

## **PART II: SCOPE OF WORK AND SPECIAL CONDITIONS**

### **SUBSTANCE ABUSE**

1. **DHS/DSAMH Division Directives:** The Local Authority shall comply with the DHS/DSAMH Division Directives (hereinafter referred to as the "Division Directives") found at <http://www.dsamh.utah.gov/ct.htm>.
2. **Area Plan:** The Local Authority shall prepare and submit an Area Plan, which has been reviewed and approved in writing by the Local Authority's governing body.
  - a. The Area Plan shall be submitted annually by May 1 to DHS/DSAMH.
  - b. This Contract and the Division Directives will provide the Local Authority with the minimum requirements of the Area Plan.
  - c. DHS/DSAMH shall review the Area Plan to determine if it meets all applicable requirements, and will notify the Local Authority of any deficiencies in its Area Plan.
  - d. The Local Authority must resolve all identified deficiencies before DHS/DSAMH will approve the Area Plan.
  - e. Upon approval of the Area Plan, DHS/DSAMH will issue a funding allocation letter.
  - f. The Local Authority shall comply with the provisions of this Contract and its approved Area Plan for the corresponding fiscal year.
3. **Treatment, Prevention and Recovery Support Service Requirements:** In addition to the requirements set forth in the Division Directives and this Contract, the Local Authority shall comply with the requirements identified in each of the following:
  - a. Utah Code, including but not limited to:
    - (1) Title 17, Chapter 43; and
    - (2) Title 62A, Chapter 15.
  - b. Utah Administrative Code, including but not limited to R523 and R525;
  - c. The Substance Abuse Prevention and Treatment Block Grant; and

- d. The DHS/DSAMH Substance Abuse Treatment Practice Guidelines (Practice Guidelines), found at:  
[http://dsamh.utah.gov/docs/sa\\_treatment\\_practice\\_guidelines.pdf](http://dsamh.utah.gov/docs/sa_treatment_practice_guidelines.pdf)

4. **Grant Requirements:** The Substance Abuse Prevention and Treatment Block Grant requirements include, but are not limited to:

- a. **Priorities of Treatment:** Pursuant to 45 CFR 96.131, clients shall be served in the following priority:

- (1) Pregnant injecting drug users;
- (2) Pregnant substance abusers;
- (3) Injecting drug users; and
- (4) All others.

- b. **Services for Pregnant Women and Women with Children:** The Local Authority shall provide or arrange for the provision of the following services for pregnant women and women with children, including women who are attempting to regain custody of their children:

- (1) Primary medical care for women who are receiving substance abuse services, including referral for prenatal care;
- (2) Gender-specific substance abuse treatment and therapeutic interventions. Treatment and interventions may address such issues as relationships, sexual and physical abuse, and parenting;
- (3) Childcare while the women are receiving services;
- (4) Primary pediatric care for the children of women receiving the above services, including immunizations;
- (5) Therapeutic interventions for children in custody of women in treatment which may, among other things, address their developmental needs, and their issues of sexual and physical abuse and neglect;
- (6) Sufficient case management and transportation services to ensure that women and their children have access to the services provided by (1) through (5); and

- (7) Pursuant to UCA § 17-43-201, a comprehensive referral for interim services if treatment admission for pregnant women is not available within 24 hours of the time that request for admission is made.

If no substance abuse treatment program is able to accept and admit a pregnant woman within 48 hours of the time that the request for admission is made, the Local Authority shall contact DHS/DSAMH for assistance in providing services to the pregnant woman.

- c. **Services for Injecting Drug Users:** The Local Authority shall ensure that each individual who requests and is in need of treatment for intravenous (IV) drug abuse is admitted to a program of such treatment not later than:
  - (1) 14 days after making the request for admission to such a program; or
  - (2) 120 days after the date of such request, if no such program has the capacity to admit the individual on the date of such request and if interim services, including referral for prenatal care, are made available to the individual not later than 48 hours after such a request.
- d. **Women's Treatment Services:** The Local Authority shall expend at least the minimum amount of the SAPT funds on services for pregnant women and women with dependent children. The minimum amount will be identified in the Local Authority's Funding Allocation Letter.
- e. **Prevention Requirements:**
  - (1) The Local Authority shall collaborate with the local health authority in the geographic area represented by the Local Authority, to reduce tobacco sales to minors. The Local Authority shall work with the local health authority to randomly audit or investigate retailer sales of tobacco products to minors a minimum of once each fiscal year during the term of this Contract. (Public Services Act, **42USC300x-21-35**).
  - (2) A minimum of twenty (20) percent of federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds shall be used for prevention services.
- f. **Services for Tuberculosis Patients:** The Local Authority shall refer or provide tuberculosis (TB) services for all individuals being assessed or waiting for treatment of substance abuse including counseling, testing and treatment.
- g. **Outreach Efforts:** The Local Authority shall conduct outreach efforts to publicize priority of treatment service to IV drug users and pregnant women.

5. **Program Qualifications:** The Local Authority shall maintain documentation that each program providing services pursuant to this contract is in compliance with State and local zoning ordinances, licensing requirements, fire prevention requirements, building codes, health codes, and any other applicable laws, codes or ordinances.
6. **Staff Qualifications:** The Local Authority shall maintain documentation that each individual providing services pursuant to this contract has a current license, as required by Utah Code Title 58 or is certified by DHS/DSAMH as required by Utah Code Title 62A.
7. **Data Collection and Submission Requirements:**
  - a. The Local Authority shall submit client-level service, treatment and outcome data for all clients receiving services in publicly funded facilities regardless of a client's funding source.
  - b. The Local Authority's data submissions shall comply with the DHS/DSAMH Substance Abuse Treatment Episode Data Set (TEDS) specifications. The Local Authority shall submit the data within the time lines identified in the Division Directives. Data submitted to the DHS/DSAMH is the official service record for the provider and must be accurate. Data submitted will be periodically reviewed for accuracy and consistency with the provider's clinical record. Users authorized by the Local Authority, can download the TEDS data specifications from the DSAMH Substance Abuse & Mental Health Information System (SAMHIS) website. These specifications are updated annually.
  - c. The Local Authority shall comply with the client level outcome reporting requirements as listed in the Division Directives.
  - d. The Local Authority is responsible for the timeliness and accuracy of the data submitted to the DHS/DSAMH. Provider data can be downloaded for review and reconciliation, and corrections can be submitted to SAMHIS throughout the fiscal year. Data reporting will end after the fourth quarter reporting deadline for the applicable fiscal year. Any data modified for the prior fiscal year after this deadline will not be reflected in the DHS/DSAMH year-end reporting, scorecards, or annual report. Official year-end reporting will reflect corrections made within the fourth quarter reporting deadline, or as prescribed in writing by DHS/DSAMH, for any given fiscal year.
8. **Performance Measures and Outcomes:**
  - a. DHS/DSAMH will annually identify in the Division Directives the specific performance measures and outcomes that will be used to evaluate the performance of the Local Authority.

- b. If the performance measures and client outcomes for the Local Authority do not fall within the acceptable range, each performance inadequacy will be classified and reported in accordance with the Division Directives and DHS/DSAMH may enforce the remedies set forth in this Contract.
9. **Client Records:** The Local Authority shall maintain complete and accurate records for all clients served. The record shall document services provided for each client as identified in the Division Directives and Practice Guidelines. Additionally:
- a. Documentation shall be organized, clear, current, and legible; and
  - b. Client records shall be updated and filed within one week of the service date.