

**COMMUNITY SUBSTANCE ABUSE SERVICE (CSAS)
 INTERVENTION SERVICE
 INITIAL CERTIFICATION APPLICATION**

Chapter DHS 75.16

Initial Certification

- **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 medically managed inpatient detoxification service must demonstrate preparedness to comply with all Chapter DHS 75.16 standards.** Applicants will have completed all required policies, including Chapter 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 fee and this application.**

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) 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 (WI-UPC), American Society of Addiction Medicine (ASAM) placement criteria, or similar 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 and 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.

By completing and submitting this form, the clinic indicates that it is in compliance with the program standards as required by state statutes.

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.

FULL 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.

Yes No **Chapter DHS 75.16 (1) Service Description**

This service is equivalent to the service description as listed below and in ch. DHS 75.16(1).

Intervention services may include outreach; problem identification; referral; information; specialized education; case management; consultation; training; support or drop-in services; intensive supervision; alternative education; and intoxicated driver assessments under ch. DHS 62.

Chapter DHS 75.16 (2) Requirements

- Yes No (a) This intervention service complies with the requirements included in ch. DHS 75.03 that apply to an intervention service, and 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 (b) This intervention service is designated by a board under ch. DHS 62.04(1) as an assessment facility.

- Yes No If "yes," this intervention service also complies with the requirements under ch. DHS 62.

Chapter DHS 75.16 (3) Required Personnel

In addition to the personnel required under ch. DHS 75.03(4), this intervention service has the following personnel:

- Yes No (a) Staff knowledgeable of the pharmacology of substances, addiction, and addiction intervention with training and experience in alcohol and drug problem outreach, detecting, and identifying problems, screening under ch. DHS 75.03(10)(c), family intervention, and referral.

- Yes No Staff have knowledge, training, and experience in the service which they are responsible for providing.

- Yes No (b) A substance abuse counselor employed by or under contract with an approved service under ch. DHS 75.05 to 75.16, is available to conduct substance use evaluations and develop treatment recommendations as needed.

A substance abuse counselor is not required for the assessment of drivers under ch. DHS 62.

- Yes No (c) Qualified staff, designated by the agency director, may conduct psychosocial evaluations, administer multidisciplinary screening tools, provide education, outreach, intervention and support, and make referrals as needed.

- Yes No (d) Social workers, physicians, psychologists, and psychiatrists are available for referral as needed.

Chapter DHS 75.16 (4) Service Operations

- Yes No (a) A plan for outreach and intervention services to various target populations is developed and implemented. Included in this plan is a provision of outreach and intervention services outside regular office hours and office location.

- Yes No (b) Substance use screenings and evaluations are completed by qualified staff to determine the presence of alcohol and other drug use problems.

- Yes No (c) Information is provided about alcohol and other drug use or abuse to assist clients in decision making.

- Yes No (d) Assistance is provided to individuals regarding sources of help, referrals, and arrangements for services.

- Yes No (e) This service has developed a system of referral that includes a current listing of agencies, organizations, and individuals to whom referrals may be made and a brief description of the range of services available from each referral resource.

- Yes No (f) There is a written plan for the follow-up that includes qualified service organization agreements with treatment agencies to determine follow-through on referrals for service.

- Yes No (g) Operating hours of this program are scheduled to allow access at reasonable times and are so documented.

- Yes No (h) This program provides reasonable access for walk-in or drop-in clients.

- Yes No (i) Information is provided to ensure public awareness of program operation, location, purpose, and accessibility.

- Yes No (j) There is a written agreement for provision of 24-hour telephone coverage, seven days a week, to provide crisis counseling, alcohol, and drug information, referral to service agencies and related information. Staff without previous experience in providing these telephone services shall complete 40 hours of staff development training prior to assuming job responsibilities.

- Yes No (k) Records are maintained to document the services provided.
- Yes No (l) This service has an evaluation plan, which includes all of the following:
 - Yes No 1. A written statement of the service's goals, objectives, and measurable expected outcomes that relate directly to this service's participants or target population.
 - Yes No 2. Methods for evaluating and measuring the effectiveness of services and using the information for service improvement.
 - Yes No 3. An annual report on the service's progress in meeting goals and objectives completed by the service director, which kept on file and is available for review to an authorized representative of the department upon request.
 - Yes No 4. The governing authority or legal owner of this service and the service director review all evaluation reports and make changes in service operations as appropriate.
- Yes No (m) This service recognizes that intervention services under this section are not required to meet the conditions under s. DHS 75.03(3)(i).

Chapter DHS 75.16 (5) Alternative Education Programs

- Yes No This service offers alternative educations programs. If "yes," complete the following:
 - (a) *General*
 - Yes No 1. Alternative education programs are modeled after group dynamic traffic safety and multiple offender traffic safety programs and achieve a constructive, interactive, cohesive, and trusting atmosphere in the group; review and discuss operating while intoxicated laws and penalties; address the central causes and consequences of driving while intoxicated; discuss the effects of alcohol and substances on the mind, body, and driving ability; discuss the psychosocial factors involved in alcohol and substance use; explore blood alcohol concentration and the differences between alcohol and substance use, abuse, and addiction and where participants are at in relation to it; and assist the participant in developing and following a personal change plan.
 - Yes No This service is equivalent to the above statement, as described in ch. DHS 75.16(5)(a)(1).
 - Yes No 2. In addition to the content and objectives under subd. 1., programs in lieu of a multiple offender traffic safety program involve concerned others, such as a spouse, parent, adult relative, or other appropriate person approved by the instructor, and provide education on basic skills in the areas of stress-reduction, alcohol and drug refusal, interpersonal communication, and anger management.
 - Yes No This service is equivalent to the above statement, as described in ch. DHS 75.16(5)(a)(2).
 - Yes No 3. Classroom instruction time for programs that are in lieu of group dynamic traffic safety programs are minimum of 16 hours.
 - Yes No 4. Classroom instruction time for programs that are in lieu of multiple offender traffic safety programs is a minimum of 24 hours, including a group-oriented follow-up session.
 - Yes No The group-oriented follow-up session is held within three months after completion of the initial 23 hours of the program.
 - Yes No If a participant's residence is 60 miles or more from the site of the group-oriented follow-up session, the follow-up session may be conducted by telephone with the participant and a concerned other, such as a spouse, parent, adult relative, or other appropriate person.
 - Yes No 5. Classroom instruction time does not exceed eight hours per day.
 - Yes No 6. A report of course completion or non-completion is submitted to the intoxicated driver assessment facility designated under ch. DHS 62.04(1) for each client assessed by that facility.
 - Yes No 7. This service acknowledges that participants completing a program under this section are not entitled to a three-point reduction in the points assessed against the participant's operator's license.
 - Yes No 8. The effectiveness of alternative education programs is evaluated by administering pre-tests and post-tests of knowledge gained by participants, changed attitudes of participants, and participant satisfaction surveys.
 - (b) *Instructor qualifications*
 - Yes No Instructors conducting alternative education have the following qualifications:
 - Yes No 1. Alcohol and other drug abuse experience equal to one of the following:

- a. Two years of employment experience or a comparable amount of experience and education in the area of alcohol and other drug abuse counseling, assessment, education, or treatment or related fields such as student assistance program director or employee assistance program director.
- b. Completed a minimum of a one-semester, three-credit, 45-hour course in the area of alcohol and other drug abuse education or treatment from an accredited college.

Yes No

2. Group process experience equal to one of the following:
- a. Two years employment experience in group process work or group counseling as a treatment or education professional.
 - b. Completed a minimum of a one-semester, three-credit, 45-hour course in the area of group work methods, group counseling, or group process from an accredited college.
 - c. Bachelor's or master's degree in guidance counseling, psychology, behavioral studies, or social work.

Yes No

3. Hold a valid driver's license from the state of Wisconsin or from the jurisdiction in which the person resides.

Yes No

This program has nonresident instructors.

Yes No

If "yes," then this service has maintained a record of the nonresident's driver's license and traffic conviction status in the past 12 months.

Yes No

4. Possess a satisfactory driving record as defined under s. Trans 106.02(11).
- a. An individual is not employed as an instructor until six months after the date of any traffic conviction that results in an accumulation of seven or more points against the individual's driver's license, or until 12 months from the date of an operating while intoxicated conviction under s. 23.33, 30.68, 346.63, 350.101, 940.09, 940.25, Wis. Stats., or an order under s. 343.305, Wis. Stats.

Yes No

- b. This service acknowledges that instructors under this section are not eligible to receive a three-point reduction by completing a traffic safety course.

Yes No

- c. Once employed as an instructor under this section, an individual's failure to maintain a satisfactory driving record results in the suspension of the individual's instruction duties for six months from the date of conviction for a violation which places the point total over six points for for 12 months from the date of an operating while intoxicated conviction.

Yes No

If additional points are incurred or the individual is convicted of an operating while intoxicated during the suspension period, the individual's instruction duties are suspended for twelve months from the date of conviction for a violation, which results in points, or for 24 months from the date of an operating while intoxicated conviction.

Yes No

5. Instructors document that they received a minimum of six hours of continuing education in a related area, approved by the department, during each 12 months that the individual is employed as an instructor under this section.
- This training may include formal courses awarding credits or continuing education units, workshops, seminars, or correspondence courses.

Yes No

- (c) This agency complies with all requirements included in ch. DHS 75.03 that apply to an intervention service as shown in Table Chapter DHS 75.03 (See DQA form F-00523.) and this section, except alternative education services are not required to meet the requirement under sub. (4)(j).

Yes No

- (d) This agency is certified under ch. DHS 75.13.

If "yes," it need not also be approved under this section. However, this program must comply with all the requirements that apply to alternative education programs under this subsection.

Chapter DHS 75.16 (6) Case Management Services

Yes No

This service offers case management services. If "yes," complete the following:

Yes No

- (a) The purpose of this case management under this section is to bring services, agencies, resources, and people together within a planned framework in order to develop, link, advocate for, and monitor the provision of appropriate educational, intervention, treatment, or support services for a client with alcohol or other drug abuse problems in a coordinated, efficient, and effective manner and meet the client's individual needs or the requirements of the driver safety plan under ch. DHS 62.07(6).

This service is equivalent to the above statement, as described in ch. DHS 75.16(6)(a).

- Yes No (b) Staff providing case management services have knowledge, training, and experience in providing case management.
- Yes No (c) This agency complies with all requirements included in ch. DHS 75.03 that apply to an intervention service as shown in Table Chapter DHS 75.03 (See DQA form F-00523.) and this subsection except case management services are not required to meet the requirement under sub. (4)(j).
- Yes No (d) This agency is certified under ch. DHS 75.13.
If "yes," it need not also be approved under this section. However, this program must comply with all the requirements that apply to case management services under this subsection.

Chapter DHS 75.16 (7) Intensive Supervision Services

- Yes No This service offers intensive supervision services. If "yes," complete the following:
- (a) The purpose of intensive supervision under this section is to promote public safety and reduce incarceration and recidivism related to substance abuse through centralized screening, review, evaluation, and monitoring of offenders by caseworkers in coordination with law enforcement, the district attorney, the courts, or the department of corrections.
- Yes No This service is equivalent to the above statement, as described in ch. DHS 75.16(7)(a).
It also includes all of the following services:
- Yes No 1. Screening under ch. DHS 75.03(10)(c) and other multidisciplinary screenings and psychosocial evaluations
- Yes No 2. Conducting substance use evaluations and developing treatment recommendations by a substance abuse counselor
- Yes No 3. Facilitating specialized education and skill-building groups where the primary group topic is alcohol and other drug abuse education, intervention, or relapse prevention and the participants are persons having alcohol or other drug abuse problems.
- Yes No (b) Staff providing approved intensive supervision program service components have knowledge, training, and experience in the component they are providing or otherwise meet the qualifications to provide this service.
- Yes No (c) This agency complies with all requirements included in ch. DHS 75.03 that apply to an intervention service as shown in Table Chapter DHS 75.03 (See DQA form F-00523.) and this subsection except intensive supervision services are not required to meet the requirement under sub. (4)(j).
- Yes No (d) This agency is certified under ch. DHS 75.12 or 75.13.
If "yes," it need not also be approved under this section. However, this program must comply with all the requirements that apply to intensive supervision programs under this subsection.