



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C. L. "BUTCH" OTTER – Governor
RICHARD M. ARMSTRONG – Director

KATHLEEN P. ALLYN – Administrator
DIVISION OF BEHAVIORAL HEALTH
450 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0036
PHONE 208-334-6997

MEMORANDUM

August 14, 2009

TO: BPA Network Providers
FROM: Bethany Gadzinski, Chief

RE: Documentation to determine Qualified Professional (QP) designation

As most of you will recall, on April 17, 2009 the Department suspended our process to verify QP status for clinicians working for providers who receive funding from BPA. This was done to refine the process we were using to determine QP status to include only asking for verification one time.

Over the last several months the Bureau of Substance Use Disorders has created a data base of all clinicians we are aware of that are treating clients at a BPA contracted treatment provider. This data base includes any documentation we, or BPA, have on the clinician to determine QP status. Currently, there are approximately 500 clinicians in this data base. Of these 500, 130 have incomplete documentation and 100 have no documentation.

Beginning the first week of September, we will be requesting information from providers for those clinicians we have no or incomplete information on. Attached are the documents we will be using to determine QP status. We anticipate that we will complete this process mid October. If you have a new clinician that began work after April 17, 2009, we may not have them in the data base so you will need to send their information to us.

Once we have a clinician certified as a QP, they will receive a document from the Bureau stating they are a QP. This will look similar to the provider's facility approval certificate. In addition to the individual certificate, the Bureau will be posting on our website a list of individuals with QP status operating within the SUDs system that can be accessed to:

1. Assure that provider current staff is listed, and if not, to contact us so that we can get the documentation needed to determine QP status
2. Assure that new hires are listed
3. To check QP status before hiring new staff
4. CASAT can access the website list during facility approval or renewal, and if the staff don't show up on the list, CASAT can request the documentation be sent to the Bureau

If Bureau staff determines a clinician does not meet QP standards, the information will be reviewed by me for final determination. If the final determination is the clinician does not meet standards, you will receive a communication from me in regards to this determination. You may then appeal this decision to the Behavioral Health Division Administrator, Kathleen Allyn.

As we begin this process again, please do not hesitate to contact me if you have questions or concerns at:

Bethany Gadzinski, Chief
Bureau of Substance Use Disorders
Division of Behavior Health
208-334-5756
gadzinsb@dhw.idaho.gov

Documentation Requirements for Determination of Qualified Substance Use Disorders Professional Status per IDAPA

In accordance to Idaho **Administrative Code, IDAPA 16.06.03 010. DEFINITIONS.63:**

1. **Qualified Professional (QP).** A member of one (1) of the following professional disciplines, as defined herein:
 - certified, credentialed or licensed alcohol and drug counselor, or
 - licensed professional counselor, or
 - licensed nurse, or
 - licensed physician, or
 - psychologist, or
 - counselor holding a master's degree in a related field* from an approved college or university, or
 - licensed, licensed clinical or licensed masters social worker, or
 - a person holding a bachelor's degree in a related field*, or
 - a person holding an associate degree in chemical dependency counseling who has applied for the Certified Alcohol/Drug Counselor (CADC), pending successful completion of the next testing cycle.

In addition, a qualified professional must document one thousand forty (1,040) hours of supervised experience providing substance use disorders treatment.

This does not apply to those with one of the following Idaho certifications because the supervised experience was included in the certification process.

- Certified Alcohol/Drug Counselor (CADC),
- Advanced Alcohol/Drug Counselor (ACADC), or
- Certified Clinical Supervisor (CCS), or; those persons who, as of June 30, 2007, possessed an NFATTC Clinical Supervision Training Certificate, and were employed by a BPA Network Treatment Provider, as a Clinical Supervisor.

2. **QP Trainees.** May provide treatment services under direct intensive clinical supervision (NFATTC model) and a learning plan - Individuals meeting the following criteria may be classified as trainees:

- Bachelors Degree in a related field* (lacking experience/ training)
 - i. Must receive one thousand forty (1,040) hours of supervised experience providing substance use disorders treatment, or
- Idaho Student of Addiction Studies (ISAS)
 - i. Must maintain current ISAS certification in accordance with the Idaho Board of Alcohol and Drug Counselor's Certification.

3. **In order to determine the QP or QP Trainee status of an individual we must have the following documentation:**

- Current resume to reflect substance use disorder treatment experience, and;
- Diploma, and;
- Current Licenses/Certifications, and;

- QP - Documentation of not less than 1040 hours, providing supervised substance use disorders treatment services from direct clinical supervisor. The direct clinical supervisor must document hours providing substance use disorders treatment in each of the following domains: individual therapy, group therapy, assessment, and education. Usually that consists of a letter on the organization's letterhead documenting the number of supervised hours providing substance abuse treatment. The letter must be signed by the direct supervisor and should include his/her credentials.

- QP Trainee – Documentation by their direct Clinical Supervisor, trained in the NFATTC Model of Clinical Supervision, utilizing an intensive learning plan addressing core treatment functions.

* Related fields

Sociology
Social Work
Psychology

Counseling
Health Education/Promotion
Alcohol/Drug Studies

Name _____

Documentation/Licensure	Expiration Date of Licensure	Notes
CADC		
ACADC		
CCS		

Documentation of 1,040 hours does not apply to the above Idaho certifications because the supervised experience was included in the certification process. Certified Alcohol/Drug Counselor (CADC), Advanced Alcohol/Drug Counselor (ACADC), or Certified Clinical Supervisor (CCS).

Documentation/Licensure	Expiration Date of Licensure	Notes
Resume		
Idaho Licensed Professional Counselor		
Idaho Licensed Nurse		
Idaho Licensed Physician		
Idaho Licensed Psychologist		
Counselor with a Master's Degree in a related field**		
Idaho Licensed Clinical Social Worker		
Idaho Licensed Masters Social Worker		
Bachelors Degree in a related field**		
Associate Degree in chemical dependency counseling who has applied for the CADC	•	
Documentation of 1,040 Hours*	•	

***This does not apply to those persons who, as of June 30, 2007, possessed an NFATTC Clinical Supervision Training Certificate, and were employed by a BPA Network Treatment Provider, as a Clinical Supervisor. Documentation required is the NFATTC Clinical Supervision Training Certificate, and proof of employment.**

Documentation/Licensure	Expiration Date of Licensure	Notes
TRAINEE: Bachelors Degree in a related field** (lacking experience/training)		
TRAINEE: ISAS		
TRAINEE: Oregon CAD1		
Intensive Supervision Plan		

QP STATUS: _____

QP Trainee STATUS: _____

Sign & Date: _____

Sign & Date: _____

****Related Fields**

- Sociology
- Social Work
- Psychology
- Counseling
- Health Education/Promotion
- Alcohol/Drug Studies