

**COMMUNITY SUBSTANCE ABUSE SERVICES (CSAS)
DAY TREATMENT SERVICE
INITIAL CERTIFICATION APPLICATION**

Chapter DHS 75.12

- By completing and submitting this form, the clinic indicates that it is in compliance with the program standards as required by state statutes.
- Initial certification must meet all requirements, including staffing requirements (hired and in place) before services begin.
- This document paraphrases the rule language for application purposes.
- Applicants for a new day treatment service must demonstrate preparedness to comply with all ch. DHS 75.12 standards. Applicants will have completed **all** required policies, including ch. DHS 94 (Patient Rights). Use the check boxes () to affirm readiness to meet standards.
- **ATTENTION:** The clinic must contact the regional Health Services Specialist to arrange a site visit following the submission of this application and application fee.

Chapter DHS 75.01(1) Authority and Purpose

This application is promulgated under the authority of ss. 46.973(2)(c), 51.42(7)(b), and 51.45(8) and (9), Wis. Stats., to establish standards for community substance abuse prevention and treatment services under ss. 51.42 and 51.45, Wis. Stats. Sections 51.42(1) and 51.45(1) and (7), Wis. Stats., provide that a full continuum of substance abuse services be available to Wisconsin citizens from county departments of community programs, either directly or through written agreements or contracts that document the availability of services. This application provides that service recommendations for initial placement, continued stay, level of care transfer, and discharge of a patient be made through the use of Wisconsin uniform placement criteria that may be approved by the department.

Use of approved placement criteria services as a contributor to the process of obtaining prior authorization from the treatment services funding source. It does not establish funding eligibility regardless of the funding source. The results yielded by application of these criteria serve as a starting point for further consultations among the provider, patient, and payer as to an initial recommendation for the type and amount of services that may be medically necessary and appropriate in the particular case. Use of WI-UPS or any other department-approved placement criteria does not replace the need to do a complete assessment and diagnosis of a patient in accordance with DSM-IV.

Chapter DHS 75.01(2) Applicability

This application applies to each substance abuse service that receives funds under Chapter 51, Wis. Stats.; is approved by the state methadone authority; is funded through the department as the federally designated single state agency for substance abuse services; receives substance abuse prevention and treatment funding or other funding specifically designated for providing services under ch. DHS 75.04 or 75.16; or is a service operated by a private agency that requests certification.

Name - Facility

Address – Physical	City	State	Zip Code	County
Telephone Number ()	E-mail Address <input type="checkbox"/> <i>May be published in Provider Directory.</i>			
Fax Number ()	Internet Address <input type="checkbox"/> <i>May be published in Provider Directory.</i>			
Name - Contact Person	Telephone Number ()	E-mail Address <input type="checkbox"/> <i>May be published in Provider Directory.</i>		
Name – Person Who Completed this Form	Telephone Number ()	E-mail Address <input type="checkbox"/> <i>May be published in Provider Directory.</i>		

I hereby attest that all statements made in this application and any attachments are correct to the best of my knowledge and that I will comply with all laws, rules, and regulations governing alcohol and other drug abuse intervention services.

SIGNATURE – Director	Date Signed	Full Name – Director (<i>Print or type.</i>)
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Checkboxes () indicate a required response. To avoid delays in certification, ensure that you respond to each checkbox.

Chapter DHS 75.12(1) Service Description

This CSAS day treatment service is equivalent to the service description, as listed below and in ch. DHS 75.12(1).

YES NO

A day treatment service is a medically monitored and non-residential substance abuse treatment service which consists of regularly scheduled sessions of various modalities, such as individual and group counseling and case management, provided under the supervision of a physician. Services are provided in a scheduled number of sessions per day and week, with each patient receiving a minimum of 12 hours of counseling per week.

Chapter DHS 75.12(2) General Requirements

This day treatment service complies with requirements in ch. DHS 75.03 that apply to a day treatment service as shown in **Table Chapter DHS 75.03** (See DQA form F-00523.) and, in addition, complies with the requirements of this section. If a requirement in this section conflicts with an applicable requirement in ch. DHS 75.03, the requirement in this section shall be followed.

YES NO

Chapter DHS 75.12(3) Organizational Requirements

This day treatment service may be a stand-alone service or may be co-located in a facility that includes other services.

YES NO

Chapter DHS 75.12(4) Required Personnel

YES NO

This day treatment service has personnel arrangements sufficient to meet its functional responsibilities.

a. This day treatment service has all of the following personnel:

YES NO

1. A director who is responsible for the overall operation of this service, including the therapeutic design and delivery of services.

YES NO

2. At least one full-time substance abuse counselor for every 15 patients or fraction there of enrolled in this service.

YES NO

3. A physician available to provide medical supervision and clinical consultation, as either an employee of this service or through a written agreement, as described in ch. DHS 75.12(4)(a)3.

YES NO

4. A mental health professional that is available either as an employee of this service or through written agreement to provide joint and concurrent services for the treatment of dually diagnosed patients.

YES NO

5. At least one clinical supervisor on staff to provide ongoing clinical supervision of the counseling staff or a person outside this agency who is a clinical supervisor and who, by written agreement, will provide ongoing clinical supervision of the counseling staff, as described in ch. DHS 75.12(4)(a)5.

YES NO

b. A clinical supervisor who meets the requirements of a substance abuse counselor may provide direct counseling services in addition to his or her supervisory responsibilities.

YES NO

c. A trained staff member designated by the director to be responsible for the operation of the service is on the premises at all times the service is in operation. That person may provide direct counseling or other duties in addition to being in charge of the service.

Chapter DHS 75.12(5) Clinical Supervision

YES NO

a. This day treatment service provides a minimum of the following for ongoing clinical supervision of the counseling staff, as required in Section RL 162.01 and as described in ch. DHS 75.12(5)(a).

YES NO

1. Two hours of clinical supervision for every 40 hours of work performed by a substance abuse counselor-in-training.

YES NO

2. Two hours of clinical supervision for every 40 hours of counseling provided by a substance abuse counselor.

YES NO

3. One hour of clinical supervision for every 40 hours of counseling provided by a clinical substance abuse counselor.

YES NO

4. One in-person meeting each calendar month with a substance abuse counselor-in-training, substance abuse counselor, or clinical substance abuse counselor. This meeting may fulfill a part of the requirements above.

- YES NO
- b. A clinical supervisor at this service provides supervision to substance abuse counselors in the areas identified in s. RL 162.01(5) and as described in ch. DHS 75.12(5)(b)., as listed below.
- The goals of clinical supervision are to provide the opportunity to develop competency in the transdisciplinary foundations, practice dimensions and care functions, provide a context for professional growth and development, and ensure a continuance of quality patient care.

Chapter DHS 75.12(6) Service Operations

- YES NO
- a. This service works with patients who need health care services who do not have access to them to help them gain access to those services
- YES NO
- b. This service completes a patient's treatment plan within two visits after admission.
- YES NO
- c. This service arranges for additional psychological tests for a patient, as needed.
- YES NO
- d. This service has a written statement describing its treatment philosophy and objectives in providing care and treatment for substance abuse problems.
- YES NO
- e. A substance abuse counselor provides a minimum of 12 hours per week of treatment for each patient, including individual and group counseling.
- YES NO
- Family and couples counseling is provided or made available, when appropriate.
- This service ensures that:
- YES NO
1. Each patient receives at least one hour of individual counseling per week.
- YES NO
2. The service's treatment schedule is communicated to patients in writing and by any other means necessary for patients with communication difficulties.
- YES NO
3. The maximum amount of time between counseling sessions does not exceed 72 hours in any consecutive 7-day period.
- YES NO
- f. This service provides services at times that allow the majority of the patient population to maintain employment or attend school.
- YES NO
- g. Patients at this service are not simultaneously active patients in a medically managed inpatient treatment service, a medically monitored treatment service, or an outpatient treatment service.
- YES NO
- h. This service ensures that services required by a patient that are not provided by this service are provided to the patient by referral to an appropriate agency.
- YES NO
- i. This service has a written agreement with a hospital for provision of emergency and inpatient medical services, when needed.
- YES NO
- j. A staff member of this service is trained in life-sustaining techniques and emergency first aid.
- YES NO
- k. This service has a written policy on urinalysis that includes all of the following:
- YES NO
1. Procedures for collection and analysis of samples.
- YES NO
2. A description of how urinalysis reports are used in the treatment of the patient.

Chapter DHS 75.12(7) Admission

- YES NO
- a. The person to be admitted is determined appropriate for placement in this level of care by the application of approved placement criteria.
- YES NO
- b. The person to be admitted is determined appropriate for this level of care through the alternative placement recommendations of WI-UPC or other approved placement criteria.