

SUD Certification Guidance

This document provides a general overview of the Division of Behavioral Health Substance Use Disorders Treatment and Recovery Support Services (RSS) certification process. All applicants should refer to the processes, requirements, and minimum standards detailed in the Idaho Administrative Code (IDAPA 16.07.20) for specific and official guidance regarding the rules and minimum standards.

Who needs to be certified by the Division?

Any behavioral health treatment or RSS provider that wishes to join the publicly-funded SUD network (managed by Business Psychology Associates – BPA) must be certified by the Division of Behavioral Health. State certification may also be required by various funding sources/insurers. Otherwise, SUD certification is voluntary.

What are the requirements?

Providers will be evaluated in four general certification categories. A weighted score will be awarded in each category. Certification will be determined according to the table provided in section 145.01 of IDAPA. The Division cannot certify agencies that fail to demonstrate substantial compliance with these requirements:

<u>Organizational Protocols:</u> Provider agencies must submit a comprehensive operating manual that aligns with the requirements detailed in IDAPA 16.07.20. Page 2 of this document provides a checklist to guide your development of appropriate organizational policies/procedures. Please complete and submit this checklist with your application to demonstrate compliance with this requirement. During the site visit, certification surveyors/auditors will look for evidence that your organization has implemented these standards.

<u>Personnel Protocols:</u> Provider agencies must have staff that are qualified (per IDAPA) to provide the services applied for. In addition to all staff meeting background check and tuberculosis testing requirements, the following is a list of key positions and where you can find the qualifications for each in rule: Executive Director (170), Clinical Supervisor (216.02), Treatment Supervisor (216.01), Qualified Substance Use Disorders Professional (218), Case Manager (745.04), Safe and Sober Housing Staff (700.05), Alcohol/Drug Testing Staff (740.03). For those agencies providing treatment, please pay special attention to the Clinical Supervision requirements (217).

<u>Plant Technology/Safety Management ("Care Setting)</u>: The facility in which services are provided must comply with safety and "care setting" requirements set forth in rule. All programs must meet the requirements of sections 390 and 399 of rule. Depending on the services provided by your particular agency, please pay special attention to sections 396 (Residential/Transitional Facilities), and 397 (Housekeeping Services).

<u>Clinical Documentation/Client Records:</u> <u>Client records/documentation, including assessments, service plans, notes, and client rights, should comply with the requirements set forth in sections 350, 360, 370, 375, 376, and 380.</u>

The following sections of IDAPA 16.07.20 require a formal policy/procedure, written description, or report. This document is intended as a guide for new and renewing applicants to develop and/or review their agency operating manuals. Please refer to IDAPA for a complete description of each requirement.

IDAPA 16.07.20	Page Number
103. Co-Occuring Capable	
160. Disclosure of Ownership	
165. Mission Statement, Goals, Objectives	
175. Fiscal Management	
180. Management Information System	
200. Description of Services	
210. Personnel Policies and Procedures	
221. Volunteers	
223. Student/ISAS/Trainee Practice	
224. Plan for Activities of QSUDPs	
330. Quality Assurance	
350. Client Rights	
360. Admission Policies and Procedures	
370. Assessment	
371. Assessment and Referral Services	
375. Client Records Requirements	
376. Maintenance of Client Records	
380. Individualized Service Plan	
385. Referral of Clients	
391. Emergency Preparedness Plan	
392. Medical Emergency Services	
393. Notification of Death, Serious Incident, Accident, Fire, Loss of	
Records or Other Client Identifying Information	
394. Administration of Medications	
398. Infection Control	
399. Plant Technology	
452. Services for Children and Adolescents	
453. Services for Women with Dependent Children	
500. Residential Social Detox Facility	
510. Level IV – Medically Monitored Inpatient	
520 (adolescents) & 530 (adults). Level III.5 – Medium Intensity	
Residential	
540. Level III.1 – Low-Intensity Residential	
600. Level I – OP and Level II.1 – Intensive OP	
610. Opioid Treatment Program	
630. Child and Adolescent Transitional Residential	
640 (adolescents) & 650 (adults). Level .5 Early Intervention	
700. Adult Staffed Safe and Sober Housing	
700. Adult Staffed Safe and Sober Housing 701. Adolescent Staffed Safe and Sober Housing	
701. Adolescent started stare and sober Housing 710. Child Care	
710. Clind Cate 720. Life Skills	
730. Transportation	
740. Alcohol and Drug Testing	
745. Case Management	