

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 1700 K STREET
 SACRAMENTO, CA 95814-4037
 TDD (916) 445-1942



ADP BULLETIN

Title Drug/Medi-Cal Certification Standards for Substance Abuse Clinics - Effective July 1, 1998		Issue Date: Sept. 28, 1998 Expiration Date: Until Rescinded	Issue No. 98-50
Deputy Director Approval Original signed by: ROBERT L. JACKSON, R.Ph. Quality Assurance Division	Function <input type="checkbox"/> Information Management <input checked="" type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No. 97-10 (with regard to changes to the Drug/Medi-Cal Certification Standards for Substance Abuse Clinics).	

PURPOSE

The purpose of this Bulletin is to disseminate the Drug/Medi-Cal Certification Standards for Substance Abuse Clinics which were effective July 1, 1998, and to highlight the changes.

DISCUSSION

The enclosed Drug/Medi-Cal Certification Standards for Substance Abuse Clinics have been approved as part of an interagency agreement which the Department of Health Services has with the Department of Alcohol and Drug Programs to certify substance abuse clinics for Drug/Medi-Cal (D/MC) payments.

The four primary changes in the standards effective July 1, 1998, were:

1. Deleted certain conditions under which a recertification site visit is conducted,
2. Extended the time to obtain a fire clearance for a D/MC certified clinic that changes ownership to 90 days after the date of D/MC certification,
3. Reduced the minimum number of years for maintaining the health records of patients from 7 to 3 years, and
4. Deleted the qualifications for the clinic director and grouped all staff requirements together under Section IV.

These and other changes are described below:

1. Section II. Definitions
 - A. Page 1 - Substance abuse clinic or clinic - Slightly reworded for clarity.
 - B. Page 2 - Satellite site - Clarified that narcotic treatment program and perinatal residential substance abuse services shall not be provided at a satellite site. Clarified that a fire clearance must be dated no more than 12 months prior to the date of the application for certification.

F. Page 3 - Recertification - Deleted the following circumstances which required recertification site visits: major staffing changes, conversion from nonprofit to profit status, and conversion from a satellite site to a substance abuse clinic.

G. Page 3 - Decertification - Added language to require the decertification of a clinic that changed ownership and failed to provide ADP with a copy of a valid fire clearance within the specified time frame.

H. Page 4 - Under the direction of a physician - For consistency, cross referenced the time frames for completing treatment plans contained in the California Code of Regulations (CCR).

2. Section III. General Requirements

A. Page 6 - Fire Safety - Clarified that a fire clearance must be dated no more than 12 months prior to the date of the application for certification. Also, extended the time to obtain a fire clearance for a D/MC certified clinic that changes ownership to 90 days after the date of D/MC certification.

Former Sections III.C. - Clinic Director, III.D. - Medical Director, and III.G. - Minimum Staff - Reworded and relocated to Section IV. - Staff.

Former Section III.F. - Integration of Staff Services - Deleted

G. Page 7 - Administrative Policies - Deleted the requirement for the medical director to annually review and sign administrative policies. Deleted criteria for management and personnel policies.

Former Section III.O. - Optional Services - Deleted

3. Section IV. - Staff

A. Page 9 - Medical Director/Medical Responsibility - The requirements, qualifications, and responsibilities for the medical director were moved from Section III and combined with medical responsibility.

Page 9 - Clinic Director - The responsibilities of the clinic director were moved from Section III. The qualifications for the clinic director were deleted.

Page 10 - Substance Abuse Professional - The requirement, definition, and responsibilities of the Substance Abuse Professional have been established based on items previously contained in Sections III and IV.

Page 10 - Minimum Staff Requirements - Minimum staff requirements were relocated and reworded from Section III. Language regarding "DHS in consultation with ADP may authorize modification of staffing" was deleted.

Page 10 - Clinic Staff - Clinic staff requirements were moved from former Section IV.B.2. (Clinic Personnel) and reworded to be clearer.

4. Section VI. Pharmaceutical Service Requirements

A. Page 11 - Orders for Drugs - Deleted the provision for signing orders for drugs by "a personal computer key."

B. Page 11 - Labeling and Storage - Modified terminology regarding the proper storage of medication to "based on the manufacturer's product insert."

REFERENCES

The time frames for completing treatment plans are contained in the following:

- for outpatient drug free, day care habilitative, perinatal residential, and Naltrexone treatment services - Title 22, CCR, Section 51341.1(h)(2)(A)
- for narcotic treatment program services - Title 9, CCR, Section 10305

HISTORY

None.

QUESTIONS/MAINTENANCE

Questions regarding this Bulletin can be directed to Chuck Browning at (916) 322-2510.

EXHIBITS

[Drug/Medi-Cal Certification Standards for Substance Abuse Clinics effective July 1, 1998](#)

DISTRIBUTION

Drug Medi-Cal Certified Providers
County Alcohol and Drug Program Administrators
Director's Advisory Council (DAC)
Wagerman Associates, Inc.