

**Addictions and Mental Health Division
Integrated Services and Supports Rule
Outline**

(Draft Updated: 9/19/08)

1. Purpose and Scope

2. Definitions

3. Provider Policies

- Personnel Policies
 - (a) Hiring, Promotion, Disciplinary Procedures and Dismissal
 - (b) Personnel Qualifications
 - (c) Training
 - (d) Supervision
 - (e) Mandatory Abuse Reporting
 - (f) Harassment
 - (g) Non-discrimination
 - (h) Criminal Background Checks
 - (i) Peer-delivered Services and Supports

- Service Delivery Policies
 - (a) Admission, Discharge and Transition
 - (b) Assessment and Service Planning
 - (c) Person-centered Services
 - (d) Trauma-informed Services
 - (e) Confidentiality
 - (f) Grievances and Appeals
 - (g) Individual Rights
 - (h) Emergencies and Disasters
 - (i) Quality Management
 - (j) Recovery and Resiliency Services and Supports
 - (k) Behavior Support, Crisis Prevention and Response, and Incident Reporting
 - (l) Health and Safety
 - (m) Service Documentation

- Residential Program Policies
 - (a) Medical Services
 - (b) Medication Administration and Storage
 - (c) Termination of Residency
 - (d) Food Service
 - (e) Individual Belongings and Storage
 - (f) Facility Maintenance
 - (g) Fees and Funds Management

4. Individual Rights

- Notification of Rights
- General Rights
- Rights of Individuals in Residential Programs
- Specific Rights Related to Age

5. Grievances and Appeals

- Grievance Procedure
- Expedited Grievances
- Substantiated Grievances
- Appeals

6. Personnel

- Staff Qualifications and Competencies
 - a) Supervisory Staff
 - b) Licensed/Certified Staff
 - c) General Staff
 - d) Volunteers
 - e) Interns
 - f) Peer Support Specialists / Paraprofessionals
 - g) Recovering Individuals
 - h) Staff Providing Services to Individuals with COD
- Personnel Documentation
 - (a) Non-employee Documentation
 - (b) Program Specific Employee Documentation
- Training

- a) Orientation
- b) In-service
- Supervision
- Staffing
 - (a) General Staffing
 - (b) Staffing in Residential Programs

7. Admission, Discharge and Transition

- Admission
 - a) Screening and Evaluation
 - b) Eligibility
 - c) Priority of Services
 - d) Minors
- Discharge
 - a) Planned
 - b) Emergent
- Transition
 - a) Levels of Care
 - b) Records Transfer

8. General Service Standards

- Intake Procedures
- Initial Individual Assessment
- Service Planning and Coordination
- Adult Mental Health Services
 - (a) Community Mental Health Services
 - (b) Homeless
 - (c) Supported Employment
 - (d) PSRB
 - (e) Enhanced Care
 - (f) Residential Treatment Facilities
 - (g) Residential Treatment Homes

(h) Regional Acute Care

- Child and Adolescent Mental Health Services

- (a) Intensive Treatment Services
- (b) Intensive Community-based Treatment Services
- (c) Community Treatment Services
- (d) Transition-age Youth
- (e) Early Childhood Services (0-6)
- (f) JPSRB

- Addiction Services

- (a) Residential Treatment Services
- (b) Outpatient Treatment Services
- (c) Detoxification Services
- (d) Recovery Support Services

- Problem Gambling Services
- Co-Occurring Disorders
- Behavior Support Services
- Food Services
- Emergency (Crisis Response)
- Outreach and Treatment Readiness Services
- Medical Services

9. Service Documentation

- Clinical Record Requirements
 - a) Assessment
 - b) Individual Summary
 - c) Individual Service Plan
 - d) Progress Notes
 - e) Treatment Review
 - f) Treatment/Service Summary
 - g) Discharge/Transition Plan
 - h) Behavior Support Plan
 - i) Incident Reports
 - j) Medical Records

- Reporting and Billing System Requirements
 - a) Billing Data System (CPMS or BHIP)
 - b) Medicaid

10. Quality Management

- Utilization Review
- Service Supervision
- Quality Assessment and Improvement

11. Variances