

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

Chapter DHS 75.13

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 new outpatient service must demonstrate preparedness to comply with all Chapter DHS 75.13 standards.** Applicants will have completed all required policies, including Chapter DHS 94 (Patient Rights) and have staffing plans for qualified staff that meet DHS 75.13(3). 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 DHS 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 ss. 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 *May be published in Provider Directory*

Fax Number

Internet Address *May be published in Provider Directory*

Name – Contact Person

Telephone Number

E-mail Address *May be published in Provider Directory*

Name – Person Who Completed this Form

Telephone Number

E-mail Address *May be published in Provider Directory*

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 (*Print or type.*)

Checkboxes indicate a required response. To avoid delays in certification, ensure that you respond to each checkbox.

Yes No **Chapter DHS 75.13(1) Service Description**

This service is equivalent to the service description as listed below and in ch. DHS 75.13(1).

An outpatient treatment service is a non-residential treatment service totaling less than 12 hours of counseling per patient per week, which provides a variety of evaluation, diagnostic, crisis, and treatment services relating to substance abuse to ameliorate negative symptoms and restore effective functioning. Services include individual counseling and intervention and may include group therapy and referral to non-substance abuse services that may occur over an extended period.

Yes No **Chapter DHS 75.13(2) Requirements**

This service complies with all requirements service included in ch. DHS 75.03 that apply to an outpatient treatment service, as shown in **Table Chapter DHS 75.03** (See DQA form F-00523.) and with the requirements of this section.

Note: If a requirement in this section conflicts with an applicable requirement in ch. DHS 75.03, the requirements in this section shall be followed. Also, if an outpatient treatment service is designated by a board under ch. DHS 62.04(1) as an assessment facility, the outpatient treatment requirements shall also comply with the requirements under ch. DHS 62.

Chapter DHS 75.13(3) Required Personnel

(a) Your service has the following personnel:

- Yes No 1. A director responsible for the overall operation of the service, including the therapeutic design and delivery of services.
- Yes No 2. A physician available to provide medical supervision and clinical consultation as either an employee of the service or through a written assignment.
- Yes No 3. A substance abuse counselor available during hours of operation.
- Yes No 4. A mental health professional available either as an employee of the service or through a written agreement to provide joint and concurrent services for the treatment of dually diagnosed patients.
- Yes No 5. A clinical supervisor to provide ongoing clinical supervision of the counseling staff, or a person outside the agency who is a clinical supervisor and who by a written agreement will provide ongoing clinical supervision of the counseling staff.
- 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 shall be 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 75.13(4) Clinical Supervision

- Yes No (a) This service shall provide for ongoing clinical supervision of the counseling staff.
1. This service fulfills the requirements as listed below and as described in s. RL 162.01 by providing minimum of:
- a. Two hours of clinical supervision for every 40 hours of work performed by a substance abuse counselor-in-training.
- b. Two hours of clinical supervision for every 40 hours of work performed by a substance abuse counselor.
- c. One hour of clinical supervision for every 40 hours of work provided by a clinical substance abuse counselor.
- d. On 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) The clinical supervisor shall provide supervision and performance evaluation of substance abuse counseling staff in the areas identified in s. RL 162.01(5).
1. This service provides clinical supervision that has the goals of:
- a. Providing the opportunity to develop competency in the transdisciplinary foundations, practice dimensions, and care functions.

- b. Providing a context for professional growth and development.
 - c. Ensuring a continuance of quality patient care.
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Chapter DHS 75.13(5) Service Operations

- Yes No 1. This service works with patients who need health care services but do not have access to them to gain access to those services.
 - Yes No 2. This service completes a patient treatment plan within two visits after admission.
 - Yes No 3. This service arranges for additional psychological tests for a patient as needed.
 - Yes No 4. Staff at this service review, evaluate, and revise a patient's treatment plan, as needed, in consultation with the clinical supervisor, based on ongoing assessment of the patient. If a patient is dually diagnosed, service staff review, evaluate, and revise the patient's treatment plan as needed, in consultation with a mental health professional.
 - Yes No 5. The service medical director or licensed clinical psychologist establishes the patient's diagnosis or reviews and concurs with the diagnosis made by the patient's primary physician, and review the recommended level of care needed, the assessment report, and the treatment plan. The medical director or licensed clinical psychologist signs and dates a statement that these tasks have been carried out and inserts the statement in the patient's case record.
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Chapter DHS 75.13(6) Admission

- Yes No 1. This service only provides appropriate admission when the following conditions are met, and as described in ch. DHS 75.13(6).
 - (a) The person to be admitted is determined appropriate for placement in this level of care by the application of approved placement criteria.
 - (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.
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