


Idaho Department of Correction 	Standard Operating Procedure	Title: SUD Funding and Treatment Authorizations		Page: 1 of 4
		Control Number: 401.06.03.091	Version: 1.0	Adopted: 09-04-2014

Brent Reinke, director, approved this document on 09/04/2014.

Open to the public: Yes No

SCOPE

This standard operating procedure applies to all department substance use disorder teams, probation and parole officers, and presentence teams.

Revision History
Revision date (09/04/2014) version 1.0: This is a new standard operating procedure.

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BOARD OF CORRECTION IDAPA RULE NUMBER 401

Medical Care

POLICY CONTROL NUMBER 401

Clinical Services and Treatment

PURPOSE

The purpose of this standard operating procedure is to establish basic guidelines for referring offenders into substance use disorder (SUD) funded treatment.

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RESPONSIBILITY

District Managers

Per the direction of the chief of probation and parole, each district manager or designee is responsible for

- Implementing this standard operating procedure
- Ensuring district SUD teams, district probation and parole officers, and presentence teams (as defined in SUD work instructions) are practicing procedures provided in SUD work instructions
- Reviewing this standard operating procedure and associated SUD work instructions annually, and making improvement recommendations to the director of the SUD Unit.

Director of the SUD Unit

The director of the SUD Unit or designee is responsible for

- Overseeing and monitoring the guidelines provided in this standard operating procedure and associated SUD work instructions
- Ensuring the central office SUD team (as defined in SUD work instructions) are practicing the procedures provided in SUD work instructions
- Approving this standard operating procedure and associated SUD work instructions for implementation.

BASIC GUIDELINES

1. Introduction

The Idaho Department of Correction must establish procedures for funding drug and alcohol assessments, SUD treatment needs, and recovery support services for those defendants who are under the Idaho court's jurisdiction and for those offenders who are under the Idaho Board of Correction's jurisdiction.

The department will coordinate with the Idaho Supreme Court, Idaho Department of Juvenile Correction, Idaho Department of Health and Welfare, the current management services contractor, and state-approved community providers to develop SUD funding eligibility criteria and treatment referral processes for getting defendants and offenders into one of the following department SUD funded treatment programs or a needs-appropriate partnering agency's program:

- 19-2524
- Risk to Revoke
- Reentry (Aftercare)
- Medicaid

2. 19-2524 Guidelines

The department must develop work instructions, which at a minimum, identifies responsible persons and procedures that detail and establish timeframes for the following:

- Processing the Order for Presentence Report and Evaluations and PSI Face Sheet received from the courts

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- Conducting and completing the Global Appraisal of Individual Needs (GAIN) assessment for the presentencing phase, post-sentencing phase, or both
- Downloading the GAIN-I Recommendation and Referral Summary (GRRS) into the Web Infrastructure for Treatment Services (WITS) system
- Reviewing the GRRS for treatment recommendations
- Making a treatment referral and authorization of treatment and/or recovery support services (RSS) in WITS to a community provider
- Making Corrections Integrated System (CIS) entries to establish funding approval or denial alerts
- Conducting and documenting internal district quality control audits
- Processing out-of-matrix treatment SUD funding requests
- Processing requests to transfer the offender to a different community provider
- Processing requests for combined SUD and Medicaid services

All department SUD teams, probation and parole officers, and presentencing teams (as defined in work instruction) will utilize the work instruction titled *19-2524 Substance Use Disorder Funding Process* for all court-ordered 19-2524 matters.

3. Risk to Revocate (RTR) Guidelines

The department must develop work instructions, which at a minimum, identifies responsible persons and procedures that detail and establish timeframes for the following:

- Determining whether the offender is a candidate for receiving RTR funds
- Documenting the offender's active use of drugs and alcohol in the CIS
- Requesting RTR treatment and/or RSS
- Determining whether the offender meets RTR funding criteria
- Processing RTR treatment funding requests
- Making Corrections Integrated System (CIS) entries to establish funding approval or denial alerts
- Making a GAIN and/or treatment referral and authorization of treatment and/or recovery support services in WITS to a community provider
- Downloading the GRRS into the WITS system
- Conducting and documenting internal district quality control audits
- Processing out-of-matrix treatment SUD funding requests
- Processing requests to transfer the offender to a different community provider
- Processing requests for combined SUD and Medicaid services

All department SUD teams and probation and parole officers (as defined in work instruction) will utilize the work instruction titled *Risk to Revocate Substance Use Disorder Funding Process* for all RTR matters.

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4. Reentry (Aftercare) Guidelines

The department must develop work instructions, which at a minimum, identifies responsible persons and procedures that detail and establish timeframes for the following:

- Documenting the offender's active use of drugs and alcohol in the CIS, if applicable
- Determining, based on the offender's sentencing classification, whether the offender will receive re-entry (aftercare) treatment in accordance with a parolee or retained jurisdiction (rider) pathway
- Requesting the appropriate re-entry (aftercare) treatment and/or RSS in accordance with the parolee or retained jurisdiction (rider) pathway
- Determining whether the offender meets re-entry (aftercare) funding criteria
- Processing re-entry treatment funding requests
- Making Corrections Integrated System (CIS) entries to establish funding approval or denial alerts
- Making a GAIN and/or treatment referral and authorization of treatment and/or recovery support services (RSS) in WITS to a community provider
- Downloading the GRRS into the WITS system
- Conducting and documenting internal district quality control audits
- Processing out-of-matrix treatment SUD funding requests
- Processing requests to transfer the offender to a different community provider
- Processing requests for combined SUD and Medicaid services.

All department SUD teams and probation and parole officers (as defined in work instruction) will utilize the work instruction titled *Re-entry (Aftercare) Substance Use Disorder Funding Process* for all re-entry (aftercare) matters.

5. Medicaid Guidelines

During the initial review process to determine whether an offender will qualify for 19-2524, RTR, or re-entry (aftercare) treatment services, district SUD teams or designees who suspect that the offender is Medicaid eligible will check in accordance with the applicable 19-2524, RTR, or re-entry (aftercare) work instruction to see if the offender is still Medicaid eligible. When it is verified that the offender has Medicaid, and based on whether the offender's GRRS has expired and whether the offender is retained jurisdiction (rider) status, staff must deny SUD funding in accordance with the applicable work instruction.

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