

Baseline evaluation

Ryan White is the payer of last resort

Baseline assessment

Measure of mental health function: ie GAF score, DSM axis,

Cognitive issues: mental processing, Intellectual capability

Substance used: age of first start, method of use, quantity

Substance abuse inpatient or partial hospitalization, ED due to SA HX:

referrals to and use of higher levels of care or ED, hospitalization
related to SA

Dual or Triple diagnosis: SA, MH, Physical Co-Morbidities

Substance abuse acuity sheet present in chart and up to date

Name and contact information of HIV Primary Provider and Case Manager

Care Plan

Treatment plan completed and signed by client within 30 days of admission

Treatment goal(s) are established, intervention is consistent with
evaluation

Treatment goals should be re-assessed quarterly

Upon discharge relapse prevention material is given

Progress notes

A progress note must be completed on a client at least monthly

Substance abuse staff making the entry must use his/her full legal name and
title. Entry must be dated and time, title and credentials within 3 days
after an interaction with client.

The substance abuse health staff will document effort to contact the client
as needed

Licensing, Knowledge, Skills and Experience

Substance abuse staff must be state licensed certified substance abuse
professional. Uncertified counselors must receive supervision from a
licensed/certified substance professional

Minimum 10 hours a year of continuing education and professional
development

Retention in Care

Client remain in care through services

Client entered into care through services