## **APPENDIX C4**

# STATE OF NEVADA SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY

# TREATMENT CERTIFICATION INSTRUMENT

Name of Agency:	Date Reviewed:
T 1114 T 41	

**Facility Location:** Level of Service:

#### **GENERAL**

	Certification Criteria	Possible Points	Points Awarded, or Not Applicable
1	If the operator of a program receives a report from a governmental agency or certifying agency relating to the program, the physical plant on the premises where the program is providing services or the operations of the program, provide a report to the Division not more than 30 days after the operator receives the report. [NAC 458.158 (3)(k)] [NRS 458.025]  Finding:	5	
2	The operator of the program shall review and approve any changes to the manual containing policies and procedures of the program, comply with the provisions of the manual containing the policies and procedures of the program and make a copy of the manual available for review to any person who requests to review it. [NAC 458. 153 (3) (a-d)] [NRS 458.025]  Finding:	30	
3	The operator of the program shall notify the Division within 24 hours after the occurrence of an incident that may cause imminent danger to the health or safety of the clients, participants or staff of the program, or a visitor to the program.  [NAC 458.153 (e)] [NRS 458.025]  Finding:	25	
5	There is no evidence that: -the program has displayed diminished quality of the service from when it was originally certifiedthe program has displayed a major non-compliance with any local, state, federal law, regulation or ordinance -the program has disseminated false or misleading information to the public, consumers or the Division -the program has displayed failure of the operator or staff of the program to comply with the standards of the practice of this chaptera condition which poses a significant hazard to the health or safety of the clients, participants or staff of the program, or a visitor to the program -significant mismanagement of the program by the operator -significant fiscal mismanagement of the program by the operator -formal criminal charges or an investigative process being brought against the operator or any member of the staff [NAC 458.376 (1) (a-h) (2 & 3)] [NRS 458.025]  Finding:	50	

C4-1 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
6	The operator of the program shall post a plan of evacuation of the premises where a program for providing services in a place where the plan can be easily viewed by clients, participants and staff. [NAC 458.153 (3) (j)] [NRS 458.025] <b>Finding:</b>	10	
7	The operator has ensured that the program meets the criteria outlined by the Division in the following areas:: -setting; -support systems; -staff; -therapies; -assessments/treatment plan review and; -documentation: [NAC 458.028 (1 & 2)] [NRS 458.025] Finding:	50	

#### ORGANIZATIONAL PROTOCOLS & OPERATIONS

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The operator shall develop and maintain a manual containing the policies and procedures of the program which meet the mandatory requirements set forth by the Division for programs. [ NAC 458.158; NAC 458.153(3) (a-d); NAC 458.267] [NRS 458.025; NRS 458.055]  Finding:	10	
2	The program must have a specified operator who is responsible for the program. The operator may designate another responsible party to implement and supervise the responsibilities of the operator. The operator remains responsible for any actions of his designee. [NAC 458.153 (1)] [NRS 458.025]  Finding:	25	
3	The operator shall submit for review and approval by the Division a plan for improving the quality of the services provided by the program and for ensuring that the integrity of the program will be maintained. [NAC 458.153 (3) (f)] [NRS 458.025] <b>Finding:</b>	25	
4	If the program is operated by a corporation, the governing body must be the operator. [NAC 458.153 (2)] [NRS 458.025] <b>Finding:</b>	25	
5	The Governing Board has adopted written bylaws or policies that define any reimbursement to be provided to its members and the powers and duties of the governing body and its committees. [NAC 458.153 (2) (a)] [NRS 458.025] <b>Finding:</b>	10	
6	The Governing Board has met at least quarterly and has kept written minutes that indicate; the date of meeting, the names of the persons present at the meeting, any decision made by the governing body. [NAC 458.153 (2) (b) (1-4)] [NRS 458.025] <b>Finding:</b>	25	

C4-2 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
7	Governing Board minutes of meetings, articles of incorporation and the bylaws of the governing body were available for review at the time of the site visit. [NAC 458.153 (2) (c)] [NRS 458.025] <b>Finding:</b>	15	
8	The operator of the program shall maintain all licensure and certifications required by the Division and comply with all local, state and federal laws, regulations and ordinances. [NAC 458.153 (3) (h)] [NRS 458.025]  Finding:	25	
9	The operator of the program shall notify the Division of any anticipated change which will affect the certification of the program not later than 90 days before the change will occur. [NAC 458.123] [NRS 458.025]  Finding:	30	
10	An operator shall ensure that the program is insured for liability in an amount sufficient to protect the clients, participants and staff of the program, and the visitors to the program. The operator shall submit a copy of the policy of insurance to the Division with any application for initial certification or recertification. The policy of insurance must provide that notice be given to the Division not later than 30 days after cancellation of the policy or after an operator does not renew the policy. Upon request, an operator shall make a copy of the policy of insurance available to the Division for review. [NAC 458.173 (1)] [NRS 458.025]  Finding:	25	
11	An operator shall ensure that the program is insured for all liabilities arising out of acts or omissions of a <u>consultant</u> while providing a service for the program. The insurance may be provided by the program or the consultant. If the insurance is provided by the consultant, the operator must obtain a copy of the policy and place the copy in the personnel file of the consultant.  [NAC 458.173 (2)] [NRS 458.025]  Finding:	25	
12	The operator of the program will maintain a system for the maintenance and protection of client information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Part 160, 162 and 164. [NAC 458.272 (6)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	10	
13	A copy of the certification, registration or license of each member of the staff who provides treatment or another service requiring certification, registration or licensure of the member of the staff. [NAC 458.168 (3)(d)] [NRS 458.025; NRS 458.055]  Finding:	30	

## PERSONNEL

	Certification Criteria		Points
		Possible	Awarded
		Points	or Not
			Applicable
1	A policy in the manual describing for staff of programs, including, without limitation an accurate job description for each position held by	10	
	an employee of the program that describes;		
	-the title of the position		
	-the duties and responsibilities of the position; and		
	-the qualifications for the position		
	[NAC 458.158 (3) (a-c)] [NRS 458.025]		
	Finding:		
2	The agency maintains documentation for each member of the staff of the program in the following manner,	20	
	records for staff of the programs must be kept confidential and may be made available only to:		

C4-3 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
	-persons authorized by policy of the program; -persons inspecting the program; and -persons authorized by the employee, [NAC 458.168 (3)(a-c)] [NRS 458.025; NRS 458.055]		
3	Finding:  A policy for the registration and disposition of complaints by staff and the right to appeal without threat of reprisal. [NAC 458.158 (2)] [NRS 458.025]  Finding:	5	
4	Records for staff of the program contain:  -contains the application or resume of each member of the staff, any employment contract signed by a member of the staff and the operator or his designee, and any document containing the job performance standards which is signed by a member of the staff and the operator or his designee  -includes for each member of the staff who serves clients who are under 16 years of age, documentation of the results of an inquiry made pursuant to NRS 179.180 to 179.240, inclusive  -a copy of any report of criminal history that is obtained pursuant to NRS 641C.260 or 641C530 for staff members working with clients less than 18 yrs of age.  -includes a copy of the certification, registration or licensue of each member of the staff who provides treatment or another service requiring certification, registration or licensue of the member of the staff.  -includes copies of documentation of any disciplinary action taken against an employee;  -a copy of the job description of each employee, signed by the employee;  -a verification signed by each member of the staff indicating that the staff member has participated in a course of orientation regarding the policies and procedures which govern the service that the employee provides;  -includes copies of any certificates of any training completed by each member of the staff  -a completed copy of the employee I-9 form for staff members who are not citizens of the United States.  -if a record of the member of the staff includes an employment contract or a document containing job performance standards, the contract must clearly specify the nature and amount of the service to be provided by the member of the staff  [NAC 458.168 (1) (a-i) (2)] [NRS 458.025; NRS 458.055]  Finding:	10 per/record	

# **CLINICAL PROTOCOLS & OPERATIONS**

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	A policy and procedure in the manual describing protocols to be followed in the event of a medical emergency. [NAC 458.158 (1)] [NRS 458.025] <b>Finding:</b>	5	
2	A policy and procedure in the manual for the registration and disposition of complaints by clients, participants and staff and the right to appeal without threat of reprisal. [NAC 458.158 (2)] [NRS 458.025] <b>Finding:</b>	5	

C4-4 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
3	A policy in the manual to be used to:  - claim funds or bill for services  - receive and record funds  -record expenditures  -prepare financial reports  -maintain information for the support of claims for funds or to bill for services  -implement internal controls and audits, as necessary  [NAC 458.158 (4) (a-f)] [NRS 458.025]  Finding:	10	
4	A policy and procedure in the manual concerning the control of infections, including, without limitation, communicable diseases, and concerning universal precautions against blood borne pathogens. [NAC 458.241 (1)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	5	
5	A policy and procedure in the manual for maintaining financial records when a client or participant is billed for services. The policies and procedures must include, without limitation, requirements that an operator shall: inform prospective clients and participants of financial arrangements concerning a service before providing the service and maintain records of any fees charged to the client or participant; and any payments made by a client or participant; make records available to the client or participant for review upon request. [NAC 458.158 (5) (a-c)] [NRS 458.025]  Finding:	10	
6	A policy in the manual describing the criteria with which the treatment program will use to satisfy and comply with the criteria of the Division for: -admission -continued stay -discharge [NAC 458.241 (4); NAC 458.246 (3) (a &b)(4)] [NRS 458.025; NRS 458.055]  Finding:	20	
7	A policy and procedure for an operator of a program which offers services using a system of telecommunications shall submit the policies and procedures for the operation of the system to the Division for approval. The policies and procedures must provide for: -the confidentiality of the setting for clients and information concerning -actions the program will take in case of an emergency involving a client -the manner in which the dignity of the client will be maintained [NAC 458.267 (1-3)] [NRS 458.025; NRS 458.055]  Finding:	25	
8	A policy and procedure in the manual describing the manner in which the treatment program will satisfy the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 and 164 which reveals:  -that the client has abused or neglected a child or an elderly person  -that the client presents a danger to other people  -that the client has a communicable disease  -the identity of the client and his human immunodeficiency virus seropositive status  [NAC 458.241 (3) (a-d)] {NRS 458.025; NRS 458.055}  Finding:	10	

C4-5 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
9	A policy in the manual describing when the clinical program will release information concerning clients. ( <b>general 42CFR specific</b> ) [NAC 458.163 (1-3)] [NRS 458.025; NRS 458.055] <b>Finding</b> :	10	
10	The operator of the program will maintain a system for the maintenance and protection of client information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Part 160, 162 and 164, including, without limitation: -adequate provisions to prevent unauthorized access or theft of any form of a record of a client -the locked storage of paper records -adequate provisions for a system of backup of records maintained in a computer system in case of a failure of the primary system -retention of records of each client for not less than 6 years after the client is discharged from the treatment program, to be made available as required pursuant to 45 C.F.R. Parts 160, 162 and 164appropriate methods to destroy records of clients as required by federal regulations [NAC 458.272(6) (a-e)] [NRS 458.025; NRS 458.055]  Finding:	10	
11	The program complies with all applicable confidentiality and recordkeeping provisions set forth in 42 C.F.R. Part 2, 45 C.F.R. Part 160, 162 and 164 and any other applicable confidentiality laws pertaining to the services provided by the program. In the event of a conflict in the confidentiality requirements set forth in 42 C.F.R. Part 2, 45 C.F.R. Part 160, 162 and 164 and any other applicable confidentiality laws, the more restrictive law will apply. [NAC 458.163 (1)] [NRS 458.025; NRS 458.055]  Finding:	20	
12	The treatment program shall: - ensure that the staff readily has access to the client records to the extent authorized pursuant to 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 and 164ensure that each client has access to their records as required pursuant to 42 C.F.R. Part 2 and 45 C.F.R. Part 160, 162 and 164.  [NAC 458.272 (5 & 7)] [NRS 458.025; NRS 458.055]  Finding:	10	
13	The clinical program has retained clinical records of a client for not less than 6 years after the client is discharged from the program to be made available as required pursuant to 45 C.F.R., Part 160, 162 & 164.  [NAC 458.272(6)(d)] [NRS 458.025; NRS 458.055]  Finding:	10	
14	Any consent to release information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 and 164. [NAC 458.272 (1) (e)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	10 per/ record	
15	A client or participant provides separate and explicit consent to allow the operator or his designee to release information which identifies the client or participant and his immunodeficiency virus seropositive status.  [NAC 458163 (2)] [NRS 458.025; NRS 458.055]  Finding:	20	
16	The operator of a program shall not allow a client or participant to grant power of attorney to the operator or a member of the staff. [NAC 458.177 (4)] [NRS 458.025]  Finding:	5	
17	If a treatment program provides counseling for groups, the operator shall ensure that any session for counseling for a group includes not more than 15 clients. [NAC 458.262] [NRS 458.025]  Finding:	5	

C4-6 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
18	The operator of the treatment program shall ensure that a record is maintained for each client and contain:  -name, age gender, race, ethnicity and permanent address of the client  -the financial status of the client sufficient to determine eligibility (funded only)  -a statement from the client signed within 24 hours explaining why he is seeking service unless referred for civil protective custody  -a consent form for treatment services signed by the client or the parent or guardian of the client within 24 hours of intake unless referred for civil protective custody  -the source of any referral to the treatment program and the history of any treatment of the client  -any sources of psychosocial stress affecting the client  -the original plan of care for the client and all revisions to the plan of care  -any additional information that should be taken into consideration during the planning of treatment, determination of appropriate referrals and determination of any need for coordination of care  [NAC 458.272 (1) (a-d)(f)(i)(j)(k)] [NRS 458.025; NRS 458.055]  Finding:	15 per/ record	
19	Provide, when appropriate, a referral to, and coordination with, an employee assistance program or any other provider of a service to the treatment of a substance-related disorder to address any identified problems of the client which cannot be resolved by a service provided by the treatment program.  [NAC 458.246 (5)] [NRS 458.025; NRS 458.055]  Finding:	5 per/ record	
20	The operator of the program shall ensure that the clinical record contains documentation of any: -incident that may cause imminent danger to the health or safety of the client, other clients or staff, or persons outside the treatment program -problem involving the client; -infraction of the rules of the treatment program by the client; and -signs or symptoms of illness or injury of the client; [NAC458.272 (o) (1-4)] [NRS 458.025; NRS 458.055]  Finding:	20 per/ record	
21	The operator of the program shall ensure that client record includes: -documentation of support services that the treatment program provides to the client including: 1) correspondence concerning the client 2) results of a test conducted on the client, including, without limitation, any test conducted by a laboratory 3) documentation related to administering or dispensing medication for client in compliance with NAC 449.144 [NAC 458.272(p) (1-2); NAC 458.272 (2)(q)] [NRS 458.025; NRS 458.055] Finding:	20 per/ record	
22	The operator of the treatment program shall ensure that there is a copy of the notification, which is in the form approved by the Division and which is signed by the client, indicating: -the procedure for the client to register a complaint and to appeal a decision by the treatment program concerning a complaint; -the requirements for confidentiality of client information set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 & 164 and any other federal or state laws governing the confidentiality of client information for the service provided -Any other rights of the client that are specified by the Division (Client Rights) [NAC 458.272(1) (t) (1-3)] [NRS 458.025; NRS 458.055] Finding:	15 per/ record	

C4-7 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
23	The clinical record adheres to procedures for medical records and case notes that are standard for the profession, including; -all entries in ink	10 per/ record	
24	Inform prospective clients and participants of financial arrangements concerning a service before providing the service and maintain an accurate record of the following items: -any fees charged to a client or participant -any payments made by the client [NAC 458.158 (5) (b) (1-2)] [NRS 458.025]  Finding:	5	

#### TREATMENT PROTOCOLS & OPERATIONS

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The clinical record contains documentation of the treatment assessment performed. Documentation of and justification for any referral to appropriate services pursuant to the criteria of the Division and any resulting coordination of care.	20 per/ record	
	[NAC 458.272 (1) (L)] [NRS 458.025; NRS 458.055] <b>Finding:</b>		
2	The treatment program shall review and revise the plan of treatment of a client: [NRS 458.025; NRS 458.055] -if a client is receiving out client services, whenever the condition of the client changes over the course of treatment or every 30 days, whichever occurs first [NAC 458.246 (3) (a)] -if a client is receiving residential treatment services, whenever the condition of the client changes over the course of treatment or every 14 days, whichever occurs first [NAC 458.246 (3) (a-b)]  Finding:	15 per/ record	
3	The operator of the program for treatment has provided the following item as described in the criteria of the Division: -diagnosis and classifying a person as an alcoholic, addict or abuser of controlled substances or alcohol and determining appropriate treatment recommendations. [NAC 458.028 (2)] [NRS 458.025]  Finding:	10 per/ record	
4	The program for treatment will ensure that case notes for each client accurately reflect the treatment and services needed by the client, as identified in the assessment and plan of treatment specified by the Division. [NAC 458.272 (4)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	20 per/ record	

C4-8 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
5	If the client is transferred to a different location or provided a different service, including a service provided by the same operator, a copy of the case note made at the time of transfer which includes, without limitation: -diagnosis of the client at the time of admission or intake/condition of the client upon admission and discharge -the response of the client to treatment -diagnosis of the client at the time of transfer -recommendations for persons who will be providing treatment to the client [NAC 458.272(1) (r) (1-4)] [NRS 458.025; NRS 458.055]  Finding:	10 per/ record	
6	The treatment plan must specify: -behavioral objectives to be achieved by the client in response to the problems identified by the treatment assessment -the services to be provided by the staff to facilitate the client in attaining the objectives of the plan -the member of the staff who is responsible for ensuring the services and that the client attains the objectives of the plan -the staff will develop a plan of treatment on or before the third of client contact/on or before the third day client receives services [NAC 458.246(2) (a-c) Finding:	10 per/ record	
7	After the client is discharged from the treatment program: -documentation that a copy of the plan for continuing care of the client, including, without limitation, any referrals given to the client, was provided to the client prior to discharge [NAC 458.272 (1) (s) (1)] [NRS 458.025; NRS 458.055]  Finding:	10 per/ record	
8	An operator and the staff shall use information that is generally accepted in the field of treatment of substance-related disorders.  [NAC 458.177 (2)] [NRS 458.025]  Finding:	10	
9	Documentation that, not more than 5 business days after the client was discharged from the treatment program, a summary was completed which meets the criteria of the Division for the discharge of a client: admit and discharge diagnosis, response to treatment, reason for discharge, condition of client upon admission and discharge.  [NAC 458.272 (s) (2)] [NRS 458.025; NRS 458.055]  Finding:	10 per/ record	

#### ENHANCED CO-OCCURRING DISORDER TREATMENT

	Certification Criteria	Possible	Points
		Points	Awarded
			or Not
			Applicable
1	The treatment program shall determine whether the person being assessed has a co-occurring substance-related disorder and mental	10 per/	
	disorder and, if so, determine the appropriate treatment for the disorders. [NAC 458.252 (2)] [NRS 458.025]	record	
	Finding:		
2	The treatment program shall provide a comprehensive written report concerning such an assessment which includes, without	20 per/	
	limitation, the findings of each person who conducted the assessment. [NAC 458.252 (3)] [NRS 458.025]	record	
	Finding:		
3	If an assessment for substance-related disorders and mental disorders is conducted by an intern, require that the assessment be	10 per/	
	supervised and reviewed by the appropriate licensed or certified alcohol and drug abuse counselor or mental professional who is	record	

C4-9 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
	licensed as a psychologist pursuant to chapter 641 of NRS, a marriage and family therapist pursuant to chapter 641A of NRS or a clinical social worker pursuant to chapter 641B of NRS, or who is a medical physician with a certification in addiction medicine from a nationally accepted board. [NAC 458.252 (4)] [NRS 458.025]  Finding:		
4	Services are delivered by psychiatric and mental health clinicians and addiction treatment professionals in a setting where all staff are cross-trained.  Programs have relatively high ratios of staff to clients and provide close monitoring of clients who demonstrate psychiatric instability or disability.  Finding:	25	
5	Enhance programs have policies, procedures, assessment, treatment and discharge planning that accommodates clients with co-occurring disorders placement in levels of treatment. (Division Criteria requirements and ASAM-PPC-2R references)  Finding:	25	
6	Counselors have advanced backgrounds and experience in COD components of treatment, including dual licensure, i.e. LADC/LCSW or MFT and knowledge of the effects and use of psychotropic medications.  Findings:	20	
7	If services for substance-related disorders and mental disorders is provided by an intern, require that the services be supervised and reviewed by the appropriate licensed or certified alcohol and drug abuse counselor or mental professional who is licensed as a psychologist pursuant to chapter 641 of NRS, a marriage and family therapist pursuant to chapter 641A of NRS or a clinical social worker pursuant to chapter 641B of NRS, or who is a medical physician with a certification in addiction medicine from a nationally accepted board. [NAC 458.252 (4)] [NRS 458.025]  Finding:	10 per/ record	
8	A multi-team approach is required, along with the utilization of family therapy and the implementation of evidence based treatment practices for COD populations.  A psychiatrist is available on site in acute settings and through coordination in all other settings.  Access to a continuum of care including educational and employment, medical referrals and addressing housing needs. \  Finding:	15	
9	The ability to address, track and achieve the requested outcome measures, including the national outcome measures (NOMs) is required for this endorsement, in addition to meeting the requirements for the initial substance abuse treatment level of service i.e. Level I and Level II.I/Outpatient and Intensive Outpatient. (Funded only)  Finding:	25	

C4-10 Update 2011

#### WOMEN'S SET-ASIDE FUNDS

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	All programs certified for women's set-aside funds must comply with the following components: -primary medical care for women who are receiving substance abuse services, including prenatal care, and while women are receiving such treatment -primary pediatric care for their children including immunizations -gender specific substance abuse treatment and other therapeutic interventions for woman that may address issues of relationships, sexual and physical abuse and parenting, and child care while the woman are receiving the services -therapeutic interventions for children in custody of woman in treatment which may, among other things, address their developmental needs, and their issues of sexual and physical abuse and neglect -sufficient case management and transportation services to ensure to ensure that woman and their children have access to the services provided by (1) through (4) [ 42 U.S.C. 330x-22(c); 45 C.F.R. 96.122(f)(l)(viii);] [NAC 458.108 (1) (b) (2) (b); NAC 458.103;NAC 458.118 (1)(2)(II);NAC 458.128] [NRS 458.025]  Finding:	10 per/ record	

#### RESIDENTIAL DETOXIFICATION

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The program utilizes criteria for detoxification screening and treatment specified by the Substance Abuse Prevention and Treatment Agency supported by the Bureau of Licensure and Certification. [NAC 458.108 (1)(b)(2)(b)] [NRS 458.025] <b>Finding:</b>	20 per/ record	
2	The operator of the treatment program will document that paid and trained staff are on the premises where a program is providing services at all times when a client or participant is present on the premises in according with the Substance Abuse Prevention and Treatment Agency and Bureau of Licensure and Certification. [NAC 458.153 (i)] [NRS 458.025]  Finding:	10 per/ record	
3	The program maintains a clinical detoxification record of the client entered into from a qualified staff containing, but not limited to, the following items:  -case notes entered not less frequently than every 8 hours;  -detailing observation of the client;  -relevant findings regarding the behavior of the client;  -documentation related to administering or dispensing medication to a client in compliance with NAC 449.144  [NAC 458.108 (1)(b)(2)(b); NAC 458.272 (4)] [NRS 458.025; NRS 458.055] [42 C.F.R. 8.12 (g)]  Finding:	10 per/ record	
4	If a treatment program administers or dispenses medication to the client or makes medication available to the client to administer to himself the treatment program must provide adequate documentation of all actions taken to comply with the requirements set forth in NAC 449.144. [NAC 458.108; NAC 458.246; NAC 458.272 (4)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	10 per/ record	

C4-11 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
5	The program has ensured that all clinical staff entrusted with the safety, treatment, monitoring and recording of clients progress have completed SAPTA/BLC approved training, including, but not limited to: -acute withdrawal symptoms from drug and alcohol abuse -first aide procedures for clients with seizures -communicable diseases, including, but not limited to tuberculosis and HIV ("Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings, with Special Focus on HIV-Related Issues/Tuberculosis: What the Physician should know.") -current certification in cardiopulmonary resuscitation (CPR) [NAC 458.168(f-g); NAC 458.108 (1) (b) (2) (b); NAC 458.158 (3) (b-c)] [NRS 458.025; NRS 458.055] [42 C.F.R. 8.12 (b)] Finding:	20 per/ record	

#### RESIDENTIAL DETOXIFICATION/CIVIL PROTECTIVE CUSTODY

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The program utilizes criteria for detoxification screening and treatment specified by the Substance Abuse Prevention and Treatment Agency and supported by the Bureau of Licensure and Certification ( <i>CPC/RES</i> ) [NAC 458.108 (1)(b)(2)(b)] [NRS 458.025]  Finding:	20 per/ record	
2	The program maintains a clinical detoxification record of the client entered into from a qualified staff containing, but not limited to, the following items:  -case notes entered not less frequently than every 8 hours;  -detailing observation of the client;  -relevant findings regarding the behavior of the client;  -documentation related to administering or dispensing medication to a client in compliance with NAC 449.144 ( <i>RES</i> )  [NAC 458.108 (1)(b)(2)(b); NAC 458.272 (4)] [NRS 458.025; NRS 458.055] [42 C.F.R. 8.12 (g)]  Finding:	10 per/ record	
3	The treatment program shall review and revise the plan of treatment of a client: [NRS 458.025; NRS 458.055] -if a client is receiving residential treatment services, whenever the condition of the client changes over the course of treatment or every 14 days, whichever occurs first ( <i>CPC/RES</i> ) [NAC 458.246 (3)(b)]  Finding:	15 per/ record	
4	The program has ensured that all clinical staff entrusted with the safety, treatment, monitoring and recording of clients progress have completed Division approved training, including, but not limited to: -acute withdrawal symptoms from drug and alcohol abuse -first aide procedures for clients with seizures -communicable diseases, including, but not limited to tuberculosis and HIV ("Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings, with Special Focus on HIV-Related Issues/Tuberculosis: What the Physician should know.") -current certification in cardiopulmonary resuscitation (CPR) ( <i>CPC/RES</i> ) [NAC 458.168(f-g); NAC 458.108 (1) (b) (2) (b); NAC 458.158 (3) (b-c)] [NRS 458.025; NRS 458.055] [42 C.F.R. 8.12 (b)]  Finding:	20 per/ record	

C4-12 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
5	The residential detoxification service may only be certified or funded in accordance with the criteria for the Division ( <i>RES</i> ). [NAC 458.103; NAC 458.118] [NRS 458.025] <b>Finding:</b>	20 per/ record	
6	The operator of a treatment program will ensure a review and revision of the plan of treatment of a client:  -If the client is receiving residential treatment services, whenever the condition of the client changes over the course of treatment or every 14 days, whichever occurs first.  [NAC 458.246 (3)(b)] [NRS 458.025]  Finding:		
7	The operator of the treatment program will document that paid and trained staff are on the premises where a program is providing services at all times when a client or participant is present on the premises in according with the Substance Abuse Prevention and Treatment Agency and Bureau of Licensure and Certification ( <i>CPC/RES</i> ). [NAC 458.153 (i)] [NRS 458.025] <b>Finding:</b>	10 per/ record	
	Certification Criteria	Possible Points	Points Awarded or Not Applicable
8	If a treatment program administers or dispenses medication to the client or makes medication available to the client to administer to himself the treatment program must provide adequate documentation of all actions taken to comply with the requirements set forth in NAC 449.144. [NAC 458.108; NAC 458.246; NAC 458.272 (4)] [NRS 458.025; NRS 458.055] <b>Finding:</b>	10 per/ record	

# RESIDENTIAL

	Certification Criteria	Possible Points	Points Awarded or Not
			Applicable
1	The program providing residential treatment has documented that paid staff were on the premises of the program at all times when a	10	
	client is present on the premises. [NAC 458.153 (i)] [NRS 458.025]		
	Finding:		

## OMT & NARCOTIC

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The program has submitted for review and approval by the Division policies and procedures of the program for involuntary detoxification of clients. [NAC 458.257] [NRS 458.025]	20	
	Finding:		
2	A treatment program which provides opioid maintenance therapy services must be certified to provide services for out patient clients and ambulatory detoxification services pursuant to the criteria established by the Division through the Substance Abuse Prevention and	25	
	Treatment Agency (Division Placement Criteria for Substance-Related Disorders). The facility at which the treatment program		

C4-13 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
	provides opioid maintenance therapy services must be licensed by the Division as a facility for treatment with narcotics pursuant to NAC 449.154 to 449.15485, inclusive.  [NAC 458.257; 458.028 (1-2)] [NRS 458.025]  Finding:		
3	The program has adopted in clinical practice the standards of guidance established by federal agencies on the use of methadone and other narcotics in opioid maintenance therapy. [NAC 458.257; NAC 458.108 (2)(b)] [NRS 458.025] <b>Finding:</b>	15	
4	The program has implemented the policies and procedures for involuntary detoxification of clients as approved.  [NAC 458.257] [NRS 458.025]  Finding:	15	
5	The program has released to another opioid maintenance therapy and narcotic treatment program, in compliance with the standards of 42 C.F.R Part 2, the following information regarding a client who is seeking treatment at the other program:  -a history of the dosing given to the client; -the date of admission to the service; -the date of the last clinical contact; -documentation verifying addiction; -results of testing of urine; and -if conducted within the previous 90 days, a copy of any medical history and physical.  [NAC 458.163 (1); NAC 458.272(u) (3); NAC 458.257] [NRS 458.025; NRS 458.055]  Finding:	20per/ record	
6	The manual contains a policy describing requirements for the client to earn the privilege of taking medication off the premises of the program, such requirements establish that the privilege is contingent upon compliance by the client with the rules of the program, appropriate participation by the client in treatment; and the existence of no evidence that the client takes the medication inappropriately.  (Exception: In the event of emergency or exceptional circumstances) [NAC 458.257] [NRS 458.025]  Finding:	10	
7	If the client is receiving an ambulatory detoxification service, the program has developed a plan of treatment, not including detoxification, on or before the third contact of the client with the program or on or before the third day on which the client receives services from the program. [NAC 458.241 (4); NAC 458.257] [NRS 458.025]  Finding:	5 per/ record	
8	The program has, as necessary, reviewed and revised the plan of treatment for the client when the condition of the client changes over the course of treatment, or every 30 days, whichever occurs first, during the first year of maintenance treatment, every 90 days, whichever occurs first, during the second year of maintenance treatment, and 180 days, whichever occurs first, during the third and subsequent years of maintenance treatment; and when the condition of the client changes over the course of treatment, or every 30 days, whichever occurs first, during ambulatory detoxification. [NAC 458.241 (4); NAC 458.257] [NRS 458.025]  Finding:	10 per/ record	

C4-14 Update 2011

## DRUG COURT

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The operator of a drug court program shall perform an assessment of each client or obtain the most recent assessment which is found to be sufficient to:  -make a complete identification of any problems related to the substance-related disorder of the client; and -determine the appropriate level of service for the client pursuant to the criteria of the Division.  -provide documentation of and justification for any referral to appropriate services pursuant to the criteria of the Division and any resulting coordination of care -documentation of any discussion with the client concerning the results of the treatment assessment, appropriate referrals and any barriers to treatment  [NAC 458.306 (k)(l); NAC 458.296] [NRS 458.025]  Finding:	20 per/ record	
2	The operator of the drug court program shall ensure that a record is maintained for each client and the record must include: [NRS 458.025, NRS 458.055]  -the name, age, gender, race, ethnicity, and permanent address of the client [NAC 458.306 (1) (a)]  -an evaluation of the financial status of the client sufficient to determine eligibility(funded only) [NAC 458.306(1) (b)]  -a statement from the client, signed upon intake or enrollment in the drug court program, explaining why he is seeking service, unless the client is being referred for civil protective custody [NAC 458.306 (1) (c)]  -a consent form for treatment services signed by the client or the guardian or parent of the client upon intake or enrollment in the drug court program, unless the client is being provided a service related to civil protective custody [NAC 458.306(1) (d)]  -any consent to release information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 and 164. [NAC 458.306(1) (e)]  -the source of any referral to the drug court program which referred the client to the drug court program [NAC 458.305 (f)]  -the history of treatment of the client [NAC 458.306(1) (h)]  -any sources of psychosocial stress [NAC 458.306(1) (i)]  -any additional information that should be taken into consideration during the planning of treatment, determination of appropriate referrals and determination of any need for coordination of care [NAC 458.306(1) (j)]  -date, type and duration of any clinical contact and any services provided to the client [NAC 458.306(1) (m)]	10 per/record	
3	The operator of the drug program shall provide documentation in support of services that the drug court program provides to the client, including, without limitation, any:  -correspondence concerning the client  -results of a test conducted on the client, including, without limitation, any test conducted by a laboratory  [NAC 458.306 (1) (o) (1-2)] [NRS 458.025; NRS 458.055]  Finding:	5 per/ record	

-15 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
4	The operator of the drug program shall ensure there is documentation of a copy of notification, which is in the form approved by the Division and which was signed by the client, indicating:  -the procedure for the client to register a complaint and appeal a decision by the drug court program concerning a complaint (client is provided a copy) [NAC 458.306(1) (p) (1)] [NRS 458.025; NRS 458.055]  -the requirements for the confidentiality of client information set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 & 164 and any other applicable federal or state laws governing the confidentiality of client information for service provided [NAC 458.306(1) (p) (2)] [NRS 458.025; NRS 458.055]  -any rights of the client that are specified by the Division (Client Rights) [NAC 458.306(1) (p) (3)] [NRS 458.025; [NRS 458.055]  Finding:	5 per/ record	
5	The operator of the drug court program shall ensure that the program provides documentation to support any claims for services or data reported to the Division. [NAC 458.306(1)(3)(q)] [NRS 458.025; NRS 458.055]  Finding:	5 per/ record	
6	The operator of the drug court program shall ensure that the client records adhere to procedures for medical records [NAC 458.306 (3)] [NRS 458.025; NRS 458.055]  Finding:	10	
7	The operator of the drug court program shall ensure that the case notes for e ach client accurately reflect the treatment and services needed by the client, as identified in the assessment pursuant to criteria identified by the Division in NAC 458.296. [NAC 458.306 (4)] [NRS 458.025; NRS 458.055] Finding:	10 per/ record	
8	The operator of the drug court program shall ensure that: -the staff have access to client records to the extent authorized pursuant to 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 & 164 [NAC 458.306 (5)] [NRS 458.025; NRS 458.055]  Finding:	10	
9	The operator of the drug court program shall ensure that the program maintains a system for the maintenance and protection of client information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 & 164 including, without limitation, requirements for:  -adequate provisions to prevent unauthorized access or theft of any form of a record of a client  -the locked storage of paper records  -adequate provisions for a system of backup records maintained in a computer system in case of failure of the primary system  -retention of records of each client for not less than 6 years after the client is discharged from the drug court program, to be made available as required pursuant to 45 C.F.R. Parts 160, 162 and 164  -appropriate methods to destroy records of clients as required by federal regulation  [NAC 458.306 (6) (a-e)] [NRS 458.025; NRS 458.055]  Finding:	10	

C4-16 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
10	The operator of a drug court program shall maintain a manual containing the policies and procedures of a drug court program, without limitation, the polices and procedures required: [NRS 458.025; NRS 458.055]  -concerning the control of infections, including, without limitation, communicable diseases, and concerning universal precautions against blood borne pathogens [NAC 458.291 (1)]  -describing the manner in which the drug court program will satisfy the requirements set forth regarding Drug Court programs in the Nevada Administrative Code listed and described under Drug Court programs [NAC 458.291 (2); NAC 458.306]  -requirements for releasing information about a client which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 & 164 and which reveals: that the client has abused or neglected a child or an elderly person, that the client Presents a danger to other people, that the client has a communicable disease; or that the identity of the client and his human immunodeficiency virus seropositive status [NAC 458.291 (3) (a-d)]  -describing the criteria which the drug court program will use to satisfy and comply with the criteria of the Division concerning admission, continued stay and discharge. [NAC 458.291 (4)]  Finding:	10 per/ record	
11	If a drug court program provides counseling for groups, the operator shall ensure that any session for counseling for a group includes not more than 15 clients. [NAC 458.301] [NRS 458.025]  Finding:	5	
12	The operator of the drug court shall ensure that a record is maintained for each client and the record must include:  [NRS 458.025; NRS 458.055]  -documentation of the assessment performed by the operator or obtained by the operator pursuant to NAC 458.326  [NAC 458.306 (1)(g)]  -documentation of and justification for any referral to appropriate services pursuant to the criteria of the Division and any resulting coordination of care [NAC 458.306 (1)(k)]  -documentation of any discussion with the client concerning the results of the treatment assessment, appropriate referrals and any barriers to treatment [NAC 458.306 (1) (L)]  Finding:	10 per/ record	

## **EVALUATION CENTER**

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The operator of an evaluation center program shall perform an assessment of each client or obtain the most recent assessment which is found to be sufficient to: [NRS 458.025; NRS 458.055; NRS 484.39735]  -make a complete identification of any problems related to the substance-related disorder of the client; and [NAC 458.326 (1)]  -determine the appropriate level of service for the client pursuant to the criteria of the Division. [NAC 458.326 (2)]  -provide documentation of and justification for any referral to appropriate services pursuant to the criteria of the Division and any resulting coordination of care [NAC 458.331(1)(k)]  -documentation of any discussion with the client concerning the results of the treatment assessment, appropriate referrals and any barriers to treatment [NAC 458.331 (1)(L)]  Finding:	20 per/ record	•

C4-17 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
2	An evaluation center must not be operated by an operator who operates or has a financial interest in a treatment program or any other organization which provides treatment for substance related disorders in the same geographic area at which the evaluation center program will be provided if the evaluation center program is provided in a county whose population is 100,000 or more. [NAC 458.336] [NRS 458.025; 484.37935]  Finding:	20	
3	The operator of the evaluation center program shall ensure that a record is maintained for each client and the record must include: [NRS 458.025; NRS 458.055]  -the name, age, gender, race, ethnicity, and permanent address of the client [NAC 458.331 (1) (a)] -an evaluation of the financial status of the client sufficient to determine eligibility(funded only) [NAC 458.331 (1) (b)] -a statement from the client, signed upon intake or enrollment in the drug court program, explaining why he is seeking service, unless the client is being referred for civil protective custody [NAC 458.331 (1) (c)] -a consent form for treatment services signed by the client or the guardian or parent of the client upon intake or enrollment in the evaluation center program, unless the client is being provided a service related to civil protective custody [NAC 458.331 (1) (d) -any consent to release information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 and 164. [NAC 458.331 (1) (e)] -the source of any referral to the evaluation center program [NAC 458.331 (1) (f)] -the history of treatment of the client [NAC 458.331 (1) (h)] -any sources of psychosocial stress [NAC 458.331 (1) (i)] -any additional information that should be taken into consideration during the planning of treatment, determination of appropriate referrals and determination of any need for coordination of care [NAC 458.331 (1) (j)] -date, type and duration of any clinical contact and any services provided to the client [NAC 458.331 (1) (m)]	10 per/record	
4	Finding:  The operator of the evaluation center program shall ensure there is documentation of any:  -incident that may cause imminent danger to the health and safety of the client, other clients or staff, or persons outside the evaluation center program  -problem involving the client or sign and symptom of illness or injury of the client  [NAC 458.331(1) (n) (1-3)] [NRS 458.025; NRS 458.055; NRS 484.37935]  Finding:	10 per/ record	
5	The operator of the evaluation center shall ensure that a record is maintained for each client and the record must include:  [NRS 458.025; NRS 458.055]  -documentation of the assessment performed by the operator or obtained by the operator pursuant to NAC 458.326  [NAC 458.331 (1) (g)]  -documentation of and justification for any referral to appropriate services pursuant to the criteria of the Division and any resulting coordination of care [NAC 458.331 (1)(k)]  -documentation of any discussion with the client concerning the results of the treatment assessment, appropriate referrals and any barriers to treatment [NAC 458.331 (1) (L)]  Finding:	10 per/ record	
6	The operator of the evaluation center program shall provide documentation in support of services that the program provides to the client, including, without limitation, any:  -correspondence concerning the client -results of a test conducted on the client, including, without limitation, any test conducted by a laboratory	5 per/ record	

C4-18 Update 2011

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
	[NAC 458.331(1)(o) (1-2)] [NRS 458.025; NRS 458.055; NRS 484.37935] <b>Finding:</b>		
7	The operator of the evaluation center program shall ensure there is documentation of a copy of notification, which is in the form approved by the Division and which was signed by the client, indicating:  -the procedure for the client to register a complaint and appeal a decision by the program concerning a complaint (client is provided a copy)  -the requirements for the confidentiality of client information set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 & 164 and any other applicable federal or state laws governing the confidentiality of client information for service provided  -any rights of the client that are specified by the Division (Client Rights)  [NAC 458.331(1)(p) (1-3)] [NRS 458.025; NRS 458.055; NRS 484.37935]  Finding:	5 per/ record	
8	The operator of the evaluation center program shall ensure that the client records adhere to procedures for medical records [NAC 458.331 (3)] [NRS 458.025; NRS 458.055; NRS 484.37935]  Finding:	10	
9	The operator of the evaluation center program shall ensure that: -staff and clients have access to client records to the extent authorized pursuant to 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 & 164 [NAC 458.331 (5)] [NRS 458.025; NRS 458.055; NRS 484.37935]  Finding:	10	
10	The operator of the evaluation center program shall ensure that the program maintains a system for the maintenance and protection of client information which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R. Parts 160, 162 & 164 including, without limitation, requirements for: [NRS 458.025; NRS 458.055; NRS 484.37935]  -adequate provisions to prevent unauthorized access or theft of any form of a record of a client [NAC 458.331 (6)(a)]  -the locked storage of paper records [NAC 458.331 (6)(b)]  -adequate provisions for a system of backup records maintained in a computer system in case of failure of the primary system [NAC 458.331 (6)(c)]  -retention of records of each client for not less than 6 years after the client is discharged from the evaluation center program, to be made available as required pursuant to 45 C.F.R. Parts 160, 162 and 164 [NAC 458.331 (6)(d)]  -appropriate methods to destroy records of clients as required by federal regulation [NAC 458.331 (6)(e)]  Finding:	10	
11	The operator of an evaluation center program shall maintain a manual containing the policies and procedures of an evaluation center program, without limitation, the polices and procedures required: [NRS 458.025; NRS 458.055; NRS 484.37935]  -concerning the control of infections, including, without limitation, communicable diseases, and concerning universal precautions against blood borne pathogens [NAC 458.321 (1)]  -describing the manner in which the evaluation center program will satisfy the requirements set forth regarding Evaluation Center programs in the Nevada Administrative Code listed and described under Evaluation Center programs [NAC 458.321(2)]  -requirements for releasing information about a client which satisfies the requirements set forth in 42 C.F.R. Part 2 and 45 C.F.R Parts 160, 162 & 164 and which reveals: that the client has abused or neglected a child or an elderly person, that the client presents a danger to other people, that the client has a communicable disease; or that the identity of the client and his human immunodeficiency virus seropositive status [NAC 458.321 (3) (a-d)]  Finding:	10	

C4-19 Update 2011

#### COMPREHENSIVE EVALUATION PROGRAM

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The treatment program shall determine whether the person being assessed has a co-occurring substance-related disorder and mental health disorder and, if so, determine the appropriate treatment for the disorders. [NAC 458.252 (2)] [NRS 458.025] <b>Finding:</b>	10 per/ record	
2	The treatment program shall provide a comprehensive written report concerning such an assessment which includes, without limitation, the findings of each person who conducted the assessment. [NAC 458.252 (3)] [NRS 458.025] <b>Finding:</b>	20 per/ record	
3	If an assessment for substance-related disorders and mental health disorders is conducted by an intern, require that the assessment be supervised and reviewed by the appropriate licensed or certified alcohol and drug abuse counselor or mental health professional who is licensed as a psychologist pursuant to chapter 641 of NRS, a marriage and family therapist pursuant to chapter 641A of NRS or a clinical social worker pursuant to chapter 641B of NRS, or who is a medical physician with a certification in addiction medicine from a nationally accepted board. [NAC 458.252 (4)] [NRS 458.025]  Finding:	10 per/ record	

#### INTERVENTION

	Certification Criteria	Possible Points	Points Awarded or Not Applicable
1	The treatment program shall provide documentation of the following items: -the <i>rule in</i> or <i>rule out</i> of a substance related disorder diagnosis as defined in the current publication of the Diagnostic Statistical Manual	10 per/ record	_
	-documentation of and justification for any referral to appropriate services pursuant to the criteria for the Division and any resulting coordination of care [NAC 458.246 (1) (a & b);NAC 458.272 (1)(L)] [NRS 458.025; NRS 458.055] <b>Finding:</b>		

C4-20 Update 2011