#### **CHAPTER I: GENERAL**

The Division of Mental Health and Developmental Services (MHDS), Substance Abuse Prevention and Treatment Agency (SAPTA or Agency), was previously known as the Nevada State Health Division, Bureau of Alcohol and Drug Abuse (BADA).

SAPTA is the designated Single State Agency (SSA) for the purpose of applying for and expending the federal Substance Abuse Prevention and Treatment (SAPT) Block Grant issued through the Substance Abuse and Mental Health Services Administration (SAMHSA). The Agency plans and coordinates statewide substance abuse service delivery and provides technical assistance to programs and other state agencies to ensure that resources are used in the most effective and efficient manner.

# 101 MISSION, PURPOSE AND STRATEGY

### A. Mission and Purpose

The mission of the Agency is to reduce the negative impact of substance abuse in Nevada. SAPTA is the Single State Authority (SSA) designated to apply for and expend federal grants issued by SAMHSA and the United States Department of Education (USDOE), including: SAPT Block Grant, Synar, and Strategic Prevention Enhancement Grant (SPE). Although the Agency does not provide direct substance abuse prevention or treatment services, it plans, funds, and coordinates statewide substance abuse service delivery. It also provides technical assistance to programs and other state agencies to ensure that resources are used in the most effective and efficient manner. In accordance with Nevada Revised Statute (NRS) 458.025, the functions of SAPTA include:

- Statewide formulation and implementation of a state plan for prevention, intervention, treatment and recovery support.
- Statewide coordination and implementation of all state and federal funding for alcohol and drug abuse programs.
- Statewide development and publication of standards for certification and the authority to certify programs and services.

More detailed information is provided within the 2007 Strategic Plan, which may be found on SAPTA's web site.

### B. Strategy

The primary Agency strategies are the coordination and implementation of all state and federal funding through planning and analysis of alcohol and drug abuse need. Through this process, the services required are identified, and applications are requested which address needed services. Applications are reviewed by Agency staff and outside independent review panels. Funds are awarded on the basis of the program's ability to provide the requested service. As stated in NRS 458.025, only agencies which have received SAPTA certification are eligible for funding. After

Ch I-1 Update 2011

awards are made, the Agency monitors compliance with the programmatic and fiscal terms of the subgrants. The Agency also provides technical assistance to programs to ensure that appropriate services are provided.

### 102 AUTHORITY AND RESPONSIBILITIES

- A. SAPTA is authorized under Nevada Revised Statute (NRS) 458 and Nevada Administrative Code (NAC) 458. Refer to Appendices B1 to B2 for a more complete discussion.
- B. The Agency works to reduce the impact of substance abuse in Nevada by identifying the alcohol and drug abuse needs of Nevadans, and supporting a continuum of services including education, prevention, and treatment. SAPTA provides regulatory oversight and funding for community-based public and nonprofit organizations and is responsible for the development and implementation of a state plan for prevention, treatment, rehabilitation services, coordination of state and federal funding, and the development of standards for the certification and approval of prevention and treatment programs.

The Agency serves as the SSA for the Federal SAPT Block Grant but does not provide direct substance abuse prevention or treatment services.

In this capacity, the Agency is solicited by a number of organizations and governmental agencies to support their grant applications covering many different health and welfare projects. Accordingly, a policy on requesting letters of support has been developed to insure that sufficient background information is provided to enable SAPTA to evaluate the level and appropriateness of a letter of support and/or collaboration. Please refer to Appendix A8 for a copy of the letter of support policy.

Statewide, SAPTA funds public and non-profit organizations that have implemented substance abuse prevention programs to reduce and prevent substance abuse statewide. SAPTA funds coalitions through various federal and state sources. The coalitions act as the pass-through entities to provide funding to the direct service providers at the community level for prevention. Sub-recipients funded through coalitions provide one or more of the six prevention strategies promoted by the Center for Substance Abuse Prevention (CSAP). The six strategies include:

- Information dissemination
- Prevention education
- Alternative activities
- Problem identification and referral
- Community based processes
- Environmental strategies

Prevention is a process that prepares and supports individuals and communities in the creation and reinforcement of healthy behaviors and lifestyles.

Ch I-2 Update 2011

Statewide, SAPTA funds subgrantees that provide substance abuse treatment services (adolescents and adults) to address the problem of substance abuse in Nevada communities, to include:

### Intervention

- Outpatient
- Intensive outpatient
- Residential
- Transitional housing
- Detoxification services
- Opioid maintenance

### 103 ORGANIZATION

# **Division of Mental Health and Developmental Services**

# **Mission**

Working in partnership with consumers, families, advocacy groups, agencies, and diverse communities, the Division of Mental Health and Developmental Services (MHDS) provides responsive services and informed leadership to ensure quality outcomes. This mission includes treatment in the least restrictive environment, prevention, education, habitation, and rehabilitation for Nevadans challenged with mental illness or mental retardation, and substance abuse. These services shall maximize each individual's degree of independence, functioning, and satisfaction.

### Goals

### MHDS goals are to:

- Provide comprehensive, state of the art, cost efficient, and high quality services which are accessible, available, and responsive to the needs of individuals, families, and communities, emphasizing community based services.
- Create a seamless and coordinated service system among all the agencies which collaborate on meeting the needs of people in the public sector with mental illness and/or mental retardation.
- Foster an environment which treats employees fairly with dignity and respect, empowers employees to be involved in the functioning of the Division and agency and encourage a work environment which values innovation, team efforts, professional development, and improvement of work process.
- Establish partnerships among stakeholders as to the direction of public mental health and mental retardation services in the state.
- Establish and maintain an environment which fosters dignity and respect for clients and family.
- Provide substance abuse prevention and treatment services.

Ch I-3 Update 2011

### NRS

The Nevada Revised Statutes (NRS) are the actual laws that govern all State Agencies. MHDS's NRS is number 433-Mental Health, and SAPTA's is 458-Abuse of Alcohol and Drugs. Changing the NRS requires the involvement of the Nevada Legislature. Once in place, they are difficult to change.

### NAC

The Nevada Administrative Code (NAC) flows from each statute and usually is numbered to match the NRS, therefore MHDS's NAC is number 433, and SAPTA's is 458. The NAC provides the mechanism by which specific administrative procedures can be put in place. The NAC requires approval by the Commission on Mental Health and Developmental Services and the Legislative Commission. For example, the NRS may mandate that MHDS form a committee, but the NAC might be used to provide specifics such as how many members, how often they meet, etc.

An organization chart showing the Agency's structure is contained in Appendix A1.

SAPTA is organized into teams: Treatment, Prevention, Data Planning and Evaluation, Fiscal, and Support Staff. Appendix A2 is a list of SAPTA staff organized by team, name, location, phone number, and e-mail.

In addition, staff relationship guidelines are contained in Appendix A3. They outline the general principles that SAPTA staff and administration adhere to by virtue of their positions as a public trust. They also highlight facets of staff relationships with alcohol and drug abuse service providers, clients, volunteers, boards of directors, the public, co-workers within SAPTA, and co-workers within the Department of Health and Human Services. These guidelines are incorporated into staff work performance standards, and are supplemental to the NAC, the NRS, the State Administrative Manual, and the Department of Health and Human Services Prohibitions and Penalties.

#### 104 OFFICE LOCATIONS

Mental Health and Developmental Services Substance Abuse Prevention and Treatment Agency 4126 Technology Way, 2<sup>nd</sup> Floor Carson City, NV 89706 (775) 684-4190

Mental Health and Developmental Services Substance Abuse Prevention and Treatment Agency 4220 S. Maryland Parkway, Building D, Suite 806 Las Vegas, Nevada 89119 (702) 486-8250

#### 105 PURPOSE OF MANUAL

- A. This Administrative Manual is designed to provide the information, guidance, policies, procedures and restrictions pertaining to the program and financial administration of programs funded with federal and state funds and subgranted by SAPTA. Policies are governed by the provisions of this manual, by any special conditions contained in subgrant awards, and by any general or special terms and conditions of the applicable funding source. Deviations must have the approval of the Agency Director.
- B. Organizations must have access to the most current federal publications to insure that programs are administered effectively. These publications include: the Public Health Service Grants Policy Statement, the Social Security Act, the Veteran's Health Care Act of 1992, the Code of Federal Regulations, Titles 28; 42; 45; and 48, the United States Code, Title 42, and the Office of Management and Budget Circulars A-21; A-87; A-102; A-110; A-122; and A-133.

#### 106 ADVISORY BOARD

The SAPTA Advisory Board serves in an advisory capacity to the Agency Director of SAPTA. Its purpose is to ensure the availability and accessibility of treatment and prevention services within the State. It consists of fifteen members who serve for two year terms and are chosen from SAPTA funded prevention and treatment programs. The chairperson is elected by the membership and serves as the chief executive of the Board and provides general supervision, direction and control of affairs of the Board. The Board meets at least quarterly, and the chairperson presides at all meetings. Appendix A4 contains the Advisory Board bylaws.

### 107 COMMUNICATIONS PLAN

The purpose of the Agency's communication plan is to insure an effective public information strategy that addresses required services in accordance with federal block grant requirements and strategic plan recommendations.

## 108 STRATEGIC PLAN

The 2007 Strategic Plan that was developed addresses the following topics:

- Substance Abuse Prevention
- Substance Abuse Treatment
- Agency Operations

To access the plan, readers are encouraged to refer to SAPTA's website at <a href="http://mhds.nv.gov/index.php?option=com\_content&task=view&id=108&Itemid=95">http://mhds.nv.gov/index.php?option=com\_content&task=view&id=108&Itemid=95</a>.

Ch I-5 Update 2011

#### 109 CERTIFICATION

NRS 458.025, Appendix B1, requires that any alcohol and drug abuse program which receives state and/or federal funds through SAPTA must be certified by SAPTA. NAC 458.260-620, Appendix B2, outlines the requirements necessary to obtain program certification, and NAC 458.260 (8) allows SAPTA to inspect each program that is certified to determine if state certification should be continued. In addition to NAC 458, programs funded by SAPTA sign subgrant award documents which specify the type of services to be provided and place specific requirements upon those programs receiving funding.

Policies and Procedures for certifications and compliance monitors are in Appendix C10a. Additional information may be found in the appropriate chapters. An application for program certification for Prevention, Coalition, and Administrative programs is in Appendix A12. An application for program certification for treatment services is in Appendix C3.

Program compliance monitors for Administrative programs will use the Administrative Compliance Monitor Instrument, Appendix A-13.

### 110 CRITICAL INCIDENT REPORTING

It is the policy of MHDS and SAPTA that all critical incidents will be reported immediately to the Agency Director, or designee. The Agency Director will be responsible for notifying the Division Administrator or Deputy Administrator of Mental Health and Developmental Services; the Division Administrator will report any high profile or unusual incidents to the Director of the Department of Health and Human Services. The Division Administrator or Deputy Administrator will be responsible for determining what constitutes high profile or unusual incidents. The Critical Incident Reporting Policy may be found in Appendix 7.

All individuals who are actively receiving or providing services from a SAPTA funded program will be required to complete a report in the event of a critical incident. All critical incidents will be reported on a Critical Incident Reporting Form, which may be found within the Policy.

### 111 COMPLAINT POLICY

SAPTA is required by NRS 458.025 (2) to develop standards to certify or deny certification to alcohol and drug abuse treatment facilities or primary prevention programs. In order to accomplish this, SAPTA has developed standards and requirements for the approval of treatment and primary prevention programs to meet the standards included in NAC 458.260-620.

NAC 458.601 specifically requires the investigation of all complaints received by SAPTA related to programs with current certification status. All investigation activities conducted by SAPTA will be in compliance with patient confidentiality standards for alcohol and

Ch I-6 Update 2011

drug abuse patients identified in 42 C.F.R., Part 2 and the Health Insurance Portability & Accountability Act (HIPAA) - 45 C.F.R Sections 160, 162 and 164. The Complaint Policy may be found in Appendix 7a.

Ch I-7 Update 2011