. (4-9-09)

c. In determining an individual's ability to pay for services, the Department will deduct annualized amounts for: (4-9-09)

i. Court-ordered obligations; (4-9-09)

ii. Dependent support; (4-9-09)

iii. Child care payments necessary for employment; (4-9-09)

iv. Medical expenses; (4-9-09)

v. Transportation; (4-9-09)

vi. Extraordinary rehabilitative expenses; and (4-9-09)

vii. State and federal tax payments, including FICA. (4-9-09)

d. Information regarding third-party payors and other resources including Medicaid, or private insurance must be identified and developed in order to fully determine the individual's ability to pay and to maximize reimbursement for the cost of services provided. (4-9-09)

e. It is the responsibility of the individual requesting alcohol or substance use disorder services to obtain and provide information not available at the time of the initial financial interview whenever that information becomes available. (4-9-09)

02. Time of Payment. Payment for services is due thirty (30) days from the date of the billing, unless other arrangements are made. (4-9-09)

03. Charges. Using the sliding fee scale in Section 500 of this rule, an amount will be charged based on family size, resources, income, assets, and allowable deductions, exclusive of third-party liable sources. In no case will the amount charged exceed the costs of the services. (4-9-09)

04. Established Fee. ~~The maximum hourly fees or flat fees charged for alcohol or substance use disorder services will be established by the Department in collaboration with the Interagency Committee on Substance Abuse Prevention and Treatment and the Board of Health and Welfare.~~ The maximum hourly fees or flat fees charged for alcohol or substance use disorder services are established by the Department of Health and Welfare. The fees for services are based on the cost for services as set forth in the Department contract with the Management Services Contractor. Current information regarding services and fee charges can be obtained from the Department office as specified in Section 005 of these rules. (4-9-09)()

IDAPA 16 - DEPARTMENT OF HEALTH AND WELFARE
16.07.17 - ALCOHOL AND SUBSTANCE USE DISORDER SERVICES
DOCKET NO. 16-0717-1201
NOTICE OF RULEMAKING - PROPOSED RULE

AUTHORITY: In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to Sections 39-304, 39-311, and 56-1003, Idaho Code.

PUBLIC HEARING SCHEDULE: Public hearings concerning this rulemaking will be held as follows:

<p>*ORIGINATING LOCATION -- LIVE MEETING* Thursday, September 13, 2012 2:00 pm (PDT) -- 3:00 pm (MDT)</p>
<p>Idaho Department of Health and Welfare, Central Office Conference Room 3A (3rd floor) 450 West State Street Boise, ID 83702</p>

VIDEOCONFERENCE LOCATIONS	
<p>Region I Office – Coeur d’Alene Main Conference Room 2195 Ironwood Court Coeur d’Alene, ID 83814</p>	<p>Region II Office – Lewiston 1st Floor Conference Rm. 1118 “F” Street Lewiston, ID 83501</p>
<p>Region III Office – Caldwell Owyhee Conference Room (Rm. 226) 3402 Franklin Road Caldwell, ID 83605</p>	<p>Region IV Office – Boise Room 137 1720 Westgate Drive, Suite A Boise, ID 83704</p>
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<p>Region VII Office – Idaho Falls Conference Room 240 150 Shoup Ave. Idaho Falls, ID 83402</p>	

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

DESCRIPTIVE SUMMARY: The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

In 2006, the Legislature passed House Bill 833. HB 833 (2006) amended the Alcoholism and Intoxication Treatment Act (AITA) to establish the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA) effective until July 1, 2011. For a five-year period, starting in SFY 2007, budget decisions regarding substance use disorders treatment were made by the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA). In accordance with AITA, ICSA sunsetted at the end of SFY 2011 and is no longer in existence. As result, the reference to ICSA in these rules is being removed.

Also, these rules are being realigned with IDAPA 16.07.20, "Alcohol and Substance Use Disorders Treatment and Recovery Support Services Facilities and Program" to eliminate existing inconsistencies.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased: N/A

FISCAL IMPACT: The following is a specific description, if applicable, of any fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year:

No fiscal impact to the state general fund is anticipated due to this rulemaking.

NEGOTIATED RULEMAKING: Pursuant to Section 67-5220, Idaho Code, negotiated rulemaking was not conducted. Negotiated rulemaking is not feasible as this change is being made to align this chapter of rules with the ICSA sunset clause in existing statute, and with IDAPA 16.07.20, "Alcohol and Substance Use Disorders Treatment and Recovery Support Services Facilities and Programs."

INCORPORATION BY REFERENCE: No materials are being incorporated by reference into these rules.

ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS: For assistance on technical questions concerning the proposed rule, contact Treena Clark at (208) 334-6611.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 26, 2012.

DATED this 6th day of August, 2012.

Tamara Prisock
DHW - Administrative Procedures Section
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THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 16-0717-1201

001. TITLE AND SCOPE.

01. Title. The title of these rules is, IDAPA 16.07.17, “Alcohol and Substance Use Disorders Services.” (5-8-09)

02. Scope. This chapter defines the scope of voluntary services administered under the Department’s Division of Behavioral Health, and describes the eligibility criteria, application requirements, individualized ~~treatment~~ service plan requirements, selection of providers, and appeal process under these rules. This chapter is not intended to and does not establish an entitlement for or to receive adult or adolescent alcohol or substance use disorder services, nor is it intended to be applicable to individuals ordered by the court to receive alcohol or substance use disorder services. (5-8-09)()

(BREAK IN CONTINUITY OF SECTIONS)

010. DEFINITIONS.

For the purposes of these rules, the following terms are used as defined below: (5-8-09)

01. Adolescent. An individual between the ages of fourteen (14) and eighteen (18). (5-8-09)

02. Adult. An individual eighteen (18) years or older. (5-8-09)

03. Applicant. An adult or adolescent individual who is seeking alcohol or substance use disorders services through the Department who has completed or had completed on his behalf an application for alcohol or substance use disorder services. (5-8-09)

04. ASAM PPC-2R. Refers to the second edition, revised, manual of the patient placement criteria for the treatment of substance-related disorders, published by the American Society of Addiction Medicine. (5-8-09)

~~**05. Biopsychosocial Assessment.** Those procedures by which a substance use disorder clinician evaluates an individual’s strengths, weaknesses, problems, needs, and determines priorities so that a treatment plan can be developed. (5-8-09)~~

05. Assessment and Referral Services. A substance use disorders program provides these services in order to treat, provide services, or refer individuals. An assessment is designed to gather and analyze information regarding a client’s current substance use disorder behavioral, social, medical, and treatment history. The purpose of the assessment is to provide sufficient information for problem identification and, if appropriate, substance abuse related treatment or referral. ()

06. Child. An individual under the age of fourteen (14) years. (5-8-09)()

07. Client. A person receiving treatment for an alcohol or substance use disorder. The term “client” is synonymous with the terms: patient, resident, consumer, or recipient of treatment. (5-8-09)

08. Clinical Judgment. Refers to observations and perceptions based upon education, experience, and clinical assessment. This may include psychometric, behavioral, and clinical interview assessments that are structured, integrated, and then used to reach decisions, individually or collectively, about an individual’s functional, mental, and behavioral attributes and alcohol and substance use disorders service needs. (5-8-09)

09. Clinical Necessity. Alcohol or substance use disorder services are deemed clinically necessary when the Department, in the exercise of clinical judgment, would recommend services to an applicant for the purpose of evaluating, diagnosing, or treating alcohol or substance use disorders that are: (5-8-09)

a. Clinically appropriate, in terms of type, frequency, extent, site and duration, and considered

effective for treating the applicant's alcohol or substance use disorder; and (5-8-09)

b. Not primarily for the convenience of the applicant or service provider and not more costly than an alternative service or sequence of services and at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of the applicant's alcohol or substance use disorder. (5-8-09)

10. Clinical Team. A proposed client's clinical team may include: qualified clinicians, behavioral health professionals, professionals other than behavioral health professionals, behavioral health technicians and any other individual deemed appropriate and necessary to ensure that the assessment and subsequent treatment is comprehensive and meets the needs of the proposed client. (5-8-09)

~~**11. Clinically Managed High-Intensity Residential Treatment.** Frequently referred to as long-term residential care or a Therapeutic Community, twenty-four (24) hour intensive residential program designed to treat persons who have significant social and psychological problems. Individuals who are appropriate for this level of care typically have multiple deficits, which may include criminal activity, psychological problems, impaired functioning and disaffiliation from mainstream values. (5-8-09)~~

~~**12.1. Clinically Managed Low-Intensity Residential Treatment.** Is a program that offers at least five (5) hours per week of outpatient or intensive outpatient treatment services along with a structured recovery environment, staffed twenty-four (24) hours per day, which provides sufficient stability to prevent or minimize relapse or continued use. This level of care is also known as a Halfway House. (5-8-09)~~

~~**13.2. Clinically Managed Medium-Intensity Residential Treatment.** Frequently referred to as residential care, programs provide a structured, twenty-four (24) hour intensive residential program for clients who require treatment services in a highly structured setting. This type of program is appropriate for clients who need concentrated, therapeutic services prior to community residence. Community reintegration of residents in this level of care requires case management activities directed toward networking clients into community-based recovery support services such as housing, vocational services or transportation assistance so that the client is able to attend mutual/self-help meetings or vocational activities after discharge. (5-8-09)~~

~~**13. Comprehensive Assessment.** Those procedures by which a substance use disorder clinician evaluates an individual's strengths, weaknesses, problems, needs, and determines priorities so that a service plan can be developed. ()~~

14. Contracted Intermediary. A third party contractor of the Department who handles direct contracting with network providers for treatment services to include network management, claims payment, data gathering per Federal and State requirements and census management. (5-8-09)

15. Department. The Department of Health and Welfare or a person authorized to act on behalf of the Department. (5-8-09)

~~**16. Early Intervention Services.** ~~Early intervention s~~Services ~~that~~ are designed to explore and address ~~an adolescent's~~ problems or risk factors that appear to be related to substance use, ~~i.e., alcohol, tobacco, or other drugs, and to assist the adolescent in recognizing the harmful consequences of substance use. Early intervention services are intended to be a combination of prevention and treatment services for at risk youth.~~ (5-8-09)()~~

17. Emergency. An emergency exists if an adult or adolescent individual is gravely disabled due to mental illness or substance abuse or dependence or there is a substantial risk that physical harm will be inflicted by the proposed client: (5-8-09)

a. Upon his own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on himself; or (5-8-09)

b. Upon another person as evidenced by behavior which has caused such harm or which places another person or persons in reasonable fear of sustaining such harm. (5-8-09)

18. Federal Poverty Guidelines. Guidelines issued annually by the Federal Department of Health and

Human Services establishing the poverty income limits. The federal poverty guidelines for the current year may be found at: <http://aspe.hhs.gov/poverty/>. (5-8-09)

19. Gravely Disabled. An adult or adolescent who, as a result of mental illness or substance abuse or dependence, is in danger of serious physical harm due to the person's inability to provide for any of his basic needs for nourishment, or essential medical care, or shelter or safety. (5-8-09)

20. Individualized ~~Treatment~~ Service Plan. A written action plan based on an intake eligibility screening and full clinical assessment, that identifies the applicant's clinical needs, the strategy for providing services to meet those needs, treatment goals and objectives and the criteria for terminating the specified interventions. (~~5-8-09~~)()

21. Intake Eligibility Screening. The collection of data, analysis, and review, which the Department, or its designee, uses to screen and determine whether an applicant is eligible for adult or adolescent alcohol or substance use disorder services available through the Department. (5-8-09)

22. Intensive Outpatient Services. An organized service delivered by addiction professionals or addiction-credentialed clinicians, which provides a planned regimen of treatment consisting of regularly scheduled sessions within a structured program, for a minimum of nine (9) hours of treatment per week for adults and six (6) hours of treatment per week for adolescents. (5-8-09)

23. Medically Monitored Detoxification. Means medically supervised twenty-four (24) hour care for patients who require hospitalization for treatment of acute alcohol intoxication or withdrawal, from one (1) or more other substances of abuse, and other medical conditions which together warrant treatment in this type of setting. Length of stay varies depending on the severity of the disease and withdrawal symptoms. (~~5-8-09~~)()

24. Medically Monitored Inpatient Treatment. Medically supervised twenty-four (24) hour care for patients requiring hospitalization and treatment services. Medically monitored inpatient treatment provides treatment services and access to full range of services offered by the hospital. ()

~~24.5.~~ **Network Treatment Provider.** A treatment provider who has facility approval through the Department and is contracted with the Department's Management Service Contractor. A list of network providers can be found at the Department's website given in Section 005 of these rules. The list is also available by calling these telephone numbers: 1 (800) 922-3406; or dialing 211. (5-8-09)

26. Opioid Replacement Outpatient Services. This service is specifically offered to a client who has opioids as his substance use disorder. Services are offered under the guidelines of a federally accredited program. ()

~~25.7.~~ **Outpatient Services.** An organized non-residential service, delivered in a variety of settings, in which addiction treatment personnel provide professionally directed evaluation and treatment for alcohol and substance use disorders. (5-8-09)

~~26.8.~~ **Priority Population.** Priority populations are populations who receive services ahead of other persons and are determined yearly by the Department based on ~~F~~ederal regulations ~~and input from the Interagency Committee on Substance Abuse Prevention and Treatment~~. A current list of the priority population is available from the Department. (~~5-8-09~~)()

~~27.9.~~ **Recovery Support Services.** These services include: safe and sober housing that is staffed; transportation; child care; family education; life skills education; marriage education; drug testing; peer to peer mentoring; and case management. (5-8-09)

~~28.30.~~ **Residential Social Detoxification.** Means a medically supported twenty-four (24) hour, social rehabilitation residential program which provides physical care, education, and counseling as appropriate for the client's health and safety during his process of physical withdrawal from acute alcohol intoxication or withdrawal, or from one or more other substances of abuse. Social detoxification provides access into care and treatment of alcohol or substance use disorders through monitored withdrawal, evaluation of present or potential alcohol or substance

dependency and other physical ailments, and intervention into the progression of the disease through timely utilization or resources. Length of stay in a social detoxification program varies from three (3) to seven (7) days depending on the severity of the disease and withdrawal symptoms. (5-8-09)

2931. Sliding Fee Scale. A scale used to determine an individual's cost for services based on Federal Poverty Guidelines and found in IDAPA 16.07.01, "Behavioral Health Sliding Fee Schedules." (5-8-09)

302. Substance Dependence. Substance dependence is marked by a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues to use alcohol or other drugs despite significant related problems. The cluster of symptoms can include: tolerance; withdrawal or use of a substance in larger amounts or over a longer period of time than intended; persistent desire or unsuccessful efforts to cut down or control substance use; a great deal of time spent in activities related to obtaining or using substances or to recover from their effects; relinquishing important social, occupational or recreational activities because of substance use; and continuing alcohol or drug use despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been cause or exacerbated by such use as defined in the DSM-IV-TR. (5-8-09)

313. Substance-Related Disorders. Substance-related disorders include disorders related to the taking of alcohol or another drug of abuse, to the side effects of a medication and to toxin exposures. They are divided into two (2) groups: the Substance Use Disorders and the Substance-Induced Disorders as defined in the DSM-IV-TR. (5-8-09)

324. Substance Use Disorder. Includes Substance Dependence and Substance Abuse, according to the DSM-IV-TR. Substance Use Disorders are one (1) of two (2) subgroups of the broader diagnostic category of Substance-Related Disorders. (5-8-09)

335. Substantial Material Change in Circumstances. A substantial and material change in circumstances which renders the Department's decision denying alcohol and substance use disorders services arbitrary and capricious. (5-8-09)

(BREAK IN CONTINUITY OF SECTIONS)

102. ELIGIBILITY DETERMINATION.

01. Determination of Eligibility for Alcohol and Substance Use Disorders Services. The total number of adults and adolescents who are eligible for alcohol or substance use disorders services through the Department will be established by the Department, ~~in consultation with the Idaho Interagency Committee on Substance Abuse Prevention and Treatment.~~ The Department may, ~~in consultation with the Idaho Interagency Committee on Substance Abuse Prevention and Treatment,~~ limit or prioritize adult and adolescent alcohol or substance use disorder services, define eligibility criteria, and establish the number of persons eligible based upon such factors as court-ordered services, availability of funding, the degree of financial need, the degree of clinical need, or other factors. (5-8-09)()

02. Eligibility Requirements. To be eligible for alcohol and substance use disorders services through a voluntary application to the Department, the applicant must: (5-8-09)

a. Be an adult or adolescent with family income at or below two hundred percent (200%) of federal poverty guidelines; (5-8-09)

b. Be a resident of the state of Idaho; (5-8-09)

c. Be a member of the priority population; (5-8-09)

d. Meet diagnostic criteria for substance dependence, or a substance-related disorder as described in the DSM-IV-TR; and (5-8-09)

e. Meet specifications in each of the ASAM PPC-2R dimensions required for the recommended level of care. (5-8-09)

03. Admission to Treatment Program Requirements. In order to be admitted into an adult or adolescent alcohol or substance use disorders treatment program, there must be clinical evidence that provides a reasonable expectation that the applicant will benefit from the alcohol or substance use disorder services. (5-8-09)

04. Ineligible Conditions. An applicant who has epilepsy, an intellectual disability, dementia, a developmental disability, physical disability, mental illness, or who is aged, is not eligible for alcohol and substance use disorders services, unless, in addition to such condition, they meet primary diagnostic criteria for substance abuse, substance dependence, or a substance related disorder as described in the DSM-IV-TR and the specification in each of the ASAM PPC-2R dimensions required for the recommended level of care. (5-8-09)

(BREAK IN CONTINUITY OF SECTIONS)

200. INDIVIDUALIZED TREATMENT SERVICE PLAN, SELECTION OF SERVICE PROVIDERS AND AVAILABLE TREATMENT SERVICES.

The Department's contracted treatment provider will prepare for every client an individualized treatment service plan that addresses the alcohol or substance disorders health affects on the client's major life areas. The treatment service plan will be based on a biopsychosocial comprehensive assessment ~~of the client's alcohol or substance use disorders treatment needs.~~ (5-8-09)()

01. Individualized Treatment Service Plan. ~~Overall~~ The responsibility for development and implementation of the plan will be assigned to a qualified professional staff member ~~within a Department contracted network treatment provider program.~~ A detailed individualized treatment service plan will be developed within fourteen (14) days following the Department's determination that an applicant is eligible for alcohol and substance use disorders services through the Department seventy-two (72) hours following admission to an inpatient or residential facility and within thirty (30) days of the completion or receipt of a state-approved assessment in an outpatient setting. The individualized treatment service plan will include the following: (5-8-09)()

a. The services deemed clinically necessary to meet facilitate the client's alcohol and substance use disorders needs recovery; (5-8-09)()

b. Referrals for needed ~~adjunct services that the alcohol and substance use disorders treatment program does not provide~~ services not provided by the program, including referrals for recovery support services; (5-8-09)()

c. Goals ~~that the client must~~ to achieve a recovery-oriented lifestyle; (5-8-09)()

d. ~~Specific o~~ Objectives that relate to the goals, written in measurable terms, with targeted expected achievement dates; (5-8-09)()

e. Service F ~~Frequency of services;~~ (5-8-09)()

f. ~~Specific e~~ Criteria to be met for discharge from treatment services; ~~and~~ (5-8-09)()

~~g.~~ A plan for services to be provided after discharge; ()

~~gh.~~ A specific plan for including the family or ~~significant~~ other: social supports; and (5-8-09)()

~~i.~~ Service plan goals and objectives that reflect the service needs identified on the assessment. ()

02. Selection of Providers. The client can choose from among the array of substance use disorders

treatment providers approved to provide services. The services must be within the recommended level of care according to ASAM PPC-2R and based on needs identified in the *biopsychosocial comprehensive* assessment and resultant individualized *treatment service* plan. The client does not have the option of choosing his treatment provider if he is within the criminal justice system and specific providers have been identified for the client. (5-8-09)()

03. Treatment Services Available. Available alcohol or substance use disorders treatment services, as defined in Section 010 of these rules, include: (5-8-09)

- a. ~~Early intervention~~ Assessment and Referral services; (5-8-09)()
- b. ~~Outpatient services~~ Residential social detoxification; (5-8-09)()
- c. ~~Intensive outpatient services~~ Medically monitored inpatient treatment; (5-8-09)()
- d. ~~Residential social detoxification~~ Medically monitored detoxification; (5-8-09)()
- e. ~~Medical detoxification~~ Clinically managed medium-intensity residential treatment; (5-8-09)()
- f. Clinically managed low-intensity residential treatment; (5-8-09)
- g. ~~Clinically managed medium-intensity residential treatment~~ Level I – Outpatient, and Level III
Intensive Outpatient; and (5-8-09)()
- h. ~~Clinically managed high-intensity residential treatment.~~ Opioid treatment program; (5-8-09)()
- i. Recovery support services; and ()
- j. Early intervention services. ()

04. Treatment Services Not Available. Alcohol or substance use disorder treatment services, do not include: (5-8-09)

- a. Experimental or investigational procedures; (5-8-09)
- b. Technologies and related services; (5-8-09)
- c. Electroconvulsive therapy; (5-8-09)
- d. Treatment or services for epilepsy, an intellectual disability, dementia, a developmental disability, physical disability, aged or the infirm; or (5-8-09)
- e. Any other services which are primarily recreational or diversional in nature. (5-8-09)

IDAPA 16 - DEPARTMENT OF HEALTH AND WELFARE
16.07.20 - ALCOHOL AND SUBSTANCE USE DISORDERS TREATMENT
AND RECOVERY SUPPORT SERVICES FACILITIES AND PROGRAMS

DOCKET NO. 16-0720-1201

NOTICE OF RULEMAKING - PROPOSED RULE

AUTHORITY: In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to Title 39, Chapter 3, Idaho Code (Alcoholism and Intoxication Treatment Act (AITA)) (Board authority), and Sections 56-1003, 56-1004, 56-1004A, 56-1007, and 56-1009, Idaho Code (Director authority).

PUBLIC HEARING SCHEDULE: Public hearings concerning this rulemaking will be held as follows:

<p>*ORIGINATING LOCATION -- LIVE MEETING* Thursday, September 13, 2012 2:00 pm (PDT) -- 3:00 pm (MDT)</p>
<p>Idaho Department of Health and Welfare, Central Office Conference Room 3A (3rd floor) 450 West State Street Boise, ID 83702</p>

VIDEOCONFERENCE LOCATIONS	
<p>Region I Office – Coeur d’Alene Main Conference Room 2195 Ironwood Court Coeur d’Alene, ID 83814</p>	<p>Region II Office – Lewiston 1st Floor Conference Rm. 1118 “F” Street Lewiston, ID 83501</p>
<p>Region III Office – Caldwell Owyhee Conference Room (Rm. 226) 3402 Franklin Road Caldwell, ID 83605</p>	<p>Region IV Office – Boise Room 137 1720 Westgate Drive, Suite A Boise, ID 83704</p>
<p>Region V Office – Twin Falls Room 116 823 Harrison Twin Falls, ID 83301</p>	<p>Region VI Office – Pocatello Room 225 421 Memorial Drive Pocatello, ID 83201</p>
<p>Region VII Office – Idaho Falls Conference Room 240 150 Shoup Ave. Idaho Falls, ID 83402</p>	

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

DESCRIPTIVE SUMMARY: The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

In 2006, the Legislature passed House Bill 833. HB 833 amended the Alcoholism and Intoxication Treatment Act (AITA) to establish the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA) effective until July 1, 2011. For a five-year period, starting in SFY 2007, budget decisions regarding substance use disorders treatment were made by the Interagency Committee on Substance Abuse Prevention and Treatment (ICSA). In accordance with AITA, ICSA sunsetted at the end of SFY 2011 and is no longer in existence. As result, the reference to ICSA in these rules needs to be removed.

Also, some rule revisions are needed to accommodate the current substance use disorder treatment environment. Treatment providers must now respond to four referral sources, each of which have different treatment and reporting requirements. Finally, provider requirements need to be streamlined to allow the provider system to function in a more efficient manner.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased: NA

FISCAL IMPACT: The following is a specific description, if applicable, of any fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year:

No fiscal impact to the state general fund is anticipated due to this rulemaking.

NEGOTIATED RULEMAKING: Pursuant to Section 67-5220, Idaho Code, negotiated rulemaking was not conducted. Negotiated rulemaking is not feasible as this change is being made to align this chapter of rules with the ICSA sunset clause in existing statute, and with current practice in substance use disorder treatment.

INCORPORATION BY REFERENCE: No materials are being incorporated by reference into these rules.

ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS: For assistance on technical questions concerning the proposed rule, contact Treena Clark at (208) 334-6611.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 26, 2012.

DATED this 10th day of August, 2012.

Tamara Prisock
DHW - Administrative Procedures Section
450 W. State Street - 10th Floor
P.O. Box 83720
Boise, ID 83720-0036
phone: (208) 334-5564; fax: (208) 334-6558
e-mail: dhwrules@dhw.idaho.gov

THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 16-0720-1201

002. WRITTEN INTERPRETATIONS.

~~In accordance with Section 67-5201(19)(b)(iv), Idaho Code, the Department has a Minimum Case Management Standards Manual which contains forms, policies, procedures, and interpretations of these rules for the development and provision of case management services, or to the documentation of compliance with the rules of this chapter. These documents are available for public inspection as described in Sections 005 of these rules. The standards are also available by accessing the Department's website at <http://www.healthandwelfare.idaho.gov>, and clicking on the links under "RSS Case Management." (<http://healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders/RecoverySupportServices/tabid/381/Default.aspx>)~~ There are no written interpretations of these rules. (5-1-10)()

(BREAK IN CONTINUITY OF SECTIONS)

009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.

01. Criminal History and Background Check. ~~All owners, operators, employees, transfers, reinstated former employees, student interns, contractors and volunteers hired or contracted with after May 1, 2010, who provide direct care or service or have direct client access, must comply with the provisions of IDAPA 16.05.06 "Criminal History and Background Checks."~~ Each alcohol and substance use disorders treatment and recovery support services program must comply with the provisions of IDAPA 16.05.06, "Criminal History and Background Checks." Criminal history and background checks must be completed on the owner, employees, applicants, transfers, reinstated former employees, trainees, contractors, and volunteers who provide care or services, or have access to clients in an alcohol and substance use disorders treatment and recovery support services program. The applicant is responsible for the cost of the criminal history and background check except where otherwise provided by Department rules. (5-1-10)()

02. Availability to Work. An individual listed in Subsection 009.01 of these rules is available to work on a provisional basis at the discretion of the employer or agency once the individual has submitted his criminal history and background check application, it has been signed and notarized, reviewed by the employer or agency, and no disqualifying crimes or relevant records are disclosed on the application. An individual must be fingerprinted within twenty-one (21) days of submitting his criminal history and background check application. An individual is allowed to work or have access to clients only under supervision until the criminal history and background check is completed. (5-1-10)

010. DEFINITIONS - A THROUGH C.

For the purposes of these rules, the following terms are used. (5-1-10)

01. Access. A client's ability to obtain alcohol or substance use disorder treatment or services that he is seeking. (5-1-10)

~~**02. Active Client.** A client who receives services from an approved alcohol and substance use disorders treatment or recovery support services program, who has had face-to-face contact with a program's qualified substance use disorders professional within the immediately preceding thirty (30) calendar days. (5-1-10)~~

~~**03.** Adolescent.~~ An individual between the ages of fourteen (14) and eighteen (18) years. (5-1-10)()

~~**04.** Admission.~~ The point in an applicant's relationship with a state-approved substance use disorders treatment program or recovery support services program when the screening and assessment process has been completed and the applicant has been found eligible by the Department to receive the services of the program. (5-1-10)

~~**05.** Adult.~~ An individual eighteen (18) years of age or older. (5-1-10)

~~**06.** Adjunct Services.~~ Those clinical and non-clinical services provided outside of an approved

alcohol and substance use disorders treatment or recovery support services program that support client recovery. Adjunct services may include: Women, Infant and Children (WIC), welfare, mental health services, and medical services. (5-1-10)

076. Advocacy. The act of pleading for, supporting, or recommending services, supports, treatment, or opportunities for a client. For example, a case manager advocates for the unmet needs of the client and encourages independence. Advocacy, as part of case management, can be done with or for a client. (5-1-10)

087. Alcohol and Drug Testing. The collection and initial screening of urine, hair, or oral fluid samples for screening and detecting alcohol and substance use. (5-1-10)

098. Applicant. A person, firm, partnership, association, corporation, agency, or organization which has filed an application with the Department to become an approved alcohol and substance use disorders treatment or recovery support services program under these rules. (5-1-10)

409. Appropriate. A term used to indicate that a particular procedure, treatment, test, or service is suitable or compatible in quantity, and provided in the best setting to meet the client's needs. (5-1-10)

140. Approved Private Treatment Facility. An alcohol and substance use disorders treatment program or recovery support services program meeting the standards prescribed in Section 39-305(1), Idaho Code, and approved under the provisions of Section 39-305(3), Idaho Code, and these rules. The term "facility" is synonymous with the term "program." (5-1-10)

121. Approved Public Treatment Facility. An alcohol and substance use disorders treatment program or recovery support services program operating under the Alcoholism and Intoxication Treatment Act (Title 39, Chapter 3, Idaho Code) through a contract with the Department and meeting the standards prescribed in Section 39-305(1), Idaho Code, and approved pursuant to Section 39-305(3), Idaho Code and these rules. The term "facility" is synonymous with the term "program." (5-1-10)

132. ASAM PPC-2R. Refers to the manual containing the patient placement criteria for the treatment of substance-related disorders, published by the American Society of Addiction Medicine (ASAM) as incorporated by reference in Section 004 of these rules. (5-1-10)

143. Assessment and Referral Services. A substance use disorders program provides these services in order to treat, provide services, or refer individuals. An assessment is designed to gather and analyze information regarding a client's current substance use disorder behavioral, social, medical, and treatment history. The purpose of the assessment is to provide sufficient information for problem identification and, if appropriate, substance abuse related treatment or referral. (5-1-10)

154. Behavioral Health Services. Services offered by the Department to treat behavioral health issues or alcohol and substance use disorders. (5-1-10)

~~**16. Biopsychosocial Assessment.** Those procedures by which a qualified substance use disorders professional evaluates an individual's strengths, weaknesses, problems, needs, and determines priorities so that a treatment plan can be developed. (5-1-10)~~

175. CARF. The Commission on Accreditation of Rehabilitation Facilities. (5-1-10)

186. Case Management. The administration and evaluation of an array of services that may include assessment of client and client family needs, service planning, linkage to other services, client advocacy, monitoring service provision, and coordination of services. (5-1-10)

17. Case Management Assessment. A determination of a client's strengths and needs including medical, psychosocial, educational, financial, and other services that includes a description of the client's strengths, informal support system, and environmental factors relative to his or her recovery. ()

18. Case Manager. An individual qualified to provide case management services under Section 745 of

these rules. ()

~~19. Case Management Planning. The planning process where the case manager and client, parent, guardian, spouse, or significant other, as applicable, define goals, strategies to achieve these goals, responsibilities for action, and time frames for action. It also includes community reintegration planning, and discharge planning to terminate case management services when case management is no longer required by the client, goals have been met, the client no longer wishes to participate in case management, or the client is no longer eligible for services.~~ (5-1-10)

~~20~~**19. Case Management Supervision.** Case management supervision includes planning, directing, monitoring, and evaluating the work of a case manager by an individual who meets the qualifications of a case manager supervisor. A clinical supervisor of a treatment agency may fulfill this role and may incorporate case management supervision into clinical supervision activities. (5-1-10)

~~21~~**20. Case Management Supervisor.** The program staff member responsible for oversight of all case management aspects of the case management services provided. A clinical supervisor of a treatment agency may also fulfill this role. (5-1-10)

~~22~~**21. Certificate of Approval.** A certificate issued by the Department under Section 145 of these rules to an alcohol and substance use disorders treatment or recovery support services program which the Department deems to be in compliance with these rules. (5-1-10)

~~23~~**22. Certified Home Inspection.** An inspection of a residential dwelling conducted by a registered, licensed, or certified home inspector to determine the quality, safety, and overall condition of the dwelling. (5-1-10)

~~24~~**23. Child.** An individual under the age of fourteen (14) years. (5-1-10)()

~~25~~**24. Client.** A person receiving treatment for an alcohol or a substance use disorder or receiving recovery support services. The term "client" is synonymous with the terms "patient," "resident," "consumer," "participant," or "recipient of treatment." (5-1-10)

~~26~~**25. Client Record.** All documentation of individual client treatment and related services. (5-1-10)

~~27. Clinical Case Management. Clinical case management is a service that integrates mental health and substance use disorders clinical expertise with case management skills to implement comprehensive interventions that address the overall maintenance of the client's physical and social environment. Clinical case management includes: engagement of the client, assessment, planning, treatment, linkage with resources, consultation with families, collaboration with psychiatrists, client education, and crisis intervention.~~ (5-1-10)

~~28~~**26. Clinical Judgment.** Refers to observations and perceptions based upon education, experience, and clinical assessment. This may include psychometric, behavioral, and clinical interview assessments that are structured, integrated, and then used to reach decisions, individually or collectively, about an individual's functional, mental, and behavioral attributes and alcohol and substance use disorders service needs. (5-1-10)

~~29~~**27. Clinical Supervision.** ~~Clinical supervision includes planning, directing, monitoring, and evaluating the clinical work of another staff person by a Department-qualified clinical supervisor. Supervision centered on the clinician's knowledge, skills and attitudes and includes: evaluation of competencies, observation of skills, mentoring, planning and monitoring the work of another clinical staff person by a qualified clinical supervisor.~~ (5-1-10)()

~~30~~**28. Clinical Supervisor.** ~~The program staff member~~ A professional qualified under Section 217 of these rules who is responsible for oversight of all clinical aspects of the treatment services provided. (5-1-10)()

~~31. Clinically Managed High Intensity Residential Treatment. A program that offers intensive residential treatment services, staffed twenty-four (24) hours per day, seven (7) days a week, which is designed to treat persons who have significant social and psychological problems. Individuals who are appropriate for this level of care typically have multiple deficits, which may include criminal activity, psychological problems, impaired~~

~~functioning, and disaffiliation from mainstream values. This level of care is also known as long-term residential care or a Therapeutic Community. (5-1-10)~~

329. Clinically Managed Low-Intensity Residential Treatment. A program that offers at least five (5) hours per week of outpatient or intensive outpatient treatment services along with a structured residential recovery environment, staffed twenty-four (24) hours per day, seven (7) days a week, which provides sufficient stability to prevent or minimize relapse or continued use. This level of care is also known as a Halfway House. (5-1-10)

330. Clinically Managed Medium-Intensity Residential Treatment. A program that offers structured residential treatment services, staffed twenty-four (24) hours per day, seven (7) days a week, which provides intensive residential program for clients who require treatment services in a highly-structured setting. This type of program is appropriate for clients who need concentrated, therapeutic services prior to community residence. Community reintegration of residents in this level of care requires case management activities directed toward networking clients into community-based recovery support services such as housing, vocational services, or transportation assistance so that the client is able to attend mutual self-help meetings or vocational activities after discharge. This level of care is also known as residential care. (5-1-10)

341. College of Professional Psychology. Professional certification entity of the American Psychological Association Practice Organization. (5-1-10)

352. Competencies. Competencies are the knowledge, skills, and attitudes required for the members of the alcohol and substance use disorders clinical staff as a prerequisite to proficiency in the professional treatment of alcohol and substance use disorders. The model of competencies is determined by the Department. (5-1-10)

363. Compliance. Demonstration that these rules, policies and procedures, and applicable federal and state statutes and regulations are observed. Compliance is determined by the Department. (5-1-10)

34. Comprehensive Assessment. Procedures by which a substance use disorder clinician evaluates an individual's strengths, weaknesses, problems, needs, and determines priorities so that a service plan can be developed. ()

375. Comprehensive Case Management Service Plan. A written comprehensive service plan based on a current assessment as described in Section 370 of these rules, that addresses the medical, psychosocial, legal, educational, and financial needs of the client. The comprehensive service plan provides for the coordination of services across multiple need dimensions. (5-1-10)

~~**38. Continuing Care.** *Care that supports a client's progress, monitors his condition, and can respond to a return to substance use or a return of symptoms of mental disorder. It is both a process of post-treatment monitoring and a form of treatment itself.* (5-1-10)~~

396. Contract. A formal agreement with any organization, agency, or individual specifying the services, personnel, products or space to be provided by, to, or on behalf of the program and the consideration to be expended in exchange. (5-1-10)

~~**4037. Contractor.** A person or company that performs work, provides supplies, or delivers services for another under a written agreement. (5-1-10)~~

~~**4138. Contracted Intermediary.** A third party contractor of the Department who handles direct contracting with network providers for alcohol and substance use disorders treatment and recovery support services. Direct services may include network management, claims payment, data gathering per federal and state requirements, and census management. (5-1-10)~~

~~**4239. Co-Occurring Capable.** The ability of a treatment provider to recognize the signs and symptoms of a co-occurring disorder and make a referral to an appropriate mental health facility. (5-1-10)~~

~~**430. Co-Occurring Disorders (COD).** The co-occurring diagnoses of mental health and substance use disorders. (5-1-10)~~

~~41.~~ **Correspondence.** Written or digital communication concerning the client or client's recovery. Correspondence may include: letters, emails, text messages, voicemails, or notes. ()

~~442.~~ **Criminogenic Need.** A client attribute shown by research to be correlated with criminal behavior and to be an appropriate target for treatment intervention. (5-1-10)

011. DEFINITIONS - D THROUGH H.
For the purposes of these rules, the following terms are used. (5-1-10)

01. Department. The Idaho Department of Health and Welfare. (5-1-10)

02. Detoxification Services. Services necessary to monitor individuals who are undergoing the systematic reduction of a toxic agent from the body during withdrawal. (5-1-10)

03. Direct Client Access. Direct client access means an employee, contractor, or volunteer who has accessibility to a client. (5-1-10)

04. Director. The Director of the Department of Health and Welfare or his designee. (5-1-10)

05. Discharge. The point at which the client's active involvement in treatment or recovery support services is terminated and the program no longer maintains active responsibility for the care of the client. (5-1-10)

~~06. Discharge Plan.~~ *The plan developed jointly by the qualified substance use disorders professional and the client that provides the client with the resources needed to support his recovery.* (5-1-10)

076. Discharge Summary. A document written by the client's provider upon discharge from treatment and contains a summary of the following: (5-1-10)

~~a. Assessment of client problems at admission;~~ (5-1-10)

~~b. Expected treatment outcomes;~~ (5-1-10)

~~c. Treatment plans and strategies;~~ (5-1-10)

~~da.~~ Client status at discharge; (5-1-10)

~~eb.~~ Treatment progress; (5-1-10)

~~fc.~~ Summaries of ~~continuing care plans~~ services to be provided after discharge; and (5-1-10)()

~~gd.~~ Referrals for further treatment. (5-1-10)

~~08. Drug Court Outpatient Treatment Program.~~ *A Department approved program for the treatment of alcohol and substance use disorders for individuals under the jurisdiction of a local drug court.* (5-1-10)

~~09. Drug Court Team.~~ *Individuals who collectively plan and evaluate services for drug court participants and determine participant compliance, progress, sanctions, movement from one (1) treatment phase to another, and continuation or termination of drug court treatment.* (5-1-10)

~~107.~~ **Early Intervention Services.** Services that are designed to explore and address problems or risk factors that appear to be related to substance use. (5-1-10)()

~~108.~~ **Education.** Strategies that teach people critical information about alcohol and other drugs and the physical, emotional, and social consequences of their use. (5-1-10)

~~1209.~~ **Executive Director.** The individual who is responsible for the overall management of the program

or facility. The executive director is appointed by the governing body to act on its behalf. The term “executive director” is synonymous with the terms “administrator,” “director,” “superintendent,” “president,” “vice-president,” and “executive vice-president.” (5-1-10)

130. Facility/location. The individual building or buildings, including furnishings and fixtures, or locations where persons with alcohol or substance use disorders receive services. The term “facility” is synonymous with office, clinic, or physical plant. (5-1-10)

141. Governing Body. The individual or individuals, board of directors, group, or agency that has ultimate authority and responsibility for the overall operation of an alcohol and substance use disorders treatment or recovery support services facility or program and for full compliance with these rules and minimum standards. (5-1-10)

152. Group Counseling. The application of formal counseling techniques involving interaction among members of a group of clients. (5-1-10)

163. Guardian. (5-1-10)

a. Under Title 15, Chapter 5, Part 2, Idaho Code, an individual who has been appointed by a court of law to have and exercise the powers and responsibilities of a parent who has not been deprived of custody of his minor and unemancipated child; (5-1-10)

b. Under Title 66, Chapter 3 and 4, Idaho Code, an individual who has been appointed by a court of law to have and exercise the powers and responsibilities of a guardian for a person who is mentally ill or with a developmental disability; or (5-1-10)

c. Under Title 15, Chapter 5, Part 3, Idaho Code, an individual who has been appointed by a court of law to assist any incapacitated person to the extent that he lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his person. (5-1-10)

012. DEFINITIONS - I THROUGH P.
For the purposes of these rules, the following terms are used. (5-1-10)

01. Idaho Board of Alcohol/Drug Counselor Certification, Inc. (IBADCC). A board affiliated with the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC). The IBADCC is the certifying entity that oversees credentialing of Idaho Student of Addiction Studies (ISAS), Certified Alcohol/Drug Counselors (CADC), Advanced Certified Alcohol/Drug Counselors (ACADC), Certified Clinical Supervisors (CCS), and Certified Prevention Specialists (CPS) in the state of Idaho. The IBADCC may be contacted at: PO Box 1548, Meridian, ID 83680; phone (208) 468-8802; Fax: (208) 466-7693; email: IBADCC@ibadcc.org; <http://ibadcc.org/>. (5-1-10)

02. Idaho Student of Addiction Studies (ISAS). An entry-level certification for substance use disorder treatment granted by the IBADCC. (5-1-10)

03. Immediate Danger. Exposure to imminent, substantial injury, pain, harm, or loss. (5-1-10)

04. Individualized ~~Treatment~~ Service Plan. A written action plan, based on an intake eligibility screening and full clinical assessment, that identifies the applicant's clinical needs, the strategy for providing services to meet those needs, treatment goals and objectives, and the criteria for terminating the specified interventions. (5-1-10)

~~**05. Informal Networks.** Informal networks are the web of relationships that people use to exchange resources and services. The content of their exchanges can be work related, personal, or social. Informal networks are distinct from formal networks in that they are not officially recognized or mandated by organizations. (5-1-10)~~

065. Intake Eligibility Screening. The collection of data, analysis, and review, which the Department or its designee, uses to screen and determine whether an applicant is eligible for adult or adolescent alcohol or

substance use disorders services available through the Department. (5-1-10)

~~07. **Intern.** An individual who has a written agreement with an educational institution that requires a student practicum in a behavioral health care setting. An intern may be referred to as a "Practicum Student," "Student," or an "Idaho Student of Addiction Studies."~~ (5-1-10)

086. Intensive Outpatient Services. An organized service delivered by addiction professionals or addiction-credentialed clinicians, which provides a planned regimen of treatment consisting of regularly scheduled sessions within a structured program, for a minimum of nine (9) hours of treatment per week for adults and six (6) hours of treatment per week for adolescents. (5-1-10)

097. Inventory of Treatments. The various program activities intended to cause or support the reduction or elimination of alcohol or substance use. These activities may include: education, individual, group, or family counseling, vocational rehabilitation services, medical and psychological services, and self-help groups. These services may include activities provided by the program through contractual arrangement with an outside organization. (5-1-10)

~~10. **Level of Service Inventory—Revised (LSI-R).** An assessment tool used to assess criminal offenders for their risk to commit further offenses and their service needs. The LSI-R is available at this website at <http://www.assessments.com/default.asp>.~~ (5-1-10)

~~108. **Licensed Clinical Professional Counselor.** An individual licensed in Idaho by the Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists under Title 54, Chapter 34, Idaho Code.~~ (5-1-10)

~~109. **Licensed Clinical Social Worker.** An individual who has a master's degree or doctorate in social work and two (2) years of postgraduate supervised clinical experience licensed in Idaho by the State Board of Social Work Examiners under Title 54, Chapter 32, Idaho Code.~~ (5-1-10)

~~130. **Licensed Marriage and Family Therapist, Associate Marriage and Family Therapist, or Registered Marriage and Family Therapist Intern.** An individual licensed in Idaho by the Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists under Title 54, Chapter 34, Idaho Code.~~ (5-1-10)

~~141. **Licensed Masters Social Worker.** An individual who has a doctorate or master's degree in social work from a college or university licensed in Idaho by the State Board of Social Work Examiners under Title 54, Chapter 32, Idaho Code.~~ (5-1-10)

~~152. **Licensed Professional Counselor.** An individual licensed in Idaho by the Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists under Title 54, Chapter 34, Idaho Code.~~ (5-1-10)

~~163. **Licensed Social Worker.** An individual licensed in Idaho by the State Board of Social Work Examiners under Title 54, Chapter 32, Idaho Code.~~ (5-1-10)

~~174. **Management Service Contractor (MSC).** An independent contractor with whom the Department contracts to manage a statewide network of Department approved facilities and programs to deliver substance use disorders treatment and recovery support services.~~ (5-1-10)

~~185. **Medical Consultant.** A medical consultant provides medical advice in an advisory capacity. For the purpose of this rule a medical consultant is someone who is knowledgeable about medical detoxification procedures. A medical consultant may have worked previously as a nurse, doctor, or other healthcare specialist.~~ (5-1-10)

~~196. **Medical Screening.** An examination performed by a licensed professional nurse, nurse practitioner, physician's assistant, or a licensed physician.~~ (5-1-10)

17. Medically Monitored Inpatient Treatment. Medically supervised twenty-four (24) hour care for patients requiring hospitalization and treatment services. Medically monitored inpatient treatment provides treatment services and access to full range of services offered by a hospital. ()

~~20~~18. **Mental Health Services.** A variety of services for treating mental health disorders that include: emergency services, medication management, assessment, clinical treatment services, case management, family support, and consumer advocacy. (5-1-10)

~~21~~19. **NFPA.** The National Fire Protection Association. (5-1-10)

~~22~~20. **Network Provider.** A treatment or recovery support services provider who has been approved by the Department and is contracted with the Department's Management Service Contractor. A list of network providers can be found at the Department's website given in Section 005 of these rules. (5-1-10)

~~23~~21. **Nurse.** A professional nurse (Registered Nurse or RN) or nurse practitioner licensed in Idaho by the State Board of Nursing under Title 54, Chapter 14, Idaho Code. (5-1-10)

~~24~~22. **Northwest Indian Alcohol/Drug Specialist Certification Board.** A board that represents the Native American Chemical Dependency programs in the state of Washington, Oregon, and Idaho and offers certification for chemical dependency counselors. Information regarding certification standards may be obtained at the website at <http://www.nwiadcb.com/NWIADCB/index.html>. (5-1-10)

~~25~~23. **On-Site Testing.** Using a device or kit at a treatment or recovery support service facility to test for alcohol or substance use. (5-1-10)

~~26~~24. **Opioid Replacement Outpatient Services.** This service is specifically offered to a client who has opioids as his substance use disorder. Services are offered under the guidelines of an accredited program incorporated by reference in Section 004 of these rules. (5-1-10)

~~27~~25. **Outpatient Services.** An organized non-residential service, delivered in a variety of settings, in which addiction treatment personnel provide professionally directed evaluation and treatment for alcohol and substance use disorders. (5-1-10)

~~28~~26. **Physician.** An individual who holds a license issued by the Idaho State Board of Medicine under Title 54, Chapter 18, Idaho Code, and IDAPA 22.01.01, "Rules of the Board of Medicine for the Licensure to Practice Medicine and Surgery and Osteopathic Medicine and Surgery in Idaho." (5-1-10)

~~27~~27. **Professional Development Plan. A professional development plan:** ()

a. Is developed cooperatively by the clinical supervisor and the clinician; ()

b. Is clinician-centered; ()

c. Is customized to the training needs of the clinician; ()

d. Details the way in which counselor performance may be improved; ()

e. Is based on counselor knowledge, skill, and attitude; and ()

f. At a minimum, is informed by use of Department-approved competency rating scales and observations of counselor's clinical work. ()

~~29~~28. **Program.** Refers to the organization offering substance use disorders treatment or recovery support services, or both. It includes the organization's facilities, management, staffing pattern, treatment, and related activities. The term "program" is synonymous with the term "facility." (5-1-10)

~~30~~29. **Program Approval.** Refers to the certification under Section 145 of these rules to formally

recognize the facility, program, or service as having met the requirements of these rules that pertain to specific substance use disorder treatment services. (5-1-10)

310. Program Evaluation. Processes primarily used by the program's administration to assess and monitor, on a regular or continuous basis, program operation, service delivery, quality assurance, and client outcome. (5-1-10)

321. Provisional Approval. A temporary certificate of approval issued under Section 145 of these rules to an alcohol and substance use disorders treatment or recovery support services program in operation at the time of promulgation of new rules, in order to afford reasonable time to comply with the new rules and to obtain approval, or which, while not in full compliance with rules, has no deficiencies which would endanger the health, safety and welfare of clients and is in the process of making the necessary changes to comply fully. (5-1-10)

013. DEFINITIONS - Q THROUGH Z.

For the purposes of these rules, the following terms are used. (5-1-10)

01. Qualified Substance Use Disorders Professional. A professional qualified to provide substance use disorders services under Section 218 of these rules. (5-1-10)

02. Qualified Substance Use Disorders Professional Trainee. An individual practicing in an alcohol and substance use disorders program under Section 223 of these rules. ()

023. Quality Assurance. An ongoing process of evaluation that ensures compliance with minimum standards and provides for continuous improvements in the quality of services. (5-1-10)

034. Recovery Support Services. Non-clinical services that may include: adult safe and sober housing that is staffed, transportation, child care, family education, life skills education, marriage education, drug testing, peer-to-peer mentoring, and case management. (5-1-10)

045. Referral. The process of linking clients to appropriate treatment and recovery support services. (5-1-10)

056. Release of Information. A signed client authorization to exchange specific treatment information with a specified person or agency. (5-1-10)

067. Residential Treatment Facility. A setting for the treatment of alcohol and substance use disorders that provides twenty-four (24) hour per day, seven (7) days a week, living accommodations for clients. (5-1-10)

078. Screening. A brief process used to determine if an individual meets the program's admission criteria. The screening process is conducted prior to admission to an approved treatment program. (5-1-10)

089. Service. The activities of a treatment or recovery support services program grouped according to a common goal or purpose. Examples of services are Treatment Services, Food Services, Social Services, Nursing Services, Vocational Rehabilitation Services, and services provided to treat an alcohol or substance use disorder. (5-1-10)

10. Service Plan Review. Documented examination of service plans at regular intervals throughout the course of treatment to assess client progress in relation to planned treatment outcomes and make service plan adjustments as necessary. ()

0911. Staff Member. An person individual who is directly employed by, or assigned to, a program on either a full or part-time basis. This includes volunteers, contractors, and students of a program. (5-1-10)()

102. Student Practice. A formal education or training program for a student involved in the treatment of alcohol or substance use disorders. (5-1-10)

113. Substance Dependence. Substance dependence is marked by a cluster of cognitive, behavioral,

and physiological symptoms indicating that the individual continues to use alcohol or other substances despite significant related problems. The cluster of symptoms can include: (5-1-10)

- a. Tolerance; (5-1-10)
 - b. Withdrawal or use of a substance in larger amounts or over a longer period of time than intended; (5-1-10)
 - c. Persistent desire or unsuccessful efforts to cut down or control effects; (5-1-10)
 - d. Relinquishing important social, occupational or recreational activities because of substance use; (5-1-10)
- and
- e. Continuing alcohol or drug use despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by such use as defined in the DSM-IV-TR. (5-1-10)

124. Substance-Related Disorders. Substance-related disorders include disorders related to the taking of alcohol or another substance of abuse, to the side effects of a medication, and to toxin exposures. They are divided into two (2) groups: the Substance Use Disorders and the Substance-Induced Disorders as defined in the DSM-IV-TR. (5-1-10)

135. Substance Use Disorder. Includes Substance Dependence and Substance Abuse, according to the DSM-IV-TR. Substance Use Disorders are one (1) of two (2) subgroups of the broader diagnostic category of Substance-Related Disorders. (5-1-10)

146. Supports. Formal and informal services and activities that are not paid for by the Department and that enable an individual to reside safely in the setting of his choice. (5-1-10)

~~**15. Trainee.** An individual who is acquiring the required one thousand forty (1,040) hours of clinical supervised experience in accordance with Section 223 of these rules. (5-1-10)~~

167. Transitional Treatment Facility. A clinically supervised, peer-supported therapeutic environment with clinical involvement that provides twenty-four (24) hours per day, seven (7) days a week, living accommodations for clients. (5-1-10)

178. Treatment(s). The provision of individual therapy, group therapy, assessment, education, and other services to eliminate or reduce alcohol and substance use and arrest, reverse or retard problems associated with alcohol or substance abuse, or both. (5-1-10)

~~**18. Treatment Plan Review.** Documented examination of treatment plans at regular intervals throughout the course of treatment to assess client progress in relation to planned treatment outcomes and make treatment plan adjustments as necessary. (5-1-10)~~

19. Treatment Supervisor. ~~The person~~ **A professional qualified under Section 216 of these rules who is** responsible for the overall management of all aspects of the provision of a treatment service or multiple treatment services. (5-1-10)()

20. Uniform Fire Code. Refers to the latest edition of the Uniform Fire Code, according to Section 41-253(1), Idaho Code, as minimum standards for the protection of life and property from fire and explosions. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

103. SERVICES FOR CO-OCCURRING DISORDERS (COD).

~~The objectives of integrated COD treatment services are to keep the client engaged in treatment, improve client outcomes, coordinate mental health and substance use disorders treatment services, and maintain the least restrictive level of care required for successful client outcomes. All approved treatment facilities and programs must be co-occurring capable as defined in Section 010 of these rules. In addition to meeting all the rules and minimum standards contained in Sections 000 through 499 of these rules, each alcohol and substance use disorders treatment services program must meet the following requirements: (5-1-10)~~

01. Co-Occurring Capable. All alcohol and substance use disorders treatment programs must be co-occurring capable as defined in Section 010 of these rules. (5-1-10)

~~**02. Co-Occurring Disorders.** For clients with co-occurring disorders, coordinated services for these disorders must be provided or arranged, directly or indirectly. (5-1-10)~~

~~**a.** Each client must have access to a full range of services provided by qualified, trained staff. (5-1-10)~~

~~**b.** Each client must receive services necessary to fully address his treatment needs. The treatment program must: (5-1-10)~~

~~**i.** Directly provide all necessary services in accordance with the program's capabilities and certification; and (5-1-10)~~

~~**ii.** Provide those services within its capability and promptly arrange additional services from another program as necessary. (5-1-10)~~

~~**e.** Services must be continuously coordinated between programs, where applicable. Programs must: (5-1-10)~~

~~**i.** Ensure that services are not redundant or conflicting; and (5-1-10)~~

~~**ii.** Maintain communication regarding the individual's treatment plan and progress. (5-1-10)~~

~~**03. Duplication of Services.** Integrated COD treatment services must not duplicate services currently provided by or under any other state-funded program. (5-1-10)~~

042. COD Competency. All alcohol and substance use disorders treatment staff must demonstrate basic COD competencies as listed in Treatment Improvement Protocol (TIP) 42 - "Substance Abuse Treatment for Persons with Co-Occurring Disorders" incorporated by reference in Section 004 of these rules. (5-1-10)

~~**05. Written Agreements.** Alcohol and substance use treatment or recovery support services programs that do not provide COD treatment services must maintain written agreements with other approved programs that will be providing these services. This collaboration must be documented in the client's record. (5-1-10)~~

104. -- 129. (RESERVED)

APPLICATION FOR APPROVAL AND RENEWAL OF AN ALCOHOL AND SUBSTANCE USE
DISORDERS TREATMENT OR RECOVERY SUPPORT SERVICES PROGRAM
(Sections 130 through 159)

130. INITIAL APPLICATION FOR APPROVAL OF AN ALCOHOL AND SUBSTANCE USE DISORDERS TREATMENT OR RECOVERY SUPPORT SERVICES PROGRAM.

~~Application for approval of a program must be made to the Department at least ninety (90) days prior to the planned opening date. (5-1-10)~~

01. Initial Application for Approval. Initial application for approval forms are available upon written request or online at the Department of Health and Welfare website identified in Section 005 of these rules. The

applicant must provide the following items to the Department with the application for approval: ~~(5-1-10)~~()

- a.** A completed and signed Department application form. (5-1-10)
- b.** A non-refundable application fee for each facility being applied for as follows: (5-1-10)
 - i.** Treatment facility - one hundred dollars (\$100); (5-1-10)
 - ii.** Treatment and Recovery Support Services facility - one hundred dollars (\$100); and (5-1-10)
 - iii.** Recovery Support Services facility only - fifty dollars (\$50). (5-1-10)
- c.** A written statement that discloses the following with respect to the applicant, owner, or person proposed as executive director: (5-1-10)
 - i.** Any revocation of a license, certification, or approval that is held or previously held in Idaho or any other state or jurisdiction; or (5-1-10)
 - ii.** Other disciplinary action taken, or in the process of being taken in Idaho or any other state or jurisdiction. This includes on-going fraud, waste, and abuse investigations. (5-1-10)
- d.** A written statement that discloses any issues involving the Internal Revenue Service or Idaho State Tax Commission for the past five (5) years. (5-1-10)
- e.** A copy of the "Certificate of Assumed Business Name" from the Idaho Secretary of State. (5-1-10)
- f.** A detailed floor plan of the facility, including measurements of all rooms, or a copy of architectural drawings. (5-1-10)
- g.** Disclosure of ownership as required in Section 160 of these rules. (5-1-10)
- h.** Copies of current and valid certificates, permits, or licenses as appropriate which may include: (5-1-10)
 - i.** Certificate of occupancy from the local building authority utilizing the latest edition of the Uniform Building Code according to Section 39-4109, Idaho Code, with a determination of either a Group R-1, Congregate Residence of more than ten (10) persons or a Group R-3, Congregate Residence of ten (10) persons or less for each facility site. (5-1-10)
 - ii.** Certificate of fire inspection in accordance with the Uniform Fire Code as adopted by the state fire marshal, with authority delegated to the local fire chief. If an inspection cannot be provided by the local fire department, it is the responsibility of the program to arrange for and, if necessary, to pay for the inspection. (5-1-10)
 - iii.** Food service permit from the district health department, if food is prepared and served at the facility. (5-1-10)
 - iv.** Joint Commission or CARF certificate, if accredited. (5-1-10)
 - i.** Documentation that the menus have been reviewed and approved by a registered dietician within the preceding twelve (12) months if food is prepared and served at the facility. (5-1-10)
- j.** The written plan for an inventory of treatments as defined in Section 012 of these rules. This plan must include at a minimum: (5-1-10)
 - i.** A statement establishing the geographic area for which the applicant intends to provide services, the proposed location of all offices and facilities; (5-1-10)

- ii. A full and complete description of all services the applicant proposes to provide; (5-1-10)
- iii. Specific goals and objectives; (5-1-10)
- iv. The program's plans to secure additional funding; (5-1-10)
- v. A description of the fiscal and information management systems the applicant plans to use; and (5-1-10)
- vi. The applicant's plan for measuring and reporting outcomes and results. (5-1-10)
- k.** A written statement that the applicant, owner, or person proposed as executive director have thoroughly read and reviewed the Alcoholism and Intoxication Treatment Act and these rules and are prepared to comply with all of their respective provisions. (5-1-10)
- l.** Other information that may be requested by the Department for the proper administration and enforcement of these rules. (5-1-10)

02. Proof of Insurance. The minimum insurance required for all programs is professional liability, commercial general liability, and comprehensive liability for all program vehicles. All facilities must maintain professional liability insurance in the amount of at least five-hundred thousand dollars to one million dollars (\$500,000/\$1,000,000) and general liability and automobile insurance in the amount of at least one million dollars to 3 million dollars (\$1,000,000/\$3,000,000). Copies of the declarations face-sheet for all policies must be provided to the Department prior to final approval and before any clients are admitted for services. (5-1-10)

03. Electronic Version of Agency Operating Policies and Procedures. A complete electronic version of the program's operating policies and procedures based on these rules must be provided with the application. (5-1-10)

04. Identification of the Executive Director, Clinical Supervisor, and Treatment Supervisor. In addition to documentation that demonstrates compliance with Sections 215, 216, 217, and 218 of these rules, the applicant must provide to the Department prior to final approval the following information for the staff identified as Executive Director, Clinical Supervisor, and Treatment Supervisor: (5-1-10)

- a.** Current resume that includes a detailed work history with start and end dates, job descriptions, and contact information for references. (5-1-10)
- b.** Copies of applicable licenses and certifications. (5-1-10)

05. Copy of the Lease. A copy of the lease must be provided prior to final approval, if the real property in which the program is located is leased. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

138. JOINT COMMISSION OR CARF ACCREDITATION.

The Department may approve programs or renew a program's certificate of approval based upon Joint Commission or CARF accreditation under the following conditions: (5-1-10)

01. Organization Chart Verifying Staffing Credentials. Organization chart with verification that staff meet minimum credential or certification standards; (5-1-10)

02. Criminal History and Background Checks. Satisfactory evidence that the owner, applicant, person proposed as executive director and all employees, transfers, reinstated former employees, student interns, contractors, volunteers, and any other persons hired or contracted with after May 1, 2010, who provide care or

services or have access to clients have successfully passed a criminal history and background check as described in Section 009 of these rules; (5-1-10)

03. Tuberculosis Testing. The personnel policies and procedures must establish tuberculosis testing requirements. All staff members, volunteers, and ~~student practice/ISAS interns~~ **trainees**, must have upon employment, or engagement, and **annually every three (3) years** thereafter, a tuberculin skin test by the Mantoux method, **or a blood test for tuberculosis infection**. Staff members, volunteers, and ~~student practice/ISAS interns~~ **trainees** who are known to be a positive reactor may have a **tuberculosis blood test or** chest x-ray examination in lieu of a required tuberculin skin test. Personnel who have active tuberculosis must be restricted from employment and attendance at the facility until it is determined by ~~laboratory evaluation~~ **a treating physician** that the tuberculosis is non-infectious. Results of the testing must be documented in personnel record; and (5-1-10)()

04. Application Fee. Payment of non-refundable application or renewal fee as described in Sections 130 and 135 of these rules. (5-1-10)

139. (RESERVED)

140. REVIEW OF APPLICATION AND INSPECTION PROCESS.

01. Departmental Review of Application for Approval or Renewal. Upon receipt of the completed application for approval or renewal of a program, the Department will review and advise the applicant within sixty (60) days if the application meets the requirements of Section 130 or Section 135 of these rules, whichever is appropriate. (5-1-10)

a. If the Department determines the application meets the requirements in Sections 130 or 135 of these rules, the Department will schedule an inspection of the program's facility site(s). The Department will make reasonable efforts to schedule an inspection within thirty (30) days of its determination. (5-1-10)

b. If the Department determines the application does not meet the requirements in Section 130 or 135 of these rules, it will be returned to the applicant, with written recommendations for correction and completion of the recommendations. Failure to meet the application requirements within six (6) months of the original date of application may result in a denial of the application. If the application is denied, the applicant may reapply no sooner than one (1) year from the date of the denial. (5-1-10)

02. Program Facility Inspection. The inspection of the program's facility site(s) will be conducted by a person or persons appointed by the Department. The Department may use the services of any qualified person or organization, either public or private, to examine, survey, or inspect any entity requesting or holding a certificate of program approval. (5-1-10)

a. The applicant's program facility site(s) will be open to Departmental inspection at any reasonable time necessary to determine compliance with these rules and with the "Alcoholism and Intoxication Treatment Act," Sections 39-301, et seq., Idaho Code. Inspections may be made without prior notice to the applicant. (5-1-10)

b. The applicant must, in compliance with federal and state confidentiality requirements, provide for review of the following: (5-1-10)

i. Any and all client records; (5-1-10)

ii. Administrative records; (5-1-10)

iii. Financial statements; (5-1-10)

iv. Other state and local inspection reports; and (5-1-10)

v. Other such documents required by the Department to make its determination, including any information that might have changed since the time the application was submitted. (5-1-10)

c. The applicant must arrange for Departmental inspection of the premises of any of its contractors to determine compliance with applicable requirements of these rules and with the “Alcoholism and Intoxication Treatment Act,” Sections 39-301, et seq., Idaho Code. (5-1-10)

03. Responsibility of the Department. Within ~~sixty~~ ~~thirty~~ (630) days of the date of the inspection, the Department must submit a written report of findings to the applicant. Upon completion of the application and inspection process, the Department may take any of the following actions: (5-1-10)()

a. Issue a certificate of approval for a period of two (2) years if a facility is in compliance with the pertinent score in each category and overall weighted score for that length of time as set forth in Subsection 145 of these rules and minimum standards; (5-1-10)

b. Issue a certificate of approval for a period of one (1) year if a facility is in compliance with the pertinent score in each category and overall weighted score for that length of time as set forth in Subsection 145 of these rules and minimum standards; (5-1-10)

c. Issue a provisional certificate of approval for a period of six (6) months contingent on an approved plan to correct all deficiencies prior to the expiration of the provisional certificate if a facility is in compliance with the pertinent score in each category and overall weighted score for that length of time as set forth in Subsection 145 of these rules and minimum standards. A facility will not be issued more than one (1) provisional certificate of approval in any two (2) year period; or (5-1-10)

d. Deny a certificate of approval or renewal. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

210. PERSONNEL POLICIES AND PROCEDURES.

All alcohol and substance use disorders treatment or recovery support services programs must have and adhere to personnel policies and procedures that meet the following standards: (5-1-10)

01. Required Personnel Policies and Procedures. Personnel policies and procedures must be developed, adopted and maintained to promote the objectives of the program and provide for a sufficient number of qualified substance use disorders professionals, treatment and support staff to render the services of the program and provide quality care during all hours of operation. (5-1-10)

a. All personnel policies must be written, reviewed on an annual basis by the executive director and governing body, and signed and dated when reviewed or revised. (5-1-10)

b. The personnel policies must include procedures for recruiting, selecting, promoting and terminating staff. (5-1-10)

c. The personnel policies and procedures must apply to all employees, but may differ with respect to job classifications. (5-1-10)

d. The personnel policies and procedures must include information on the following: (5-1-10)

i. Employee benefits; (5-1-10)

ii. Recruitment and promotion; (5-1-10)

iii. Orientation; (5-1-10)

iv. Training and staff development; (5-1-10)

- v. Employee grievances; (5-1-10)
 - vi. Safety and employee injuries; (5-1-10)
 - vii. Relationships with employee organizations; (5-1-10)
 - viii. Disciplinary systems; (5-1-10)
 - ix. Suspension and termination mechanisms; (5-1-10)
 - x. Wages, hours and salary administration; (5-1-10)
 - xi. Rules of conduct; (5-1-10)
 - xii. Lines of authority; and (5-1-10)
 - xiii. Performance appraisals and evaluation schedule. (5-1-10)
- e.** The personnel policies and procedures must include a mechanism for determining that all personnel are capable of performing assigned tasks. (5-1-10)
- f.** The personnel policies and procedures must ensure that personnel who have a communicable disease, infectious wound or other transmittable condition and who provide care or services to clients or have access to clients are required to implement protective infection control techniques in accordance with these rules. If protective infection control techniques are not implemented, personnel who have a communicable disease, infectious wound or other transmittable condition must not work until the infectious state is corrected and non-infectious; or be reassigned to other areas where contact with others is not expected and the likelihood of transmission of infection is absent; or seek other remedies that will avoid spreading the infection. (5-1-10)
- g.** The personnel policies and procedures must describe methods and procedures for supervising all personnel, including volunteers and students. (5-1-10)
- h.** The personnel policies and procedures must assure confidentiality of personnel records and specify who has access to personnel information. (5-1-10)
- i.** There must be documentation to verify that the policies and procedures are made available to and discussed with each employee at the time of hire and are made available to others upon request. (5-1-10)
- j.** A mechanism must be established for notifying employees of changes in the policies and procedures. (5-1-10)
- k.** The personnel policies and procedures must establish tuberculosis testing requirements for all staff members. Each employee must have upon employment, and ~~annually~~ every three (3) years thereafter, a tuberculin skin test by the Mantoux method, or tuberculosis blood test. An employee who is known to be a positive reactor may have a tuberculosis blood test or chest x-ray examination in lieu of a required tuberculin skin test. Personnel who have active tuberculosis must be restricted from employment and attendance at the facility until it is determined by ~~laboratory evaluation~~ a treating physician that the tuberculosis is non-infectious. Results of the testing must be documented in personnel record. (~~5-1-10~~)()
- l.** The personnel policies and procedures must establish the requirement for CPR training and basic first aid training. A minimum of one (1) CPR and First Aid trained staff must be onsite during business hours. Staff responsible for client care must complete this training within ninety (90) days of employment. Additionally, the policies and procedures must establish the methods for renewal of CPR and first aid certification so that they remain current at all times. (5-1-10)
- m.** The personnel policies and procedures must establish the provision for criminal history background checks for all employees as described in Section 009 of these rules. (5-1-10)

- n. The personnel policies and procedures must establish the provision of clinical supervision. (5-1-10)
- o. Policy and procedures must be written that establish a drug free workplace. (5-1-10)
- 02. Hiring Practices.** Hiring practices must be specified in the written policies and procedures and must be consistent with the needs of the program and its services. (5-1-10)
 - a. The selection of personnel must be based on criteria that are demonstrably related to the job under consideration. (5-1-10)
 - b. Qualified substance use disorders professional staff must participate in determining what training, experience, and demonstrated competence will be required for assuming specific clinical service responsibility. (5-1-10)
 - c. There must be documentation to verify that qualified substance use disorders professionals meet all federal, state and local requirements for licensure, registration or certification. (5-1-10)
- 03. Equal Employment Opportunity.** No alcohol and substance use disorders treatment or recovery support services program approved under these rules will discriminate on the basis of race, creed, color, religion, age, gender, national origin, veteran, or disability, except in those instances where bona fide occupational qualifications exist. (5-1-10)
- 04. Responsible Staff Member to Implement Personnel Policies and Procedures.** The executive director must appoint a staff member to implement and coordinate personnel policies and procedures to accomplish the following tasks: (5-1-10)
 - a. Develop a written organizational plan for personnel services; (5-1-10)
 - b. Maintain personnel records; (5-1-10)
 - c. Disseminate employment information to staff; (5-1-10)
 - d. Develop staff orientation programs; (5-1-10)
 - e. Implement procedures designed to assure compliance with federal, state and local laws related to employment practices; and (5-1-10)
 - f. Supervise the processing of employment-related forms. (5-1-10)
- 05. Contents of Personnel Record for Each Staff Member.** A personnel record must be kept on each staff member and must contain the following items: (5-1-10)
 - a. Application for employment including a record of the employee's education or training and work experience. This may be supplemented by a resume; (5-1-10)
 - b. A written record of all findings from verbal contacts with references, and letters of recommendation; (5-1-10)
 - c. Verification of licensure, certification, registration or renewals; (5-1-10)
 - d. A signed and dated commitment to a code of ethics appropriate for alcohol and substance use disorders treatment staff; (5-1-10)
 - e. Number of hours per pay period, wage and salary information, including all adjustments; (5-1-10)
 - f. Performance appraisals or contract compliance evaluation; (5-1-10)()

- g.** Counseling actions; (5-1-10)
 - h.** Disciplinary actions; (5-1-10)
 - i.** Commendations; (5-1-10)
 - j.** Employee incident reports; (5-1-10)
 - k.** A Department criminal history check; (5-1-10)
 - l.** Results of tuberculosis testing, treatment taken, including dates of treatment, for tuberculosis infection; (5-1-10)()
 - m.** Verification of employee and emergency orientation procedures; and (5-1-10)
 - n.** Verification of current cardiopulmonary resuscitation (CPR) training and basic first aid training, in accordance with the requirements under Subsection 01.1. of this rule and under Subsections 392.03, 520.03.d., and 520.04. For employees in direct care at Residential Social Detoxification Settings, verification of additional training specific to detoxification prior to being charged with the responsibility of client care. (5-1-10)()
- 06. Job Description for a Position in the Program.** For each position in the program, there must be a written job description that specifies the duties and responsibilities of the position and the minimum level of education, training or related work experience required or needed to fulfill it. (5-1-10)
- a.** Each job description must specify the following: (5-1-10)

 - i.** The position title; (5-1-10)
 - ii.** The program, department, service, or unit; (5-1-10)
 - iii.** Direct supervisor's title; (5-1-10)
 - iv.** Positions supervised, if any; (5-1-10)
 - v.** Clear descriptions of job functions; and (5-1-10)
 - vi.** Clinical, administrative, and procedural responsibility and authority. (5-1-10)
 - b.** Each job description must accurately reflect the job and must be revised whenever a change in qualifications, duties, supervision, or any other major job-related factor is made. (5-1-10)
 - c.** Each job description must be comprehensive enough to enable a new employee to understand the position, job functions, responsibility, chain-of-command, and authority. (5-1-10)
 - d.** Each job description must be sufficiently detailed to serve as a basis for performance appraisals. (5-1-10)
- 07. Performance Appraisals.** Performance appraisals must be conducted and must be related to the job description and job performance. (5-1-10)
- a.** The criteria used to evaluate job performance must be measurable and relate to the skills, knowledge and attitudes that the job requires. (5-1-10)
 - b.** Performance appraisals must be conducted, at a minimum, annually. (5-1-10)
 - c.** Performance appraisals must be in writing. (5-1-10)

d. There must be documentation to verify that the employee has reviewed the evaluation and has had an opportunity to comment on it. The employee must sign the appraisal after review and comments are completed. (5-1-10)

e. The program must develop policies and procedures to follow when there is a serious discrepancy between the staff member's actual job performance and the criteria for an acceptable level of job performance. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

216. SUPERVISORY STAFF QUALIFICATIONS.

Qualifications of the supervisory staff must be verified through written documentation of work experience, education, and classroom instruction. The supervisory staff must meet the requirements in Section 218 of these rules and the following requirements: (5-1-10)

01. Treatment Supervisor. The Treatment Supervisor must meet the requirements in Section 218 of this rule and ~~have a combination of education and experience as~~ **meet one (1) of the** following: (5-1-10)()

a. Equivalent of five (5) years full-time paid professional experience providing alcohol and substance use disorders treatment with at least two (2) of the five (5) years providing direct treatment in a state, federal, Joint Commission, or CARF-approved **behavioral health services** program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority. This experience must be relevant for child and adolescent treatment if supervising treatment in a child and adolescent treatment program; or (5-1-10)()

b. Bachelor's Degree in relevant field and four (4) years paid full-time professional experience with two (2) years in direct treatment in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority; or (5-1-10)

c. Master's Degree and three (3) years paid full-time professional experiences with two (2) years in direct treatment in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority; ~~and~~. (5-1-10)()

~~d. Equivalent of one (1) year paid full-time supervision experience of alcohol and substance use disorders treatment services in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority or have a Clinical Supervisor designation from the Idaho Bureau of Occupational Licenses; and (5-1-10)~~

~~e. Knowledge and experience in providing alcohol and substance use disorders treatment including client evaluation, counseling techniques, relapse prevention, case management, and family therapy. (5-1-10)~~

02. Clinical Supervisor. The Clinical Supervisor must meet the requirements in Section 218 of this rule and ~~have a combination of education and experience as~~ **meet the** following: (5-1-10)()

a. Master's Degree from an accredited, approved, and recognized college or university in health and human services and the equivalent of four (4) years paid full-time professional experience with three (3) years providing direct substance use disorders treatment and one (1) year paid full-time supervision experience in a ~~substance use disorders treatment services~~ state, federal, Joint Commission, or CARF-approved **behavioral health services** program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority or have a Clinical Supervisor designation from the Idaho Board of Occupational Licensure. This experience must be relevant for child and adolescent treatment if

supervising treatment in child and adolescent treatment programs; or ~~(5-1-10)()~~

b. IBADCC Certified Clinical Supervisor; (5-1-10)

~~**e.** Knowledge and experience demonstrating competence in alcohol and substance use disorders treatment including client evaluation, counseling techniques, relapse prevention, case management, and family therapy; and (5-1-10)~~

~~**d.c.** For outpatient programs providing services to children and adolescents, the clinical supervisor must have two (2) years of experience working with families or children in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority. Working knowledge of child and adolescent growth and development, and the effects of alcohol and drugs on a child's growth and development. (5-1-10)~~

~~**d.** A clinical supervisor must have completed the Clinical Supervision training model as identified by the Department. The Clinical Supervision training must be completed within one hundred eighty (180) days of date of hire or date of designation as clinical supervisor. (5-1-10)~~

~~**f.** A Clinical Supervisor for Co-Occurring Disorders Enhanced Programs must meet all requirements in Subsection 216.02.b. of this rule, have a Master's Degree from an accredited, approved, and recognized college or university in health and human services, and possess a current Idaho state license to provide behavioral health clinical services. (5-1-10)~~

217. CLINICAL SUPERVISION.

The alcohol and substance use disorders treatment program must provide for supervision of all clinical activities by qualified substance use disorders professionals including: (5-1-10)

01. Inventory of Treatments Written Plan. A written plan for an inventory of treatments providing and defining the procedure for the supervision of all clinical activities by qualified substance use disorders professionals; (5-1-10)

02. Specific Treatment Responsibilities. All members of the treatment team who have been assigned specific treatment responsibilities must be qualified by training or experience and demonstrated competence; (5-1-10)

03. Supervision by a Clinical Supervisor. All members of the treatment team must be supervised by a clinical supervisor as defined in Section 010 of these rules; (5-1-10)

04. Evaluation of Competencies. Clinical supervision must include a documented evaluation of the competencies of the members of the clinical staff, and a plan of activities which bring those competencies to proficiency. The evaluation will be conducted within one (1) month of initial hire and annually thereafter. Documentation of the evaluation and a record of improvement activities must be present in each Clinical Supervision record. The clinical supervision record must contain at a minimum: (5-1-10)

a. Demographic information including name, date of hire, credential, and position; (5-1-10)

b. ~~Learning Professional Development p~~Plan(s) as defined in Section 012 of these rules; ~~(5-1-10)()~~

c. Observation documentation; (5-1-10)

d. Competency rating forms; (5-1-10)

~~**e.** Intensive supervision plan, if required; (5-1-10)~~

~~**f.e.** Current resume; and (5-1-10)~~

~~gf.~~ Documentation of clinical supervision activities which include date of clinical supervision, type of clinical supervision activity, length of time spent performing the clinical supervision activity. (5-1-10)

218. QUALIFIED SUBSTANCE USE DISORDERS PROFESSIONAL PERSONNEL REQUIRED.

The alcohol and substance use disorders program must employ the number and variety of staff to provide the services and treatments offered by the program as a multidisciplinary team. The program must employ at least one (1) qualified substance use disorders professional for each facility. (5-1-10)

01. Qualified Substance Use Disorders Professional. A qualified substance use disorders professional includes the following: (5-1-10)

a. IBADCC Certified Alcohol/Drug Counselor; (5-1-10)

b. IBADCC Advanced Certified Alcohol/Drug Counselor; (5-1-10)

~~e.~~ *Native American Certified Alcohol and Drug Abuse Counselor (NACADC); (5-1-10)*

~~dc.~~ Northwest Indian Alcohol/Drug Specialist Certification - Counselor II or Counselor III; (5-1-10)

~~ed.~~ National Board for Certified Counselors (NBCC) - Master Addictions Counselor (MAC); (5-1-10)

~~fe.~~ "Licensed Clinical Social Worker" (LCSW) or a "Licensed Masters Social Worker" (LMSW) licensed under Title 54, Chapter 32, Idaho Code, ~~who holds one (1) of the certifications under Subsections 218.01.a. through 218.01.e. of this rule or has one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment, in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~gf.~~ "Marriage and Family Therapist," ~~"Registered Marriage and Family Therapist Intern,"~~ or "Associate Marriage and Family Therapist," licensed under Title 54, Chapter 34, Idaho Code, ~~who holds one (1) of the certifications under Subsections 218.01.a. through 218.01.e. of this rule or has one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment, in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~hg.~~ "Nurse Practitioner" licensed under Title 54, Chapter 14, Idaho Code, ~~may provide substance use disorder services. A nurse practitioner must have one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment, in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~ih.~~ "Clinical Nurse Specialist" licensed under Title 54, Chapter 14, Idaho Code, ~~may provide substance use disorder services. A clinical nurse specialist must have one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~ji.~~ "Physician Assistant" licensed under Title 54, Chapter 18, Idaho Code, and IDAPA 22.01.03, "Rules for the Licensure of Physician Assistants" ~~may provide substance use disorder services. A physician assistant must have one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~¶j.~~ “Licensed Professional Counselor” (LPC) or a “Licensed Clinical Professional Counselor” (LCPC) licensed under Title 54, Chapter 34, Idaho Code, ~~who holds one (1) of the certifications under Subsections 218.01.a. through 218.01.e. of this rule or has one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment, in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~¶k.~~ “Psychologist,” or a “Psychologist Extender” licensed under Title 54, Chapter 23, Idaho Code with a Certificate of Proficiency in the Treatment of Alcohol and Other Psychoactive Substance Use Disorders as issued by the College of Professional Psychology, ~~or who holds one (1) of the certifications under Subsections 218.01.a. through 218.01.e. of this rule or has one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment, in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority;~~ (5-1-10)()

~~¶l.~~ “Physician” licensed under Title 54, Chapter 18, Idaho Code, ~~may provide substance use disorder services. A licensed physician must have one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment;~~ (5-1-10)()

~~¶m.~~ “Professional Nurse” RN licensed under Title 54, Chapter 14, Idaho Code, ~~may provide substance use disorder services. An RN must have one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment in an alcohol and substance use disorders treatment services setting in a state, federal, Joint Commission, or CARF-approved program. State approval includes other states that are approved, licensed, or certified to provide substance use disorders treatment services through their Single State Authority.~~ (5-1-10)()

02. Qualified Substance Use Disorders Professional Status Granted Prior to May 1, 2010. Subsections 218.01 and 218.02 of this section are applicable to all new applications for appointment as a qualified Substance Use Disorders Professional submitted to the Department after May 1, 2010. If an individual was granted an appointment prior to May 1, 2010, and met the requirements at that time, he may continue to have his appointment recognized. ~~The appointment of this status will be given by the Department after the Department has received documentation affirming the qualified substance use disorder professional's education and experience meets standards in place prior to May 1, 2010.~~ (5-1-10)()

03. Arrangement for Provision of Counseling Services. If the program arranges for the provision of counseling services, it must maintain a valid written agreement or contract with a qualified substance use disorders professional as defined in Subsection 218.01 of this section. (5-1-10)

219. -- 220. (RESERVED)

221. VOLUNTEERS.

Alcohol and substance use disorders treatment or recovery support services programs that utilize volunteers must meet the following requirements. (5-1-10)

01. Objectives and Scope of Volunteer Services. In programs where volunteers are utilized, the objectives and scope of the volunteer services must be clearly stated in writing. The statement must be reviewed at least annually and signed and dated by the executive director or his designee. (5-1-10)

02. Orientation of Volunteers to Program Goals, Objectives, and Services. An orientation must be conducted to familiarize volunteers with the program's goals, objectives and services and to provide clinical orientation regarding the program's clients. At a minimum, the orientation must address at least the following: (5-1-10)

- a. The individual responsible for supervising the volunteer; (5-1-10)
- b. The requirements of maintaining confidentiality and protecting client's rights; (5-1-10)

- c. The emergency policies and procedures; and (5-1-10)
- d. The program's channels of communication and the distinctions between administrative and clinical authority and responsibility. (5-1-10)

03. Supervision of Volunteers. Volunteers must be under the direct supervision of the staff of the program, service or unit utilizing their services and must receive general direction and guidance. (5-1-10)

a. When volunteers are used as members of treatment teams, they must supplement the total treatment program only under the direct supervision of qualified substance use disorders professionals and after consideration of client's needs. (5-1-10)

b. Qualified substance use disorders professionals must be available to help volunteers establish the most effective relationship with clients. (5-1-10)

c. Procedures must be established to assure that the observations of a volunteer are reported to the qualified substance use disorders professional staff member responsible for the client. These observations may be recorded in the client's record. (5-1-10)

04. Volunteer Activity Records. Volunteer activity records and reports must contain information that can be used to evaluate the effectiveness of the volunteers, based on effectiveness criteria identified by the program. (5-1-10)

05. Criminal History Check for Volunteers. Volunteers ~~hired or contracted with after May 1, 2010,~~ must submit to a criminal history and background check under Section 009 of these rules. ~~(5-1-10)~~()

06. Tuberculosis Testing Requirements. Under Section 210 of these rules, the personnel policies and procedures must establish tuberculosis testing requirements for all volunteers. (5-1-10)

222. (RESERVED)

223. ~~STUDENT/ISAS/TRAINEE — PRACTICE~~ QUALIFIED SUBSTANCE USE DISORDERS PROFESSIONAL TRAINEE.

Each ~~student/ISAS/~~ qualified substance use disorders professional trainee practicing in an alcohol and substance use disorders treatment program must meet the requirements in these rules. ~~(5-1-10)~~()

01. Written Agreement Required for Students. When the participant is involved with an educational institution to obtain their practicum, the program must have a written agreement with the educational institution that defines the nature and scope of student activities within the program. (5-1-10)

02. Supervision of ~~Student/ISAS/~~ Qualified Substance Use Disorders Professional Trainee. Each ~~student/ISAS/~~ qualified substance use disorders professional trainee practicing in the alcohol and substance use disorders treatment program must be supervised by a qualified substance use disorders professional. There must be a qualified substance use disorders professional on duty at all times providing appropriate oversight. ~~(5-1-10)~~()

03. Informed of ~~Student/ISAS/~~ Qualified Substance Use Disorders Professional Trainee Providing Treatment. All staff, clients, their families or guardians must be informed when a ~~student/ISAS/~~ qualified substance use disorders professional trainee is providing client treatment. ~~(5-1-10)~~()

04. ~~Student/ISAS/~~ Qualified Substance Use Disorders Professional Trainee Criminal History Check. A ~~student/ISAS/trainee hired or contracted with after May 1, 2010,~~ qualified substance use disorders professional trainee must submit to a criminal history check in accordance with the provisions of Section 009 of these rules. ~~(5-1-10)~~()

05. ~~Student/ISAS/~~ Qualified Substance Use Disorders Professional Trainee Job Description. ~~Student/ISAS/~~ Qualified substance use disorders professional trainee status must be indicated by their job description.

and title presented to the public and clients. The job description must include the responsibilities of receiving supervision and maintaining documentation of the supervision plan. (5-1-10)()

~~06. Student/ISAS/Trainee Length of Appointment Status. Student/ISAS/trainee status is restricted to no more than three calendar (3) years from appointment to student/ISAS/trainee status. A student/ISAS/trainee who has not achieved counselor status must show an increased scope of work, with increased proficiency, as documented in the clinical supervision record. (5-1-10)~~

076. Orientation of Student/ISAS/ Qualified Substance Use Disorders Professional Trainee. An orientation must be conducted to familiarize individuals with the program's goals, objectives, and services and to provide clinical orientation regarding the program's clients. At a minimum, the orientation must address at least the following: (5-1-10)()

- a. Person responsible to supervise ~~student/ISAS/~~ qualified substance use disorders professional trainee. (5-1-10)()
- b. The requirements of maintaining confidentiality and protecting client's rights; (5-1-10)
- c. The emergency policies and procedures; and (5-1-10)
- d. The program's channels of communication and the distinctions between administrative and clinical authority and responsibility. (5-1-10)

087. Work Qualifications for Students Qualified Substance Use Disorders Professional Trainee. Clinical staff designated as a ~~student/ISAS/~~ qualified substance use disorders professional trainee and who with intensive supervision would be allowed to gradually add the tasks of a qualified substance use disorders professional, must have one (1) of the following levels of qualification to begin work: (5-1-10)()

- a. Idaho Student in Addiction Studies (ISAS); (5-1-10)
- ~~b. Formal designation from the ICRC of trainee status; (5-1-10)~~
- ~~c. Formal documentation as a Native American Certified Alcohol and Drug Abuse Counselor Intern; (5-1-10)~~
- ~~d. Formal documentation as a Northwest Indian Alcohol/Drug Specialist Counselor Intern; (5-1-10)()~~
- c. Formal documentation of current enrollment in a program in accordance with the qualifications of Section 218 of these rules. ()
- ~~e. "Licensed Clinical Social Worker" (LCSW) or a "Licensed Masters Social Worker" (LMSW) licensed under Title 54, Chapter 32, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~
- ~~f. "Marriage and Family Therapist," "Registered Marriage and Family Therapist Intern," or "Associate Marriage and Family Therapist" licensed under Title 54, Chapter 34, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~
- ~~g. "Nurse Practitioner" licensed under Title 54, Chapter 14, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~
- ~~h. "Clinical Nurse Specialist" licensed under Title 54, Chapter 14, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~

~~i. “Physician Assistant” licensed under Title 54, Chapter 18, Idaho Code, and IDAPA 22.01.03, “Rules for the Licensure of Physician Assistants” may provide substance use disorder services, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~

~~j. “Licensed Professional Counselor” (LPC) or a “Licensed Clinical Professional Counselor” (LCPC) licensed under Title 54, Chapter 34, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~

~~k. “Psychologist” or a “Psychologist Extender” licensed under Title 54, Chapter 23, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; (5-1-10)~~

~~l. “Physician” licensed under Title 54, Chapter 18, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment; or (5-1-10)~~

~~m. “Professional Nurse” RN licensed under Title 54, Title 14, Idaho Code, with documentation that he is currently engaged in obtaining one thousand forty (1,040) hours of supervised experience providing substance use disorder treatment. (5-1-10)~~

~~n.d. Individuals listed in Subsection 223.087.a. through 223.087.m.c. of this Section, working with children and adolescents, must document coursework specific to human development and child and adolescent behavior. (5-1-10)()~~

~~098. Tuberculosis Testing Requirements for Students Qualified Substance Use Disorders Professional Trainee. Under Section 210 of these rules, the personnel policies and procedures must establish tuberculosis testing requirements for all students/ASAS/ qualified substance use disorders professional trainees. (5-1-10)()~~

(BREAK IN CONTINUITY OF SECTIONS)

350. CLIENT RIGHTS.

All alcohol and substance use disorders treatment or recovery support services programs must have written policies and procedures to protect the fundamental human, civil, constitutional, and statutory rights of each client. (5-1-10)

01. General Rights. The client rights policies and procedures must address the following: (5-1-10)

a. The right to impartial access to treatment and services, regardless of race, creed, color, religion, gender, national origin, age, or disability; (5-1-10)

b. Respect for personal dignity in the provision of all care and treatment; (5-1-10)

c. The right to humane services, regardless of the source of financial support; (5-1-10)

d. The right to receive services within the least restrictive environment possible; (5-1-10)

e. The right to an individualized treatment service plan, based on assessment of current needs; (5-1-10)()

f. The right of the client to participate in planning for treatment and recovery support services; and (5-1-10)

g. The right of the client to request Department staff review the ~~treatment~~ **service** plan or the services provided. (5-1-10)()

02. Personal Privacy. Each client's personal privacy must be assured and protected within the constraints of the individual ~~treatment~~ **service** plan. (5-1-10)()

a. The client's family and significant others, regardless of their age, must be allowed to visit the client, during regular hours of visitation, unless such visits are clinically contraindicated. (5-1-10)

b. Suitable areas must be provided for clients to visit in private, unless such visits are clinically contraindicated. (5-1-10)

c. Clients in residential settings must be allowed to send and receive mail without hindrance, unless clinically contraindicated. (5-1-10)

d. Clients in residential settings must be allowed to conduct private telephone conversations with family and friends, unless clinically contraindicated. (5-1-10)

e. If individual therapeutic indications in residential settings necessitate restrictions on visitors, telephone calls or other communications, those restrictions must be evaluated for therapeutic effectiveness by a qualified substance use disorders professional at least every three (3) days. (5-1-10)

f. Any restrictions on visitors, telephone calls or other communications must be fully explained to the client and the client's family. (5-1-10)

03. Visitation. There must be written procedures designed to protect clients' rights and privacy with respect to visitors in outpatient and residential programs. (5-1-10)

a. The client must be informed in advance of educational or other individual or group visitations available through the alcohol and substance use disorders treatment program. (5-1-10)

b. Visitations to the alcohol and substance use disorders treatment program's facility must be conducted so as to limit disruption of the client's usual activities and treatment processes. (5-1-10)

04. Individualized ~~Treatment~~ **Service Plan Review.** Each client will have the right to request the opinion of a consultant at his own expense or to request an in-house review of the individualized ~~treatment~~ **service** plan, as provided in specific procedures of the program. (5-1-10)()

05. Client to Be Informed of Rights. Each client must be informed of his rights. (5-1-10)

a. Each client must be given a written statement of client rights, which includes who the client may contact with questions, concerns or complaints regarding services provided. (5-1-10)

b. Copies of the program's client rights statement must be posted in conspicuous places at all sites. (5-1-10)

06. Client and Family to Be Informed Regarding Care and Treatment. The client and, where there is a valid release of information, the client's family must be fully informed regarding: (5-1-10)

a. Client's rights; (5-1-10)

b. The name, professional status and position of staff members responsible for the client's care; (5-1-10)

c. The nature of care, treatment and procedures that the client will receive; (5-1-10)

d. The current and future use and disposition of products of special observation and audiovisual techniques, such as one-way mirrors, tape recorders, video recorders, television, movies or photographs; (5-1-10)

e. Specific risk, benefit, or side effects of clinical care associated with their ~~treatment~~ **service** plan. This informed consent will address common risk or benefits associated with treatment and is not meant to be all-inclusive to every risk, benefit, or side effect; ~~(5-1-10)~~()

f. Alternative treatment procedures that are available; (5-1-10)

g. The right to refuse to participate in any research project without compromising his access to program services; (5-1-10)

h. The right to refuse specific treatment procedures; (5-1-10)

i. As appropriate, the cost, itemized when possible, of services rendered; (5-1-10)

j. The source of the program's reimbursement and any limitations placed on duration of services as it relates to each client's financial circumstance; (5-1-10)

k. The reasons for any proposed change in the professional staff responsible for the client or for any transfer of the client within or outside of the program; (5-1-10)

l. The rules and policies of the program applicable to client conduct; (5-1-10)

m. The right to initiate a complaint or grievance procedure and the means to request a hearing or review of the complaint. (5-1-10)

n. The ~~plan for~~ discharge ~~plan~~; and ~~(5-1-10)~~()

o. The plans for recovery support activities following discharge. (5-1-10)

07. Informed Consent. In accordance with the requirements of any applicable law or any applicable standard contained in these rules, a written, dated, and signed informed consent form must be obtained from the client, the client's family or the client's guardian, as appropriate, for participation in any research project or other procedures or activities where informed consent is required by law. (5-1-10)

08. Client Abuse and Neglect. Every alcohol and substance use disorders treatment or recovery support services program must have written policies and procedures for handling cases of client abuse and neglect. (5-1-10)

a. The policies and procedures on client abuse and neglect must be given to all personnel and must be made available to others upon request. (5-1-10)

b. The policies and procedures must ensure the reporting within twenty-four (24) hours to the proper law enforcement agency or to the Department of any allegations of client abuse and neglect under the following: (5-1-10)

i. "Idaho Child Protective Act," Section 16-1619, Idaho Code, for minors; and (5-1-10)

ii. "Adult Abuse, Exploitation, and Abandonment Act," Section 39-5303, Idaho Code, for adults. (5-1-10)

c. Any and all alleged violations of the policies and procedures must be investigated. (5-1-10)

d. There must be documentation that the results of such investigation must be reviewed and approved by the executive director and reported to the governing body. (5-1-10)

351. -- 359. (RESERVED)

360. ADMISSION POLICIES AND PROCEDURES.

All alcohol and substance use disorders treatment or recovery support services programs must have policies and procedures governing the admission process. These must be available to clients and their families and to the general public. (5-1-10)

01. Admission Policies. The admission policies and procedures must be in writing and must specify the following: (5-1-10)

a. Criteria for determining the eligibility of individuals for admission in accordance with ASAM placement criteria; (5-1-10)

b. The information to be obtained on all applicants or referrals for admission; (5-1-10)

c. The procedures for accepting referrals from outside agencies and organizations; (5-1-10)

d. The records to be kept on all applicants; (5-1-10)

e. The statistical data, as determined by the Department's MSC, to be kept on the admission process; and (5-1-10)

f. The procedures to be followed, including alternative referrals, when an applicant is found ineligible for admission. (5-1-10)

02. Screening. Screening must be based on the needs of clients as identified as follows: (5-1-10)

a. The screening is conducted prior to admission to treatment to determine if the client meets the admission criteria; (5-1-10)

b. The screening must be interpreted by a qualified substance use disorders professional; and (5-1-10)

c. The results of the screening must be clearly explained to the client, and family when appropriate. (5-1-10)

03. Acceptance for Treatment. Acceptance of a client for treatment must be based on an admission procedure that assures the following: (5-1-10)

a. The care provided by the program at that facility site is appropriate for the client and must be based on admission, continued stay, and discharge criteria approved by the Department; (5-1-10)

b. Assessment data is collected to develop a preliminary ~~treatment~~ service plan; (~~5-1-10~~)()

c. If the potential client is a minor or an incompetent person, a parent, guardian, or other legal representative may make application for voluntary admission to treatment; and (5-1-10)

d. No otherwise qualified individual is denied access to treatment services on the basis of race, creed, color, religion, gender, national origin, age, or disability. (5-1-10)

e. Acceptance for treatment is based on the program's scope of practice, capability, and capacity. (5-1-10)

04. Provisions for Persons Requiring Protective Custody. For persons coming voluntarily or being brought by a law enforcement officer to an alcohol and substance use disorders treatment program for protective custody, the program must comply with the provisions of Section 39-307A, Idaho Code. (5-1-10)

05. Assure Applicants Understand Rights and Responsibilities. During the admission process,

every effort must be made to assure that applicants understand the following: (5-1-10)

- a. The nature and goals of the treatment program; (5-1-10)
- b. The hours during which services are available; (5-1-10)
- c. The treatment costs, if any, to be borne by the client; and (5-1-10)
- d. The rights and responsibilities of clients, including the rules governing client conduct and the types of infractions that can result in disciplinary action or discharge from the program. (5-1-10)

06. Reasonable Precautions in All Admissions. Reasonable precautions must be taken in all admissions to ensure the safety of the client, other clients, staff of the program, and members of the community. Reasonable precautions are those that are fair, proper, or moderate under the circumstances. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

375. CLIENT RECORDS REQUIREMENTS.

Each alcohol and substance use disorders treatment or recovery support services program must meet the client records requirements set forth in these rules. (5-1-10)

01. ~~Written~~ Client Record Required. The alcohol and substance use disorders treatment or recovery support services program must maintain a ~~written~~ client record on each client. All entries in the client record must be signed and dated. Symbols and abbreviations may be used. An abbreviations legend must be available for the Department to review. The abbreviations legend must be located in the client record for reference. ~~(5-1-10)~~()

02. Content of Client Record. The client record must describe the client's situation at the time of admission and include the services provided, all progress notes, and the client's status at the time of discharge. At a minimum the record must contain: (5-1-10)

a. ~~Identifying data including~~ The client's name, ~~home~~ address, ~~home telephone number~~ contact information, date of birth, gender, marital status, race or ethnic origin, next of kin or person to contact, educational level, type and place of employment, date of initial contact or admission to the program, source of any referral, legal status including relevant legal documents, name of personal physician, record of any known drug reactions or allergies, and other identifying data as indicated. ~~(5-1-10)~~()

b. The identifying data as described in Subsection 375.02.a. of these rules must be dated with the date the information was gathered and signed by the staff member gathering the information. (5-1-10)

c. All staffing notes pertaining to the client. ()

d. All medical records regarding the client. These may include documentation of a medical examination, results of any medical tests, including drug and alcohol screening tests performed by the program, and results of any medical tests reported to the program which were performed outside the program. ()

e. Documentation that justifies the client meets criteria for admission, continued stay, and discharge. The documentation must be based on admission, continued stay and discharge criteria approved by the Department. ()

03. Assessments Completed With the Client. All assessments completed with the client must be dated, signed by the person providing the assessment, and give a full accounting of the findings of such assessments. (5-1-10)

04. Progress Notes. Notes for each ~~treatment session~~ service charting the client's progress must

- include: (5-1-10)()
- a. Date of session; (5-1-10)
 - b. Beginning and ending time of session; (5-1-10)
 - c. Description of the session and; (5-1-10)()
 - d. Signature of person conducting the session; (5-1-10)()
 - ~~e. All staffing notes pertaining to the client; (5-1-10)~~
 - ~~f. All medical records regarding the client. These may include documentation of a medical examination, results of any medical tests, including drug and alcohol screening tests performed by the program, and results of any medical tests reported to the program which were performed outside the program; and (5-1-10)~~
 - ~~g. Documentation that justifies the client meets criteria for admission, continued stay, and discharge. The documentation must be based on admission, continued stay and discharge criteria approved by the Department. (5-1-10)~~

05. Unusual Client-Specific Occurrences. The client record must contain information on any unusual client-specific occurrences, such as: (5-1-10)()

- a. Treatment complications; (5-1-10)
- b. Accidents or injuries to the client; (5-1-10)
- c. Serious illness; (5-1-10)
- d. Death of the client. ~~In the event of a client's death, the person must be pronounced dead in accordance with the provisions of Idaho law and a summation statement must be entered in the record in the form of a discharge summary. (5-1-10)()~~

06. Telephone Calls Correspondence. The client record must contain signed and dated documentation of any correspondence concerning the client's ~~treatment and signed and dated notations of telephone calls concerning the client's treatment~~ recovery. (5-1-10)()

~~07. Discharge Plan. The client record must contain a plan for discharge. (5-1-10)~~

08. Discharge Summary. A discharge summary must be entered in the client record within ~~a reasonable period of time not to exceed~~ fifteen (15) days following discharge, ~~as determined by the professional staff and policies or standards.~~ and must contain a summary of the following: (5-1-10)()

- a. Client status at discharge; ()
- b. Treatment progress; ()
- c. Summary of services to be provided after discharge; and ()
- d. Referrals for further treatment. ()

376. MAINTENANCE OF CLIENT RECORDS.

Every alcohol and substance use disorders treatment or recovery support services program must maintain, control and supervise client records and is responsible for maintaining their quality in accordance with the requirements set forth in these rules. (5-1-10)

01. Active Client Records Kept at the Facility Site. The active client's records must be kept at the

facility site where the client is being treated. (5-1-10)

02. Compilation, Storage, Dissemination, and Accessibility of Client Records. The program must have written policies and procedures governing the compilation, storage, dissemination, and accessibility of client records. The policies and procedures must be designed to ensure: (5-1-10)

a. The program fulfills its responsibility to safeguard and protect client records against loss, unauthorized alteration or disclosure of information; (5-1-10)

b. In the event of unauthorized release of client identifying information such as theft, the Department is notified immediately; (5-1-10)(____)

c. In the event of closure of program how and where records will be stored; (5-1-10)

d. Each client record contains all required information; (5-1-10)

e. Uniformity in the format and forms is used in client records; (5-1-10)

03. Entries in Client Records Are Dated and Signed. The policies and procedures must require entries in client records to be dated and signed. (5-1-10)

04. Storage Facilities. The program must provide facilities for the storage, processing and handling of client records, including locked and secured rooms and files. (5-1-10)

05. Electronic Storage of Client Data. When a program stores client data in electronic or other types of automated information systems, they must have security measures to prevent inadvertent or unauthorized access to such data. (5-1-10)

06. Length of Maintenance of Client Records. Client records must be maintained for a minimum of five (5) years from the date they are officially closed. (5-1-10)

07. Disposal of Client Records. The program must have a written policy governing the disposal of client records. Methods of disposal must be designed to assure the confidentiality of client information. (5-1-10)

08. Confidentiality and Disclosure of Information. The program must have written policies and procedures that protect the confidentiality of client records and govern the disclosure of information in the records under Section 006 of these rules. (5-1-10)

377. -- 379. (RESERVED)

380. INDIVIDUALIZED ~~TREATMENT~~ SERVICE PLAN.

01. Individualized ~~Treatment~~ Service Plan. ~~A state approved alcohol and substance use disorder treatment program must prepare for each client an individualized treatment plan that addresses the alcohol or substance use and co-occurring mental health disorders health affects on the client's major life areas.~~ All clients receiving services must have an individualized service plan. The development of a ~~treatment~~ service plan must be a collaborative process involving the client, ~~family members,~~ and other support and service systems. (5-1-10)(____)

02. ~~Treatment~~ Service Plan Based on a ~~Biopsychosocial~~ Comprehensive Assessment. The ~~treatment~~ service plan must be based on a Department-approved ~~biopsychosocial~~ comprehensive assessment ~~of the client's alcohol or substance use disorders treatment needs, and contributions provided by the informal support system.~~ (5-1-10)(____)

03. Development and Implementation of the ~~Treatment~~ Service Plan. ~~The assigned qualified substance use disorders professional staff member within a state approved program has overall responsibility for the development and implementation of the treatment plan.~~ The responsibility for the development and implementation of the service plan will be assigned to a qualified staff member. (5-1-10)(____)

04. **Timeline for Development of the Treatment Service Plan.** A treatment service plan must be developed within seventy-two (72) hours following admission to an inpatient or residential facility. A treatment service plan must be developed within thirty (30) days of the completion or receipt of a state approved assessment in an outpatient setting. The treatment service plan must be reviewed and updated, as needed at least every seven (7) days in a residential setting and at least every ninety (90) days in an outpatient setting. (5-1-10)()

05. **Content of the Treatment Service Plan.** The individualized treatment service plan must include the following: (5-1-10)()

a. The services deemed clinically necessary to facilitate the client's alcohol and substance use disorders recovery; (5-1-10)

b. Referrals for needed ~~adjunct services that the alcohol and substance use disorders treatment program does not provide~~ services not provided by the program including referrals for recovery support services that support treatment as defined in Subsection 012.03 of these rules. (5-1-10)()

~~c. Referrals for recovery support services that support treatment as defined in Subsection 012.03 of these rules;~~ (5-1-10)

~~d. Goals that the client must complete to reduce or eliminate alcohol or substance use and support recovery to achieve a recovery-oriented lifestyle;~~ (5-1-10)()

~~e. Objectives that relate to the goals, written in measurable terms, with targeted expected achievement dates;~~ (5-1-10)

~~f. Service frequency;~~ (5-1-10)

~~g. Criteria to be met for discharge from treatment service; and~~ (5-1-10)()

~~h. A plan for services to be provided after discharge;~~ ()

~~i. A plan for including the family or other social supports; and~~ (5-1-10)()

~~j. Service plan goals and objectives that reflect the service needs identified on the assessment.~~ ()

~~06. **Integrated COD Treatment Plan Development.** In addition to the information in Section 380.05 of this section, the individualized treatment plan for a client with a co-occurring disorder must address the COD treatment and recovery support service needs of the client as identified in the current assessment. These additional items include the following:~~ (5-1-10)

~~a. A list of COD problems and needs identified during the assessment;~~ (5-1-10)

~~b. Overall goals to be achieved consistent with the client's treatment and recovery support services needs and assessment;~~ (5-1-10)

~~c. Reference to all services and contributions provided by the informal support system;~~ (5-1-10)

~~d. Documentation of who participated in the selection of services;~~ (5-1-10)

~~e. Documentation of unmet needs and service gaps;~~ (5-1-10)

~~f. References to any formal services arranged including specific providers;~~ (5-1-10)

~~g. Time frames for achievement of the treatment plan goals and objectives.~~ (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

~~386.~~ **DISCHARGE REQUIREMENTS.**

~~All alcohol and substance use disorders treatment programs must meet the discharge standards in these rules.~~

~~(5-1-10)~~

~~01. **Discharge Plan.** A discharge plan must be jointly developed by the qualified substance use disorders professional and the client. This discharge plan includes the resources needed to support their recovery.~~

~~(5-1-10)~~

~~a. The discharge plan must be initiated within forty eight (48) hours of admission to a residential program and completed prior to the conclusion of substance use disorders treatment and recovery support services.~~

~~(5-1-10)~~

~~b. The discharge plan must be initiated within thirty (30) days of admission to an outpatient program and completed prior to the conclusion of substance use disorders treatment and recovery support services.~~

~~(5-1-10)~~

~~c. A hard copy of the discharge plan must be given to the client at the time of discharge from treatment.~~

~~(5-1-10)~~

~~d. The discharge plan must include:~~

~~(5-1-10)~~

~~i. The recovery support services and adjunct services to be continued after discharge including the location and contact information of existing appointments;~~

~~(5-1-10)~~

~~ii. Information about accessing resources to maintain gains achieved while in treatment;~~

~~(5-1-10)~~

~~iii. Identification of stressors that may lead to a return to the use of alcohol or drugs and methods to address the stressors; and~~

~~(5-1-10)~~

~~iv. Identification of person(s) to contact if additional services are needed.~~

~~(5-1-10)~~

~~02. **Discharge Summary.** A discharge summary must be entered in the client record within fifteen (15) days following discharge.~~

~~(5-1-10)~~

~~a. The discharge summary must include the results of the initial assessment and diagnosis.~~

~~(5-1-10)~~

~~b. The discharge summary must include a clinical summary of the following:~~

~~(5-1-10)~~

~~i. The course and progress of the client with regard to each identified clinical problem;~~

~~(5-1-10)~~

~~ii. The clinical course of the client's treatment;~~

~~(5-1-10)~~

~~iii. The final assessment, including the general observations and understanding of the client's condition initially, during treatment and at discharge; and~~

~~(5-1-10)~~

~~iv. The recommendations and arrangements for further treatment as described in the discharge plan.~~

~~(5-1-10)~~

~~387~~**6.** -- 389. (RESERVED)

390. ENVIRONMENT REQUIREMENTS.

Each facility site of the program must have appropriate space, equipment and fixtures to meet the needs of clients.

(5-1-10)

01. Fixtures and Equipment. Fixtures and equipment designated for each service must be constructed

or modified in a manner that provides, insofar as possible, pleasant and functional areas that are accessible to all clients regardless of their disabilities. (5-1-10)

02. Office Space. Private space must be provided for personal consultation and counseling as well as family and group counseling sessions. All space for offices, storage, and supplies must be accessible. (5-1-10)

03. Equipment and Supplies. There must be equipment and supplies to meet the needs of the client at each facility. (5-1-10)

04. Safety, Fire, Health, and Sanitation Requirements. Space, equipment and facilities utilized by the program must meet federal, state and local requirements for safety, fire prevention, health and sanitation. (5-1-10)

05. Accessibility for Persons With Mobility and Sensory Impairments. For clients with mobility or sensory impairments, the facility must provide a physical environment which meets the needs of the person for independent mobility. New construction must meet the requirements of the American with Disabilities Act Accessibility Guidelines (ADAAG). Existing facilities must comply, to the maximum extent feasible, with 28 CFR Sections 36.304 and 36.305 regarding removal of barriers under the Americans with Disabilities Act, without creating an undue hardship or burden on the facility, and must provide as required, reasonable accommodations. ~~The facility must provide the following:~~ (5-1-10) ()

~~a. Ramps for clients who require assistance with ambulation must comply with the requirements of the ADAAG 4.8;~~ (5-1-10)

~~b. Bathrooms and doors large enough to allow the easy passage of a wheelchair as provided for in the ADAAG 4.13;~~ (5-1-10)

~~c. Grab bars in toilet and bathrooms in compliance with ADAAG 4.26;~~ (5-1-10)

~~d. Toilet facilities in compliance with ADAAG 4.16 and 4.23;~~ (5-1-10)

~~e. Non-retractable faucet handles in compliance with ADAAG 4.19, with the exception of self-closing valves under 4.19.5, and 4.27; and~~ (5-1-10)

~~f. Suitable hand-railing must be provided on both sides of all stairs leading into and out of a building for clients who require the use of crutches, walkers, or braces.~~ (5-1-10)

391. EMERGENCY PREPAREDNESS PLAN.

All alcohol and substance use disorders treatment or recovery support services programs must establish and maintain an Emergency Preparedness Plan designed to manage the consequences of natural disasters or other emergencies that could disrupt the program's ability to provide care. (5-1-10)

01. External and Internal Disasters. The program must have written policies and procedures to enable them to effectively prepare for both external and internal disasters that can negatively affect its environment of care. The policies and procedures must include: (5-1-10)

a. Communication plan for business hours and after hours; (5-1-10)

b. Clear chain of command which includes how to contact supervisors at all times; and (5-1-10)

c. Disaster orientation for all workers; (5-1-10)

~~**02. The Role as a Provider of Care to the Residents of Its Community.** The program must have written policies and procedures describing how the program is ready to assist as needed in case of community emergency, and as appropriate integrates its Emergency Preparedness Plan with community disaster plans to support the community's response to a disaster.~~ (5-1-10)

032. Interruption of Utility Services. Policies and Procedures must be written describing what action

to be taken in the event of interruption of utility services, such as lighting, in order that staff can perform essential functions, back up computer data, and obtain urgent medical data to provide to a primary care physician; and (5-1-10)

043. Disruption of Services. Policies and procedures must be written describing what action will be taken in the event of disruption of services and management of space, supplies, communications, and security. (5-1-10)

392. MEDICAL EMERGENCY SERVICES.

All alcohol and substance use disorders treatment or recovery support services programs must have a written plan describing the manner in which medical emergency services must be accessed. (5-1-10)

01. Medical Emergency Services Policies and Procedures. The program must have written policies and procedures describing the type of medical emergency services available and the arrangements for referring or transferring clients to a medical facility. The policies and procedures must clearly specify the following: (5-1-10)

a. The staff of the program who are available and authorized to provide necessary emergency evaluations. (5-1-10)

b. The staff of the program who are authorized to arrange for clients to be referred or transferred to a medical facility. (5-1-10)

c. The arrangements the program has made for exchanging records with the medical facility when it is necessary for the care of the client. (5-1-10)

d. The location of the medical facility and the medical facilities contact information. (5-1-10)

e. The method of communication between the program and medical facility. (5-1-10)

f. The arrangements the program has made for transporting clients, when necessary, from the medical facility providing emergency services. (5-1-10)

g. Policies concerning notification of the client's family of emergencies and of arrangements that have been made for referring or transferring the client to another program or facility. (5-1-10)

02. Staff Training for Emergency Services. All staff must be trained in the emergency policies and procedures. (5-1-10)

03. CPR and Basic First Aid Training. A minimum of one (1) CPR/First Aid trained staff person must be onsite at all times during business hours. Staff responsible for CPR and First Aid client care must complete this training within ninety (90) days of employment. Additionally, the policies and procedures must establish the methods for renewal of CPR and first aid certification so that he remains current at all times. ~~(5-1-10)~~()

04. Annual Review and Revisions. There must be documentation that the policies and procedures are reviewed at least annually and revised as necessary. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

399. PLANT TECHNOLOGY AND SAFETY MANAGEMENT.

Alcohol and substance use disorders treatment or recovery support services programs must meet applicable standards set forth in these rules. (5-1-10)

01. Buildings. Buildings on the premises in which services are delivered must be in compliance with the requirements of the local, state and federal codes concerning access, construction, fire and life safety that are

applicable. (5-1-10)

a. Prior to initial occupancy and annually thereafter, the program's site(s) must be inspected for compliance with the Uniform Fire Code. Documentation of all findings, recommendations and corrective actions must be kept on file. (5-1-10)

b. Prior to initial occupancy and at the time of any structural change in a building, it must be inspected and found to be in compliance with local building codes. Written documentation of all findings, recommendations and corrective actions must be kept on file by the program. (5-1-10)

02. Grounds. The program grounds must be maintained in a manner that is designed to provide safe access in a safe environment for clients, personnel and visitors. (5-1-10)

a. The program must have specific plans and policies for the maintenance, supervision and safe use of all its grounds and equipment. (5-1-10)

b. The premises and all buildings must be kept free from the accumulation of weeds, trash and rubbish. (5-1-10)

03. General Safety. The program must have a plan that is designed to provide a safe environment for clients, personnel and visitors, and monitors that environment. (5-1-10)

a. There must be established procedures for the development, implementation and review of safety policies for all services. (5-1-10)

b. There must be a procedure for reporting, investigating and evaluating all accidents, injuries and safety hazards. The responses and follow-up actions are to be documented. (5-1-10)

c. Safety-related policies and procedures must be included in the orientation of all new employees and in the continuing education of all employees. (5-1-10)

04. Emergency Preparedness. There must be a plan for the protection of all persons in the event of a fire or other emergency. (5-1-10)

a. Each facility must develop and implement an emergency preparedness plan to follow in the event of fire, explosion, flood, earthquake, high wind, or other emergency. (5-1-10)

b. The facility must have written procedures outlining steps to be taken in the event of an emergency including: (5-1-10)

i. The individual(s) who is to respond; (5-1-10)

ii. Each person's responsibilities; (5-1-10)

iii. Where and how clients are to be evacuated; and (5-1-10)

iv. Notification of emergency agencies. (5-1-10)

c. All clients and employees must be advised of the actions required under emergency conditions. Diagrams of the building showing emergency protection areas and evacuation routes and exits must be conspicuously posted throughout the building. An outline of emergency instructions must be posted with the diagram. (5-1-10)

d. There must be a minimum of one (1) 2-A-10BC type fire extinguisher per floor, and if there is a kitchen on the floor, fire extinguisher must be in or immediately adjacent to the kitchen. Each extinguisher must be inspected annually by a fire extinguisher service agency. (5-1-10)

e. All exits must be marked with a lighted exit sign. (5-1-10)

f. There is a fire plan that includes the use and function of fire alarm and detection systems, containment and the protection of lives. (5-1-10)

i. Each work shift must have personnel trained and responsible for implementing the fire plan and the activation of the non-automatic components of the fire safety systems. (5-1-10)

ii. A minimum of one (1) fire drill must be held at least every thirty (30) days at unexpected times and under varying conditions to simulate unusual circumstances encountered in case of a fire. A record of drills must be maintained which includes the date and time of the drill, response of the personnel and clients, problems encountered and recommendations for improvements. (5-1-10)

iii. The alarm and detection system and any sprinkler system must be under the direct supervision of a staff member who must cause proper tests to be made at specified intervals and must have general charge of all alterations and additions. (5-1-10)

g. Program employees and clients must be provided with training about emergency preparedness policies and procedures. (5-1-10)

h. The emergency preparedness policies and procedures must be evaluated annually and updated as needed. (5-1-10)

05. Report of Fire. A separate report of each fire incident occurring within the program's facility must be submitted to the Department within twenty-four (24) hours of the occurrence. The "Facility Fire Incident Report," will be issued to the Department to report specific information concerning date, origin, extent of damage, method of extinguishment and injuries, if any. (5-1-10)

06. Electrically Powered Equipment. The program must have procedures to assure that electrically powered, line-operated equipment is electrically safe. (5-1-10)

a. There must be a policy that identifies types of equipment that may pose an electrical hazard during intended use and outlines conditions of safe use. (5-1-10)

b. Policies for the use and control of personal electrical equipment must be developed and implemented. (5-1-10)

i. Clients must be apprised of the policies and procedures regarding use of personal electrical equipment upon admission to the program's facility. (5-1-10)

ii. Employees must be apprised of the policies and procedures regarding use of personal electrical equipment upon employment. (5-1-10)

c. There must be a policy that outlines the action to be taken by staff to ensure client safety during a power outage. All staff must be trained in the procedure. (5-1-10)

07. Electrical Distribution. The program's facility must have an electrical distribution system that is designed, installed, operated, and maintained to provide electrical power for all required operations. (5-1-10)

a. There must be a schedule for preventive maintenance to assure that the electrical distribution system operates safely and reliably. (5-1-10)

b. Inspections and corrective actions must be documented. (5-1-10)

08. Heating, Ventilating and Air Conditioning. Where provided, the heating, ventilating, and air-conditioning (HVAC) system must be designed, installed, operated and maintained in a manner that provides a comfortable and safe environment for clients, personnel and visitors. (5-1-10)

09. Plumbing. The plumbing systems must be designed, installed, operated, and maintained in a manner that provides a safe supply of water for all required facility operations and facilitates the complete and safe removal of all storm water and waste water. The plumbing systems must comply with applicable local and state codes. (5-1-10)

10. Hazardous Materials and Wastes. The program must comply with applicable federal, state and local codes concerning hazardous materials and waste management. (5-1-10)

11. Boiler and Steam. Where provided, boiler systems must be installed, operated and maintained in a manner that is designed to provide a safe supply of steam or hot water for all required facility operations. (5-1-10)

12. Safety Devices and Practices. The program must have in place and maintain safety devices and operational practices to assure the safety of clients and personnel. (5-1-10)

a. Facility sites that do not have emergency medical care resources must have first aid kits. (5-1-10)

b. All staff must be familiar with the locations, contents, and use of the first aid kits. (5-1-10)

13. Smoking. ~~Because smoking has been acknowledged to be a potential fire hazard, continuous efforts must be made to reduce such hazards in the facility.~~ Written regulations governing the use of smoking materials must be adopted, conspicuously posted and made known to all program clients, staff members and the public. ~~The written regulations must include at least the requirements listed below.~~ Nothing in this section requires that smoking be permitted by programs whose admission policies prohibit smoking. (5-1-10)()

a. Designated areas must be assigned for client, staff, and public smoking. (5-1-10)

~~**b.** Noncombustible ashtrays of a safe design must be provided in all areas where smoking is permitted. (5-1-10)~~

~~**c.** Metal containers with self-closing, tight-fitting lids or their equivalent must be provided in all areas where smoking is permitted. Containers must be twenty (20) feet from the entrance of the building. (5-1-10)~~

~~**b.**~~ Tobacco products must not be used by children, adolescents, staff, volunteers, or visitors in any building used to house children or adolescents, or in the presence of children or adolescents, or in vehicles used to transport children or adolescents. (5-1-10)

14. Structure, Maintenance, Equipment to Assure Safety. The facility must be structurally sound, maintained, and equipped to assure the safety of clients, personnel, and the public including: (5-1-10)

a. Furnishings, decorations, or other objects cannot be placed so as to obstruct exit access or exits. (5-1-10)

b. All ramps, open porches, sidewalks, and open stairs must be maintained free of snow and ice buildup. (5-1-10)

c. Wood stoves must have railings or other protection designed to prevent residents from coming into contact with the stove surfaces. (5-1-10)

d. All fireplaces must have heat tempered glass fireplace enclosures or its equivalent. (5-1-10)

e. Boilers, hot water heaters, and unfired pressure vessels must be equipped with automatic pressure relief valves. (5-1-10)

f. Portable heating devices of any kind are prohibited; portable electric space heaters and moveable fuel-fired heaters are considered portable comfort heating devices. Exceptions: Heated mattress pads, electric blankets and heating pads when ordered by an authorized provider, physician. (5-1-10)

g. Flammable and highly combustible materials cannot be stored in the facility unless the building is protected throughout by an approved automatic fire extinguishing system. (5-1-10)

400. -- 449. (RESERVED)

APPROVED FACILITY AND PROGRAM SERVICES
(Sections 450 through 454)

450. ADULT FACILITY AND PROGRAM SERVICES.

The following are adult facility and program services that may be approved by the Department: (5-1-10)

- 01. Assessment and Referral Services. (5-1-10)
- 02. Residential Social Detoxification Facility. (5-1-10)
- 03. Medically Monitored Inpatient Treatment. ()
- 034. Clinically Managed Medium-Intensity Residential Treatment. (5-1-10)
- 045. Clinically Managed Low-Intensity Residential Treatment (Halfway House). (5-1-10)
- 056. Level I - Outpatient, and Level II.1 - Intensive Outpatient Treatment. (5-1-10)
- 067. Opioid Treatment Program. (5-1-10)
- 07. ~~Drug Court Outpatient Treatment Program.~~ (~~5-1-10~~)
- 08. Recovery Support Services. (5-1-10)
- 09. Early Intervention Services. (5-1-10)

451. CHILD AND ADOLESCENT FACILITY AND PROGRAM SERVICES.

The following are child and adolescent facility and program services that may be approved by the Department: (5-1-10)

- 01. Assessment and Referral Services. ()
- 02. Medically Monitored Inpatient Treatment. ()
- 043. Clinically Managed Medium-Intensity Residential Treatment. (5-1-10)
- 024. Level I - Outpatient, and Level II.1 - Intensive Outpatient Treatment. (5-1-10)
- 03. ~~Drug Court Outpatient Treatment Program.~~ (~~5-1-10~~)
- 045. Transitional Residential Treatment Services. (5-1-10)
- 056. Recovery Support Services. (5-1-10)
- 067. Early Intervention Services. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

453. SERVICES FOR WOMEN WITH DEPENDENT CHILDREN.

~~These s~~Services for pregnant women and women with dependent children including women who are attempting to regain custody of their children apply to all approved treatment facilities and programs seeking speciality status to provide services to pregnant women and women with dependent children. (5-1-10)()

01. Services. In addition to meeting all the rules and minimum standards contained in Sections 000 through 499 of these rules, each alcohol and substance use disorders treatment or recovery support services program seeking approval to provide services to pregnant women and women with dependent children must provide the following services, either directly or indirectly: (5-1-10)()

- a.** Primary Medical and Prenatal Care. Primary medical care, including prenatal care for women in treatment. (5-1-10)
- b.** Primary Pediatric Care. Primary pediatric care for the children of women in treatment, including immunizations. (5-1-10)
- c.** Gender Specific Treatment. Gender specific alcohol and substance use disorders treatment. (5-1-10)
- d.** Therapeutic Interventions for Women. Therapeutic interventions for women addressing issues such as relationships, sexual and physical abuse, and parenting. (5-1-10)
- e.** Therapeutic Interventions for Children. Therapeutic interventions for children in custody of women in treatment to address, among other things, developmental needs, sexual abuse, physical abuse, and neglect.(5-1-10)
- f.** Child Care. Child care while the women are receiving services. (5-1-10)
- g.** Treatment Provided as a Family Unit. Treating the family as a unit and therefore admit both women and their children into treatment, when appropriate. (5-1-10)
- h.** Case Management. Case management to assist in establishing eligibility for public assistance programs provided by Federal, State, or local governments, employment, and training programs. (5-1-10)
- i.** Education and Special Education Programs. Education and special education programs. (5-1-10)
- j.** Drug-free and Safe Housing. Drug-free and safe housing for women and their children. (5-1-10)
- k.** Childhood Programs. Therapeutic day care, Head Start, and other early childhood programs for children. (5-1-10)
- l.** Sexual Harassment Training. Curriculum that covers sexual harassment training for the clients. (5-1-10)

02. Written Agreements. Alcohol and substance use treatment or recovery support services programs that do not directly provide one (1) or more of the services described in Subsection 453.01 of these rules directly to women with dependent children must maintain written agreements with other approved programs that will be providing these services. A copy of the written agreements must be retained in the client's record. (5-1-10)

454. (RESERVED)

455. ~~CLINICAL CASE MANAGEMENT SERVICES~~ EMERGENCY DETOXIFICATION TREATMENT.
~~Clinical case management is the process in which a clinician is responsible for the direct care of a client and for coordinating other services needed by the client. In addition to meeting all the rules and minimum standards contained in Subsections 000 through 499 of these rules, each alcohol and substance use disorders treatment service program seeking approval as a clinical case management facility must meet the requirements in this rule. Clinical case management services include the following services. Emergency detoxification treatment and medical treatment directly related thereto may be provided by a facility affiliated with or part of the medical service of a general~~

~~hospital.~~ (5-1-10)()

~~01. **Clinical Case Management Services** **Place of Service Provision.** Services must be provided in a hospital licensed under Title 39, Chapter 13, Idaho Code.~~ (5-1-10)()

~~a. Services must include a full biopsychosocial assessment, utilizing a Department-approved assessment tool, and a case-management assessment of the client and client family strength and needs, service planning, linkage to other services, client advocacy, and monitoring service provisions.~~ (5-1-10)

~~b. The facility must have policies and procedures for ensuring that multiple services are delivered in a coordinated and therapeutic manner to meet the goals of treatment outcomes.~~ (5-1-10)

~~c. Clinical case management services must not duplicate case management, substance use disorder treatment, or service coordination services currently being provided under any other state funded program.~~ (5-1-10)

~~d. Clinical case management services provided must not exceed the clinician's scope of practice as defined by the individual licensing boards.~~ (5-1-10)

~~02. **Eligibility Criteria** **Range of Services Available.** To be eligible for clinical case management, the client must meet the following criteria: The full range of services offered by the hospital must be available to the client.~~ (5-1-10)()

~~a. Meet ASAM criteria for a substance use disorder and be unstable in two (2) or more of ASAM dimensions 1, 2, 5, or 6;~~ (5-1-10)

~~b. Have a diagnosis of serious mental illness (SMI) as defined by the American Psychiatric Association in the Diagnostic and Statistical Manual of Mental Disorders, Text Revision (DSM-IV-TR): schizophrenia; paranoia and other psychotic disorders; bipolar disorders (mixed, manic and depressive); major depressive disorders (single episode or recurrent); schizoaffective disorders; and obsessive compulsive disorders; and~~ (5-1-10)

~~c. Be at risk for institutionalization.~~ (5-1-10)

~~03. **Clinical Case Manager Qualifications.**~~ (5-1-10)

~~a. A clinical case manager must be a Masters level licensed clinician and be a qualified substance use disorders professional as defined in Section 013 of these rules.~~ (5-1-10)

~~b. A clinical case manager may not hold trainee status.~~ (5-1-10)

~~04. **Caseload.** A clinical case manager's total caseload must not be so large that it cannot assure quality service delivery and client satisfaction. For clinical case managers who have other recovery support service or treatment caseloads, or both, the total caseload must not exceed thirty (30) clients at any given time.~~ (5-1-10)

~~05. **Clinical Supervision.** The clinical case management program must provide and document at least one (1) hour of clinical supervision per month for each clinical case manager.~~ (5-1-10)

~~06. **Limitations on Reimbursement.**~~ (5-1-10)

~~a. Clinical case managers will not be reimbursed for more than one (1) contact during a single fifteen (15) minute time period.~~ (5-1-10)

~~b. Clinical case managers may not bill the substance use disorders system for mental health services they provide.~~ (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

540. LEVEL III.1 - CLINICALLY MANAGED LOW-INTENSITY RESIDENTIAL TREATMENT FACILITY FOR ADULTS (HALFWAY HOUSE).

Each alcohol and substance use disorders treatment program seeking approval as a Level III.1 - Clinically Managed Low Intensity Residential Treatment Facility (Level III.1) must meet the requirements in Section 540 of these rules, in addition to all rules and minimum standards contained in Sections 000 through 499. (5-1-10)

01. Treatment Services for Adults Level III.1. (5-1-10)

a. A Level III.1 treatment facility provides living accommodations in a structured environment that encourages each adult client to assume responsibility for their own rehabilitation. (5-1-10)

b. Treatment and adjunct services may be provided on-site or arranged for by the program. If the program chooses to provide treatment services on-site, it must also meet the requirements in Section 600 of these rules. (5-1-10)

c. A Level III.1 treatment facility must ~~encourage use of~~ **provide information regarding** community resources ~~by~~ **to** persons recovering from alcohol and substance use disorders. (~~5-1-10~~)()

d. There must be written provisions for medical screening, care of clients requiring minor treatment or first aid and handling of medical emergencies. (5-1-10)

02. Supervision for Adults Level III.1. A Level III.1 treatment facility must be supervised by a qualified substance use disorders professional. Section 215 of these rules does not apply to this level of care in this setting. (5-1-10)

03. Staffing for Adults Level III.1. A staff person must be available to residents twenty-four (24) hours per day, seven (7) days a week. The staff to client ratio must not exceed twelve (12) clients to one (1) staff person. The staff must be composed of: (5-1-10)

a. A house manager; and (5-1-10)

b. Other staff sufficient to meet the required staff to client ratio. (5-1-10)

541. -- 599. (RESERVED)

**ALCOHOL AND SUBSTANCE USE DISORDERS
OUTPATIENT TREATMENT COMPONENT SERVICES
(Sections 600 through 699)**

600. LEVEL I - OUTPATIENT, AND LEVEL II.1 - INTENSIVE OUTPATIENT TREATMENT FACILITIES FOR CHILDREN, ADOLESCENTS, AND ADULTS.

Each alcohol and substance use disorders treatment program seeking approval as a Level I - Outpatient Treatment Facility (Level I), or a Level II.1 - Intensive Outpatient Treatment Facility (Level II.1), must meet the requirements in Section 600 of these rules, in addition to all rules and minimum standards contained in Sections 000 through 499 of these rules. (5-1-10)

01. Treatment Services in Level I, and Level II.1. (5-1-10)

a. Services in outpatient facilities must be provided at specified times. (5-1-10)

b. Counseling services must be provided through the outpatient program on an individual, family, or group basis. (5-1-10)

- c.** The services must include educational instruction and written materials on the nature and effects of alcohol and substance use disorders and the recovery process. (5-1-10)
- d.** The program must provide adjunct services or refer the client to adjunct services as indicated by client need. (5-1-10)
- 02. Supervision in Level I, and Level II.1.** The program must provide supervisory staff as described in Section 215 of these rules. (5-1-10)
- 03. Staffing in Level I, and Level II.1.** There must be qualified staff to maintain appropriate staff to client ratios. (5-1-10)
- a.** Level I must employ at a minimum one (1) qualified substance use disorders professional staff person for every fifty (50) clients. Irrespective of whether the caseload is private or publicly funded, the maximum caseload for one (1) qualified substance use disorders professional is fifty (50) clients. (5-1-10)
- b.** Level II.I must employ at a minimum one (1) qualified substance use disorders professional staff person for every thirty (30) clients. Irrespective of whether the caseload is private or publicly funded, the maximum caseload for one (1) qualified substance use disorders professional is fifty (50) clients. (5-1-10)
- 04. Treatment Service Delivery Settings Offsite in Levels I and II.1.** Provision of outpatient treatment services outside of an approved facility: (5-1-10)
- a.** Services must be provided by qualified substance use disorders professionals. (5-1-10)
- b.** Services must be provided in a city, county, state or federally approved institution or client's residence. (~~5-1-10~~)()
- c.** Services must be provided in a safe setting. (5-1-10)
- d.** Confidentiality according to 42 CFR and HIPAA regulations must be adhered to. (5-1-10)
- e.** Client records must be maintained in accordance to Sections 375 and 376 of these rules. (5-1-10)
- f.** Individual client needs, as reflected in the ~~treatment~~ service plan, indicate the need or appropriateness of providing treatment outside the approved facility. (~~5-1-10~~)()
- g.** The Department has final authority over the decision of whether a site meets Subsections 600.04.a. through 600.04.f. of these rules. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

~~611. -- 619. (RESERVED)~~

~~**620. DRUG COURT OUTPATIENT TREATMENT PROGRAM.**~~

~~Each alcohol and substance use disorders treatment program seeking approval as a drug court outpatient treatment program must meet the requirements in Sections 620 through 622 of these rules, in addition to all rules and minimum standards contained in Sections 000 through 499 of these rules. (5-1-10)~~

~~**01. Governing Body for a Drug Court Outpatient Treatment Program.** A drug court outpatient treatment program must have a governing body, which can be the local Drug Court Board. (5-1-10)~~

~~**a.** The governing body must develop a written mission statement, goals, and objectives that establish the drug court outpatient treatment program's philosophy and direction for treatment services. (5-1-10)~~

~~b. The governing body must establish bylaws and administrative policies to guide relationships between itself and the responsible administrative and professional staffs and the community. Current copies of the bylaws and administrative policies must be readily available to all members of the governing body, the Department, and other persons in accordance with their responsibilities or involvement in implementing the policies of the drug court outpatient treatment program. (5-1-10)~~

~~02. **Assessment and Participation Policies and Procedures for a Drug Court Outpatient Treatment Program.** The local Drug Court Board and State Drug Court Coordinating Committee are responsible for developing policies and procedures for assessment and participation in a drug court outpatient treatment program. (5-1-10)~~

~~03. **Admissions and Discharge Policies and Procedures for a Drug Court Outpatient Treatment Program.** The local Drug Court Board is responsible for developing policies and procedures governing the treatment admissions process which must include use of eligibility guidelines, the LSI R, substance use disorder assessments, program capacity, acceptance, and appropriateness for treatment. The Board is also responsible for developing policies and procedures governing the treatment discharge process. (5-1-10)~~

~~621. **DRUG COURT OUTPATIENT TREATMENT PROGRAM REQUIREMENTS.**~~

~~01. **Staff Composition in a Drug Court Outpatient Treatment Program.** The drug court outpatient treatment program must have a sufficient number of treatment staff, qualified substance use disorders professionals, and administrative and support staff to provide for the care and treatment of clients. (5-1-10)~~

~~a. Unless otherwise specified, programs providing treatment services must provide for the following supervisory staff: (5-1-10)~~

~~i. The program must provide for a Program Administrator who is responsible for oversight of all services provided by the program. (5-1-10)~~

~~ii. The program must provide for a Treatment Supervisor to provide on site supervision at the treatment facility. The individual may supervise more than one (1) treatment activity. This position can also be the Clinical Supervisor, Program Administrator, or both. In those instances where these positions are combined, requirements must be met for all positions. (5-1-10)~~

~~iii. The program must provide for a Clinical Supervisor who can be the same individual or position as the Program Administrator, Treatment Supervisor, or both. In those instances where these positions are combined, all requirements must be met for all positions. The Clinical Supervisor can be a single individual who will provide for statewide oversight of clinical activities but need not provide direct clinical supervision of staff. (5-1-10)~~

~~b. Supervisory staff, which includes the Program Administrator, Treatment Supervisor, and Clinical Supervisor, must meet the qualifications listed in Section 215 of these rules. (5-1-10)~~

~~e. The drug court treatment program must provide supervision as follows: (5-1-10)~~

~~i. Qualified substance use disorders professionals must supervise all treatment activities. (5-1-10)~~

~~ii. Procedures for supervision of all clinical activities must be established which specify frequency and type of supervisory contact, and periodic client file reviews. (5-1-10)~~

~~d. There must be qualified staff to maintain appropriate staff to client ratios as set by the State Drug Court Coordinating Committee, and staff to provide necessary support to the professional staff. (5-1-10)~~

~~e. The program must employ at least one (1) qualified substance use disorders professional for each facility; or (5-1-10)~~

~~i. If the program arranges for the provision of counseling services, it must maintain a valid written agreement or contract with a qualified substance use disorders professional. (5-1-10)~~

~~ii. When a qualified substance use disorders professional is not available or needed on a full time basis, arrangements must be made to obtain a qualified substance use disorders professional on an attending, continuing consultative, or part-time basis. (5-1-10)~~

~~02. Policies and Procedures for Drug Court Client Expectations. Drug court outpatient treatment programs must have written policies and procedures that specify client expectations of drug court outpatient treatment program including: (5-1-10)~~

~~a. Impartial access to treatment regardless of race, creed, color, religion, age, gender, national origin, veteran, or disability that does not preclude participation in the alcohol and substance use disorders treatment program; (5-1-10)~~

~~b. Respect for personal dignity in the provision of all care and treatment; (5-1-10)~~

~~c. Humane services, regardless of the source of financial support; (5-1-10)~~

~~d. An individualized treatment plan, based on assessment of current needs; (5-1-10)~~

~~e. Client access to their treatment plan; and (5-1-10)~~

~~f. What information will be shared and the nature of communications with members of the local drug court team. (5-1-10)~~

~~03. Client to be Informed of Expectations in a Drug Court Outpatient Treatment Program. The drug court outpatient treatment program must inform each client of the drug court client expectations. The client must sign a written statement of drug court client expectations that includes who the client may contact with questions, concerns, or complaints regarding services provided. (5-1-10)~~

~~622. DRUG COURT OUTPATIENT TREATMENT PLAN AND SERVICES.~~

~~01. Individualized Treatment Plan in a Drug Court Outpatient Treatment Program. The drug court outpatient treatment program must have a written, individualized treatment plan for each client that addresses the alcohol and substance use disorders affects on the major life areas and is based on assessment of the client's clinical and criminogenic needs. (5-1-10)~~

~~a. Overall responsibility for development and implementation of the treatment plan must be assigned to a qualified substance use disorders professional staff member. (5-1-10)~~

~~b. Beginning with the completion of the assessment process, and within time frames set by the local Drug Court Board, a detailed individualized treatment plan must be developed which meets the following requirements: (5-1-10)~~

~~i. Specifies the services necessary to meet the client's needs; (5-1-10)~~

~~ii. Includes referrals for needed services that the program does not provide; (5-1-10)~~

~~iii. Contains specific goals that the client must achieve to reduce or eliminate alcohol or drug use; (5-1-10)~~

~~iv. Contains specific objectives that relate to the goals, are written in measurable terms and includes expected achievement dates; and (5-1-10)~~

~~v. Specifies the frequency of treatments. (5-1-10)~~

~~e. When appropriate, the client must participate in the development of the treatment plan and such participation must be documented in the client's record. (5-1-10)~~

- ~~d. A specific plan for involving the family or significant others must be included when indicated. (5-1-10)~~
- ~~02. Treatment Services Provided in a Drug Court Outpatient Treatment Program. (5-1-10)~~
- ~~a. Services in outpatient facilities must be provided at specified times. (5-1-10)~~
- ~~b. Counseling services must be provided through the outpatient program on an individual, family, or group basis. (5-1-10)~~
- ~~e. The services must include educational instruction and written materials on the nature and effects of substance use disorders and the recovery process, as well as cognitive behavioral interventions to address the identified criminogenic needs. Assessments must include the use of the LSI-R. (5-1-10)~~
- ~~d. The program must provide adjunct services or refer the client to adjunct services as indicated by client need. (5-1-10)~~
- ~~e. Requirements for group treatment must be present for the effective delivery of education, skill training, and process groups, and must specify the maximum number of participants allowed for each type of group. (5-1-10)~~

~~623.~~ 629. (RESERVED)

630. CHILD AND ADOLESCENT TRANSITIONAL RESIDENTIAL TREATMENT FACILITY.

Each alcohol and substance use disorders treatment program seeking approval as a Child and Adolescent Transitional Residential Treatment Facility must meet the requirements in Section 630 of these rules, in addition to all rules and minimum standards contained in Sections 000 through 499 of these rules. (5-1-10)

01. Licensing of a Child and Adolescent Residential Transitional Facility. A Child and Adolescent Residential Transitional Facility must meet the requirements in IDAPA 16.06.02, "Rules Governing Standards for Child Care Licensing," and be licensed annually as a Children's Residential Care Facility. (5-1-10)

02. Treatment Services in a Child and Adolescent Residential Transitional Facility. (5-1-10)

a. Child and Adolescent Transitional Residential Treatment will be provided as a Level III.1 - Clinically Managed Low-Intensity Residential Service, which may include outpatient for clients who have completed Level III.5, Section 520, and lack supportive recovery environments. (5-1-10)

b. A Level III.1 facility provides living accommodations in a structured environment that encourages each child and adolescent client to assume responsibility for their own rehabilitation. (5-1-10)

c. Treatment and adjunct services ~~must not be provided but can be arranged for by the program~~ may be provided on-site or arranged for by the program. If the program chooses to provide treatment services on-site, it must also meet the requirements in Section 600 of these rules. (5-1-10)()

d. A Level III.1 treatment facility must ~~encourage use of~~ provide information regarding community resources ~~by~~ to persons recovering from alcohol and substance use disorders. (5-1-10)()

e. Treatment under Level III.1 is directed toward applying recovery skills, preventing relapse, improving social functioning and ability for self-care, promoting personal responsibility, developing a social network supportive of recovery, and reintegrating the individual into the worlds of school, work and family life. (5-1-10)

03. Case Management in a Child and Adolescent Residential Transitional Facility. Every Child and Adolescent Transitional Residential Treatment Facility must provide case management and meet the requirements set forth in Section 745 of these rules. (5-1-10)

631. -- 639. (RESERVED)

640. LEVEL .5 - EARLY INTERVENTION SERVICES FOR CHILDREN AND ADOLESCENTS.

Early intervention is a brief intensive service that is delivered in an approved treatment facility. (5-1-10)

01. Services in Child and Adolescent Level .5. Services must be provided by a qualified substance use disorders professional. (5-1-10)

02. Case Management in Child and Adolescent Level .5. Case Management may be provided as set forth in Section 745 of these rules. (5-1-10)

03. Individualized Intervention Plan in Child and Adolescent Level .5. The intervention program must prepare for each client an intervention plan that addresses the service needs of the client as identified in the current assessment. To the maximum extent possible, the development of the intervention plan must be a collaborative process involving the client, ~~family members~~, and other support/service systems. A written intervention plan must be developed and implemented within fifteen (15) days of initiation of services. The intervention plan must be updated at least every ninety (90) days. The individualized intervention plan must contain at least the following: (5-1-10)()

a. A list of problems describing areas of concern, and needs identified during the assessment; (5-1-10)

b. Overall goals, describing desired results to be achieved, consistent with the client's service needs and assessment; (5-1-10)

c. Identification of the nature, amount, frequency, and duration of the intervention services required by the client; (5-1-10)

d. Selection of the nature, amount, type, frequency, and duration of services will be determined with the participation of the client, the client's informal support network, and providers of services; (5-1-10)

e. Documentation of who participated in the selection of services; (5-1-10)

f. Documentation of unmet needs and service gaps; (5-1-10)

g. Concrete measurable goals, objectives, and interventions; ~~and~~ (5-1-10)()

h. Time frames for achievement of the case management goals and objectives; ~~and~~ (5-1-10)()

i. A plan for services to be provided after discharge. ()

04. Education in Child and Adolescent Level .5. All providers must utilize an evidence based education program from the Department's list of approved programs. (5-1-10)

05. Counseling in Child and Adolescent Level .5. Each program will provide individual and group counseling to support client's abstinence. (5-1-10)

06. Discharge from Child and Adolescent Level .5. Discharge is upon successful completion of the intervention plan or therapeutic discharge. (5-1-10)

~~**07. Discharge Plan in Child and Adolescent Level .5.** Each client must participate in the development of a discharge plan as described in Section 386 of these rules. (5-1-10)~~

~~**087. Client Intervention Services in Child and Adolescent Level .5.** Clients in intervention services are to be served separately from clients in other levels of care. (5-1-10)~~

641. -- 649. (RESERVED)

650. LEVEL .5 - EARLY INTERVENTION SERVICES FOR ADULTS.

Early intervention is a brief intensive service that is delivered in an approved treatment facility. (5-1-10)

01. Case Management in Adult Level .5. Case Management may be provided as set forth in Section 745 of these rules. (5-1-10)

02. Individualized Intervention Plan in Adult Level .5. The intervention program must prepare for each client an intervention plan that addresses the service needs of the client as identified in the current assessment. To the maximum extent possible, the development of the intervention plan must be a collaborative process involving the client, ~~family members~~, and other support/service systems. A written intervention plan must be developed and implemented within fifteen (15) days of initiation of services. The intervention plan must be updated at least every ninety (90) days. The individualized intervention plan must contain at least the following: ~~(5-1-10)~~()

a. A list of problems describing areas of concern, and needs identified during the assessment; (5-1-10)

b. Overall goals, describing desired results to be achieved, consistent with the client's service needs and assessment; (5-1-10)

c. Identification of the nature, amount, frequency, and duration of the intervention services required by the client; (5-1-10)

d. Selection of the nature, amount, type, frequency, and duration of services will be determined with the participation of the client, the client's informal support network, and providers of services; (5-1-10)

e. Documentation of who participated in the selection of services; (5-1-10)

f. Documentation of unmet needs and service gaps; (5-1-10)

g. Concrete measurable goals, objectives, and interventions; and (5-1-10)

h. Time frames for achievement of the case management goals and objectives. (5-1-10)

i. A plan for services to be provided after discharge. ()

03. Education in Adult Level .5. All providers must utilize an evidence based education program from the Department's list of approved programs. (5-1-10)

04. Counseling in Adult Level .5. Each program will provide individual and group counseling to support client's abstinence. (5-1-10)

05. Discharge in Adult Level .5. Discharge is upon successful completion of the intervention plan or therapeutic discharge. (5-1-10)

06. Clients in Intervention Services in Adult Level .5. Clients in intervention services are to be served separately from clients in other levels of care. (5-1-10)

~~07. Discharge Plan in Adult Level .5. Each client must participate in the development of a discharge plan as described in Section 386 of these rules. (5-1-10)~~

651. -- 699. (RESERVED)

RECOVERY SUPPORT COMPONENT SERVICES
(Sections 700 through 799)

700. ADULT STAFFED SAFE AND SOBER HOUSING FACILITY.

Each alcohol and substance use disorders treatment or recovery support services program seeking approval as an Adult Staffed Safe and Sober Housing facility must meet the requirements in Section 700 of these rules, in addition to Sections 000 through 499 of these rules, unless otherwise specified in this section. (5-1-10)

01. Services in an Adult Staffed Safe and Sober Housing Facility. (5-1-10)

a. Adult Staffed Safe and Sober Housing facilities provide a safe, clean, and sober environment for clients who are transitioning back into the community. (5-1-10)

b. There must be written policies and procedures that establish house rules and requirements and include procedures for monitoring client compliance and consequences for violating house rules and requirements. (5-1-10)

c. Adult Staffed Safe and Sober Housing programs must allow clients to participate in daily living activities, physical activities, and leisure time activities. Section 224 of these rules does not apply to this level of care in this setting. (5-1-10)

d. Adult Staffed Safe and Sober housing facilities must ~~encourage use of~~ **provide information regarding** community resources ~~by to~~ persons recovering from alcohol and substance use disorders. Sections 370 and 380 of these rules do not apply to this level of care in this setting. ~~(5-1-10)~~()

02. Program Fees for Expenses in an Adult Staffed Safe and Sober Housing Facility. (5-1-10)

a. An Adult Staffed Safe and Sober Housing facility must not bill rent to clients receiving state substance use disorders funding for housing but may impose a “program fee” to cover the following expenses: (5-1-10)

i. Basic utilities-electricity, gas, water, sewer, trash, etc.; (5-1-10)

ii. Telephone service; (5-1-10)

iii. Cable or satellite television; (5-1-10)

iv. Internet services, if available to client; (5-1-10)

v. Amenities fund covers wear and tear on home living items such as furniture, bedding, curtains, washer and dryer, cookware, dishes, appliances, etc.; (5-1-10)

vi. Cleaning supplies, if supplied by provider; (5-1-10)

b. Program fees must not exceed one hundred dollars (\$100) per month. (5-1-10)

c. Program fees must be imposed equally on residents receiving state funding for housing and non-state funded residents. (5-1-10)

d. Adult Staffed Safe and Sober Housing facilities must assure that clients fully understand the purpose of an imposed program fee and what it includes. (5-1-10)

e. Adult Staffed Safe and Sober Housing facilities must disclose to the Department any program fees imposed and what is included in the fee. Changes to program fees must be reported to the Department prior to being imposed. (5-1-10)

f. The client, client's guardian, or conservator must be notified in writing of an increase in the program fee at least thirty (30) calendar days prior to such a raise taking effect. (5-1-10)

03. Termination of Housing from an Adult Staffed Safe and Sober Housing Facility. ~~Section 386 of~~

~~these rules does not apply to this subsection.~~ The housing provider may discharge a client who violates house rules and requirements in accordance with the following: (5-1-10)()

- a. Client is informed verbally and in writing of reasons for discharge; (5-1-10)
- b. A process is in place that recognizes the rights of the client to due process and allows the client to request a formal review of the decision; (5-1-10)
- c. The reasons for discharge and any actions following are clearly documented in the client's file. (5-1-10)

04. Staffing in an Adult Staffed Safe and Sober Housing Facility. A staff person must be available to residents twenty-four (24) hours per day, seven (7) days a week, and conduct daily site visits. Sections 215 through 218 of these rules does not apply to this level of care in this setting. At a minimum, the staff must include: (5-1-10)

- a. A house manager who is on-site a minimum of twenty (20) hours a week; or (5-1-10)
- b. A housing coordinator who is off-site, but monitors house activities on a daily basis. (5-1-10)

05. Staff Qualifications for an Adult Staffed Safe and Sober Housing Facility. A house manager and housing coordinator must have at least one (1) year of experience or training working with the substance use disorders clients. (5-1-10)

06. Certified Home Inspection in an Adult Staffed Safe and Sober Housing Facility. An Adult Staffed Safe and Sober Housing program must provide a certified home inspection in addition to the required fire inspection documentation. There must be documentation that any major health and safety issues identified in the certified home inspection have been corrected. (5-1-10)

07. Living Environment in an Adult Staffed Safe and Sober Housing Facility. Adult Staffed Safe and Sober Housing facilities must meet the requirements set forth in Section 396 of these rules. (5-1-10)

08. Facility Inspection of an Adult Staffed Safe and Sober Housing Facility. Adult Staffed Safe and Sober Housing facilities must be inspected by staff a minimum of three (3) times a week to determine if hazards or potential safety issues exist. A record of the inspection must be maintained that includes the date and time of the inspection, problems encountered, and recommendation for improvement. (5-1-10)

09. Fire Inspection of an Adult Staffed Safe and Sober Housing Facility. An Adult Staffed Safe and Sober Housing facility must provide documentation of a fire safety inspection conducted annually by the State Fire Marshall or designee. (5-1-10)

701. CHILD AND ADOLESCENT STAFFED SAFE AND SOBER HOUSING FACILITY.
Each alcohol and substance use disorders treatment or recovery support services program seeking approval as a Child and Adolescent Staffed Safe and Sober Housing facility must meet the requirements in this rule in addition to Sections 000 through 499 of these rules, unless otherwise specified in this rule. ()

01. Licensing of a Child and Adolescent Staffed Safe and Sober Housing Facility. A Child and Adolescent Staffed Safe and Sober Housing Facility must meet the requirements in IDAPA 16.06.02, "Rules Governing Standards for Child Care Licensing," and be licensed annually as a Children's Residential Care Facility. ()

02. Admission Criteria for Child and Adolescent Staffed Safe and Sober Housing. Individuals must be admitted to a Child and Adolescent Staffed Safe and Sober Housing facility prior to their 18th (eighteen) birthday. An individual may be eligible for continued care but must meet requirements set forth in IDAPA 16.06.02, "Rules Governing Standards for Child Care Licensing," Sections 530 and 531. A child or adolescent must meet one of the following for admission to a Child and Adolescent Staffed Safe and Sober Housing facility: ()

- a. The Child or Adolescent has completed a level III.5 residential substance use disorders treatment

program and is in need of a step down program with less intensive clinical needs but a continued need for both the client and the family to prepare for and ensure the child or adolescent's safe and effective return home; ()

b. The Child or Adolescent is re-entering the community from either a state run correctional facility or county detention with a verifiable substance use disorder and is unable to return home due to an unsupportive recovery environment; ()

c. The Child or Adolescent is unable to function in their home due to an unsupportive recovery environment but has less intensive clinical needs than those provided in a Level III.5 program. ()

03. Services in a Child and Adolescent Staffed Safe and Sober Housing Facility. ()

a. Child and Adolescent Staffed Safe and Sober Housing will be provided as a Recovery Support Service and includes housing, meals and supervision. ()

b. A Child and Adolescent Staffed Safe and Sober Housing Facility may provide or arrange for outpatient treatment services to be delivered if the child or adolescent meets criteria for these services. If the program chooses to provide treatment services on-site, it must also meet the requirements in Section 600 of these rules.()

c. A Child and Adolescent Staffed Safe and Sober Housing Facility must provide information regarding recovery support services and community resources to assist the child or adolescent in maintaining a supportive recovery lifestyle. ()

d. The Child or Adolescent must have access to transportation services as defined in Section 730 of this rule. ()

e. Services under Child and Adolescent Staffed Safe and Sober Housing are directed toward applying recovery skills, preventing relapse, improving social functioning and ability for self-care, promoting personal responsibility, developing a social network supportive of recovery, and reintegrating the individual into the worlds of school, work and family life and/or preparing for independent living. ()

04. Living Environment in a Child and Adolescent Staffed Safe and Sober Housing Facility. A Child and Adolescent Staffed Safe and Sober Housing Facility must meet the requirements set forth in Section 396 of these rules, in addition to the following: ()

a. A Child and Adolescent Staffed Safe and Sober Housing Facility provides a safe, clean, supportive and sober environment for children and adolescents transitioning back into the community. ()

b. A Child and Adolescent Staffed Safe and Sober Housing Facility provide living accommodations in a structured environment that encourages each child and adolescent to assume responsibility for their own rehabilitation. ()

c. A Child and Adolescent Staffed Safe and Sober Housing Facility must allow children and adolescents to participate in daily living activities, physical activities, and leisure time activities. ()

d. There must be written policies and procedures that establish house rules and requirements and include procedures for monitoring client compliance and consequences for violating house rules and requirements. ()

~~704~~2. -- 709. (RESERVED)

(BREAK IN CONTINUITY OF SECTIONS)

720. LIFE SKILLS.

Each alcohol and substance use disorders treatment or recovery support services program seeking approval as Life Skills provider must meet the requirements in Section 720 of these rules, in addition to Sections 000 through 499 of these rules, unless otherwise specified in these rules. (5-1-10)

01. Services in a Life Skills Program. Life Skills programs are non-clinical services designed to enhance personal and family skills for work and home, reduce marriage and family conflict, and develop attitudes and capabilities that support the adoption of healthy, recovery-oriented behaviors and healthy re-engagement with the community. (5-1-10)

a. Services may be provided on an individual basis or in a group setting and can include activities that are culturally, spiritually, or gender-specific. Sections 370, and 380, ~~and 386~~ of these rules do not apply to this setting. (5-1-10)()

b. Services provided must be billable only as a recovery support service. ()

~~**c.**~~ Life Skills programs must have a written plan. This written plan must include the curriculum used. Section 224 of these rules does not apply to this setting. The list of activities must include: (5-1-10)

i. A description of each activity; (5-1-10)

ii. The measurable goals of each activity; and (5-1-10)

iii. The staff person responsible for providing or supervising each activity. (5-1-10)

~~**e.** Life Skills may be approved for clinical treatment providers on a case-by-case basis under the following conditions:~~ (5-1-10)

~~i. The service is billable only as a recovery support service; and~~ (5-1-10)

~~ii. The service is distinguishable from treatment services.~~ (5-1-10)

~~iii. Clients receiving individual services from a qualified substance use disorders professional must be included in the staff-to-client ratio counts required for treatment services.~~ (5-1-10)

02. Supervision in a Life Skills Program. The program must provide staff with supervision to ensure that services are provided effectively and appropriately. Sections 215 through 218 of these rules do not apply to this setting. (5-1-10)

03. Staffing and Documentation in a Life Skills Program. Each Life Skills program must ensure services are provided by qualified staff who meet the following requirements: (5-1-10)()

a. Each staff person has completed training ~~to deliver the service or has a record of performance in the provision of service of~~ or has at least one (1) year experience delivering the life skill service; (5-1-10)()

b. Personnel file must contain documentation that each staff person ~~is qualified~~ meets requirements under Subsection 720.03.a. of this rule; (5-1-10)()

c. There must be one (1) qualified staff person for every thirty (30) clients in a group setting; and (5-1-10)

~~**d.** The total client caseload of any qualified staff person must not exceed forty five (45) clients. Clients receiving individual services from a qualified substance use disorders professional must be included in the staff-to-client ratio counts required for treatment services.~~ (5-1-10)()

721. -- 729. (RESERVED)

730. TRANSPORTATION SERVICES.

Each alcohol and substance use disorders treatment or recovery support services program seeking approval as a transportation provider must meet the requirements in Section 730 of these rules, in addition to Sections 000 through 499 of these rules, unless otherwise specified in this section. (5-1-10)

01. Transportation Services. Transportation services are provided to clients who are engaged in alcohol and substance use disorders treatment or recovery support services, or both, and who have no other means of obtaining transportation. Reimbursement is not available for transportation services to and from employment. Sections 215, 216, 217, 218, 224, 370, 380, and 386 of these rules do not apply to this setting. Transportation services include any of the following types of transportation: (5-1-10)

a. Public Transportation. Any entity in the business of transportation that is organized to provide and actually provides transportation to the general public. (5-1-10)

b. Individual Transportation. Individual transportation is any individual providing transportation who does not meet the definition of public or Agency Transportation and provides only transportation services to an eligible client. Only individual transportation providers who are approved by the ~~Bureau of~~ Substance Use Disorders Program can be reimbursed. (5-1-10)()

c. Agency Transportation. Agency transportation is an entity whose employees or agents provide transportation services in addition to one (1) or more other services to the same eligible client. (5-1-10)

02. ~~Programs Seeking Approval for~~ Transportation Services. Programs seeking approval for transportation services must meet the following requirements: (5-1-10)()

a. Agencies must maintain documentation of a valid driver's license for each employee who transports clients; (5-1-10)

b. The program must adhere to all laws, rules, and regulations applicable to drivers and type of vehicles used; (5-1-10)

c. The minimum insurance required for all programs is professional liability, commercial general liability, and comprehensive liability for all program vehicles. All facilities must maintain professional liability insurance in the amount of at least five hundred-thousand to one million dollars (\$500,000/\$1,000,000) and general liability and automobile insurance in the amount of at least one million to three million dollars (\$1,000,000/\$3,000,000). Copies of the declarations face-sheet for all policies must be included with the application. Individual providers must carry at least the minimum insurance required by Idaho law. If an agency permits employees to transport clients in employee's personal vehicles, the agency must ensure that insurance coverage is carried to cover those circumstances. (5-1-10)

d. The program must document that the person for whom services are billed was actually transported for all the distance billed. (5-1-10)

~~**e.** Transportation is paid on a reimbursement basis only. (5-1-10)~~

~~**f.** Only the least expensive, most appropriate means of transportation will be authorized. (5-1-10)~~

~~**g.** Transportation providers must provide the following services and perform the following tasks: (5-1-10)~~

~~**i.** Provide services to transport clients to and from alcohol and substance use disorders treatment or ~~recovery support~~ services needed to support recovery; (5-1-10)()~~

~~**ii.** Provide services at a time and location that is suitable for the client to attend alcohol and substance use disorders treatment or ~~recovery support~~ services needed to support recovery; and (5-1-10)()~~

~~**g.** The program must provide transportation by the most direct route practical. (5-1-10)~~

~~f~~**h.** Each transportation program must ensure the safety and well-being of all clients transported. This includes maintaining and operating vehicles in a manner that ensures protection of the health and safety of the clients transported. The transportation program must meet the following requirements: (5-1-10)

- i. The driver is prohibited from using a cell phone while transporting a client; (5-1-10)
- ii. No smoking in the vehicle; (5-1-10)
- iii. All vehicles must be equipped with a first aid kit and fire extinguisher; and (5-1-10)
- iv. The vehicle must be equipped with appropriate restraints. (5-1-10)

03. Staffing for Transportation Services. The operator of a motor vehicle transporting clients must be, at a minimum, eighteen (18) years of age. (5-1-10)

(BREAK IN CONTINUITY OF SECTIONS)

745. ~~BASIC AND INTENSIVE~~ CASE MANAGEMENT SERVICES.

In addition to meeting all the rules and minimum standards contained in Sections 000 through 499 of these rules, each alcohol and substance use disorders treatment or recovery support services program seeking approval as a ~~Basic or Intensive~~ case management ~~facility provider~~ must meet the requirements in Section 745 of these rules. ~~Basic and Intensive e~~Case management services include: (5-1-10)()

01. ~~Basic and Intensive~~ Case Management Services. (5-1-10)()

a. Services must include a case management assessment of the client and client family strength and needs, service planning, linkage to other services, client advocacy and monitoring ~~service provisions~~. (5-1-10)()

b. ~~There must be~~ **The provider must have** policies and procedures for ensuring that multiple services are delivered in a coordinated and therapeutic manner to meet the goals of treatment outcomes. (5-1-10)()

c. Case management services must not duplicate ~~case management~~ services currently provided under any other state-funded program. (5-1-10)()

02. Comprehensive **Case Management Service Plan Development.** The case manager must prepare for each client a comprehensive service plan that addresses the service needs of the client as identified in the current assessment. To the maximum extent possible, the development of the comprehensive service plan must be a collaborative process involving the client, ~~family members~~, and other support and service systems. A written comprehensive service plan must be developed in accordance with Section 380 of these rules and implemented within thirty (30) days ~~after the date the agency first sees the client~~ of the completion of a case management assessment. The comprehensive service plan must be updated at least every ninety (90) days. Sections 370 ~~and 380~~ of these rules ~~do~~ not apply in this setting. ~~The individual's comprehensive service plan is based on the Department's Minimum Case Management Standards referenced under Section 002 of these rules.~~ (5-1-10)()

03. Case Manager Contact and Availability. At least every thirty (30) days, case managers must have face-to-face contact with the client, or have contact with the guardian, who can verify the client's well-being and whether services are being provided according to the written plan. The frequency, mode of contact, and person being contacted must be identified in the plan and must meet the needs of the client. (5-1-10)()

~~**a.** Basic Case Management. The case manager must have a face to face contact with each client, at least every month. Contact may be made more often depending upon the level of case management.~~ (5-1-10)

~~**b.** Intensive Case Management. At least every thirty (30) days, depending upon the level of case management provided, case managers must have additional contact with the client, guardian, or provider who can~~

~~verify the client's well being and whether services are being provided according to the written plan. The frequency, mode of contact, and person being contacted must be identified in the plan and must meet the needs of the client.~~
(5-1-10)

04. Case Manager Qualifications. ~~A case manager must have completed training in the essentials of case management as identified by the Department. A case manager providing basic or intensive case management must:~~
(5-1-10)()

a. Be a qualified substance use disorders professional as defined in Section 013 of these rules, an ISAS as defined in Section 012 of these rules, or a **qualified substance use disorders professional** trainee as defined in Section 013 of these rules. An ISAS or **qualified substance use disorders professional** trainee may provide case management services only under direct ~~intensive~~ clinical supervision and a ~~learning~~ **professional development** plan;
(5-1-10)()

b. Have a bachelor's degree in a human services field from a nationally-accredited university or college ~~and at least six (6) months, or one thousand forty (1,040) hours, of supervised experience working with the substance use disorders population; and.~~
(5-1-10)()

~~**c.** Have a case management certificate issued by the Department after training is completed within six (6) months of hire.~~
(5-1-10)

~~**05. Case Manager Status Granted Prior to May 1, 2010.** Subsections 218.01 and 218.02 of these rules are applicable to all new applications for appointment as a case manager submitted to the Department after May 1, 2010. If an individual was granted an appointment prior to May 1, 2010, and met the requirements at that time, he may continue to have his appointment recognized. The appointment of this status will be given by the Department after the Department has received documentation affirming the qualified substance use disorder professional's education and experience meets standards in place prior to May 1, 2010.~~
(5-1-10)

065. Staffing. A case manager's total caseload must not be so large that it cannot assure quality service delivery and client satisfaction.
(5-1-10)

076. Supervision. The case management program must provide and document at least one (1) hour of case management supervision per month for each case manager.
(5-1-10)

a. Case management supervisors must:
(5-1-10)

i. Be a qualified substance use disorders professional with a Master's degree in a human services field; or
(5-1-10)

ii. Have a Master's degree in a human services field and ~~one (1) year treatment experience with at least six (6) months, or~~ one thousand forty (1,040) hours ~~being~~ supervised ~~while~~ working **experience** with the substance use disorders population.
(5-1-10)()

b. Case management supervision must be documented and include the following: the date supervision is provided, the times the supervision begins and ends, the topics discussed, the duration of each session, whether the supervision was to an individual or group, and the signatures and credentials of both the individual conducting the supervision and the individual(s) receiving supervision.
(5-1-10)

~~**08. Client Records For Case Management Program.** Department approved case management forms must be used and can be found on the Department's website as described in Sections 002 and 005 of these rules. The case management program must maintain a written client record and documentation of services on each client utilizing the forms and procedures described in the Minimum Case Management Standards referenced in Section 002 of these rules. All entries in the client record must be signed and dated. Symbols and abbreviations may be used only if they have been approved by professional staff and only when there is an explanatory legend. Sections 375 and 386 of these rules do not apply in this setting.~~
(5-1-10)