



RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM
 LAS VEGAS TRANSITIONAL GRANT AREA (TGA)

SUBSTANCE ABUSE OUTPATIENT CARE—SERVICE STANDARDS

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| Drafted by Part A Recipient Office | Approved by Part A Planning Council |
| December 2017 | January 2018 |

IMPORTANT: All Las Vegas Transitional Grant Area (TGA) service providers must adhere to the Las Vegas-TGA [Universal Service Standards](#). Please read the [Universal Service Standards](#) prior to reading the service standards below.

Service Description

Substance Abuse Outpatient Care is the provision of outpatient services for the treatment of drug or alcohol use disorders. Service include:

- Screening
- Assessment
- Diagnosis, and/or
- Treatment of substance use disorder, including:
 - Pretreatment/recovery readiness programs
 - Harm reduction
 - Behavioral health counseling associated with substance use disorder
 - Outpatient drug-free treatment and counseling
 - Medication assisted therapy
 - Neuro-psychiatric pharmaceuticals
 - Relapse prevention
 - Detoxification, if offered in a separate licensed residential setting (including a separately-licensed detoxification facility within the walls of an inpatient medical or psychiatric hospital)

Program Guidance

Substance Abuse Services (residential) is permitted only when the client has received a written referral from the clinical provider as part of a substance use disorder treatment program funded under the RWHAP.

Acupuncture therapy may be allowable under this service category only when, as part of a substance use disorder treatment program funded under the RWHAP, it is included in a documented plan.

RWHAP funds may not be used for inpatient detoxification in a hospital setting, unless the detoxification facility has a separate license.

Minimum Requirements

| STANDARD | MEASURE |
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| 1. Staff Requirements | |
| A. Providers must ensure that staff or contracted staff are substance abuse treatment professional currently licensed to provide such services. | A. A copy of most recent license |
| <p>2.1. Assessment</p> <p>The substance abuse treatment provider must complete a face-to-face assessment within the first three substance abuse treatment visits. The assessment, must include, at minimum, a review of the following areas:</p> <ul style="list-style-type: none"> • Presenting problems • Medical history and medications • Mental health and psychiatric history • Substance use and treatment history • Family history • History of trauma • Psychological function • Leisure and recreational activities • Social support | 2.1. Documentation in consumer record of completed assessment form within specified timeframe |
| <p>2.2. Treatment Plan</p> <p>The substance abuse treatment provider must complete a treatment plan collaboratively with the consumer within the first three substance abuse treatment visits. The treatment plan must include:</p> <ul style="list-style-type: none"> • Clinical substance abuse diagnosis(es) • A description of the need(s) • Action steps/interventions to address the need(s) • The treatment modality • Timeframes to address the need(s), including recommended number of sessions • Dated signatures of the consumer and mental health treatment provider | 2.2. Documentation in consumer record of completed and signed |
| <p>2.3. Continuity of Care</p> <p>The substance abuse treatment provider must review the treatment plan on an as needed basis and have documented progress notes for all visits.</p> | 2.3. Documentation in consumer treatment plan that needs are closed out when they are met/deferred and progress notes for all visits |
| <p>2.4. Reassessment</p> <p>The substance abuse treatment provider must complete a reassessment at least every six months.</p> | 2.4. Documentation in consumer records of a reassessment at specified timeframes. |
| <p>2.5. Discharge Summary</p> <p>The substance abuse treatment provider must a discharge summary for all client discontinuing mental health</p> | 2.5. Documentation in consumer records of discharge summary with |

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| <p>services. The discharge summary must include:</p> <ul style="list-style-type: none"> • Summary of needs at admission • Summary of services provided • Goals completed during treatment • Reason for discharge • Consumer-centered discharge plan • Referrals provided • Dated signature of provider and provider supervisor | <p>relevant signatures</p> |
| <p>3. Program Data and Reporting</p> | |
| <p>A. Substance Abuse Outpatient Care programs are required to collect the following data elements in the Las Vegas TGA CAREWare data system:</p> <ul style="list-style-type: none"> • Year of birth • Ethnicity • Hispanic subgroup • Race • Asian subgroup • NHPI Subgroup • Gender • Transgender subgroup • Sex at Birth • Health insurance | <p>A. Documentation in Las Vegas TGA CAREWare</p> |
| <p>4. Policies and Procedures</p> | |
| <p>A. None at this time.</p> | <p>A. N/A</p> |
| <p>5. Referral Policy</p> | |
| <p>A. All service providers must work in partnership with the client, their internal care coordination team and external providers (both Ryan White HIV/AIDS Program-funded and non-Ryan White-funded sites) to ensure appropriate and timely service referrals are made.</p> <p>For more information, see Las Vegas TGA Referral Policy.</p> | <p>A. For internal Ryan White Part A referrals: documentation in CAREWare. For external referrals: documentation in client record that referral was completed.</p> |