

2.03 SERVICE CATEGORY DEFINITIONS

SCA LEVEL – These categories involve activities conducted by the Single County Authority that do not involve the direct delivery of services to clients.

Administration (Activity 51) – This category is for the provision of planning, organizing, funding, and control of the SCA's D&A program. This activity includes general managerial functions that are supportive to, but not an intrinsic part of, the provision of direct services. Services include plan development and program implementation, budgeting, financial and data management, project and service monitoring, and evaluation. Personnel costs, including salaries and associated fringe benefits, are considered administrative if those costs are not incurred in the direct provision of prevention, intervention, treatment or case management services.

Reserved (Activity 52) - This activity is currently not in use.

Evaluation and Research (Activity 53) - This category is reserved for DOH sanctioned research and evaluation projects or such activities initiated by the SCA without DOH financial participation. Projects of this nature, unless sanctioned by DOH, would be funded from local (not matching funds), Federal, or private resources.

Special Projects (Activity 54) – This category is reserved for special administrative related projects initiated at the discretion of DOH (e.g., the Screening, Brief Intervention, Referral and Treatment Initiative) and approved by the BDAP, or such projects initiated by the SCA and funded by sources other than DOH.

PREVENTION LEVEL – These categories involve a proactive process that empowers individuals and systems to deal constructively with potentially difficult life situations, to keep healthy people healthy and to bolster the strength of those at risk. It requires that a measurable, risk-based series of collaborative and culturally relevant strategies be employed to preclude or reduce those uses of drugs and alcohol that have a negative impact on the individual, the family, and the larger society. Negative impact includes the physical, mental, or social consequences that result in the reduction of optimum functioning at home, in school, at work, or in the community. Positive behaviors are defined as those which include increased self-understanding, improved interpersonal and human relations skills, enhanced ability to relate to social institutions, and effective coping behaviors to deal with stress. Prevention activities are targeted at the total populations, with an emphasis on delivering appropriate services prior to the manifestation of inappropriate behaviors. Prevention activities can be delivered through schools, media, family or community agencies and groups.

Information Dissemination (Activity 61) - This category provides awareness and knowledge on the nature and extent of alcohol, tobacco and drug use, abuse and addiction and the affects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two groups.

Education (Activity 62) – This category involves two-way communication and is distinguished from the Information Dissemination category by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Education activities aim to

affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g. of media messages) and systematic judgment abilities.

Alternative Activities (Activity 63) - This category operates under the premise that healthy activity will deter participants from the use of ATOD. The premise is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by ATOD and would, therefore, minimize or eliminate use of ATOD. These activities must be directly linked to an educational or skill-building activity.

Problem Identification and Referral (Activity 64) - This category targets those persons who have experienced first use of illicit or age-inappropriate use of tobacco and those individuals who have indulged in the first use of illicit drugs and alcohol in order to assess if their behavior can be reversed through education. Prevention funds shall not be used for SAP, EAP or DUI programs beyond the point of the educational component. Funding for assessment or any other activity directly linked to the inauguration of treatment shall not be captured under this category.

Community-based Process (Activity 65) - This category aims directly at building community capacity to enhance the ability of communities to more effectively provide prevention and treatment services for alcohol, tobacco and drug abuse disorders. Activities include organizing, planning, enhancing efficiency and effectiveness of services, inter-agency collaboration, coalition building and networking.

Environmental (Activity 66) - This category establishes or changes written and unwritten community standards, codes, ordinances and attitudes thereby influencing incidence and prevalence of the abuse of alcohol, tobacco and other drugs used in the population. This category is divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those that relate to the service and action-oriented initiatives.

Other Prevention (Activity 67) - This category is reserved for DOH sanctioned initiatives or activities initiated by the SCA and funded by sources other than DOH, neither of which crosswalk into the six categories outlined above.

INTERVENTION LEVEL – These categories involve the provision of services aimed at assisting the client in coping with a specific crisis or other situation in his or her life whereby his or her customary modes of adaptation have proven inadequate. This level is aimed at assisting in decision-making and supporting the client until he or she can cope with the situation independently. Referral is provided if the need for a structured treatment regimen or other service is indicated.

Assistance Programs (Activity 71) – This category is for the provision of intervention services to individuals within an organization whose personal, academic, work or other performance has deteriorated as a result of their drug and/or alcohol use. Includes EAP and assessment and group intervention services within the SAP.

Other Intervention (Activity 72) – This category is for the provision of intervention services, including hotline, group discussion and outreach as defined below. This activity does not include assistance programs. Assistance Programs are to be reported under Activity 71.

Hotline - The provision of referral, advice, and crisis intervention through a telephone service. Hotline activities associated with Information Dissemination or the Prevention Strategies are not to be included in this area.

Group Discussion - The provision of group intervention services to substance users/abusers or affected significant others. The goal of these services is to get persons to critically evaluate their substance use and the negative effects their behavior is having on their personal, family and societal development. Includes DUI, underage drinking, teen pregnancy, and drop-in center support activities.

Outreach - Identifying persons who are in need of services, and alerting them to the availability and location of intervention and treatment services. Examples are programs that outreach to the Latino community and programs for persons who may be exposed to HIV (e.g., Client Testing/Partner Notification).

TREATMENT LEVEL – These categories involve the activities aimed at the systematic application of social, psychological or medical service methods to assist individuals to deal with patterns of D&A use or abuse.

Inpatient Non-hospital (Activity 82) - This category is for the provision of medically monitored residential treatment in a free standing or health care environment that provides one of the following D&A services: 1) 82 A - Short-term detoxification, 2) 82B - Residential treatment and rehabilitation services or 3) 82C - Halfway House services.

Inpatient Hospital (Activity 83) - This category is for the provision of 1) 83A - medically managed detoxification or 2) 83 B - treatment and rehabilitation services, 24 hours a day, in a hospital. The hospital shall be licensed by the Department as an acute care or general hospital, or approved by the DPW as a psychiatric hospital. Approved approaches for Inpatient Hospital are Detoxification, Drug Free, Other Chemotherapy and Experimental.

Partial Hospitalization (Activity 85) - This category is for the provision of psychiatric, psychological, social and other therapies on a planned and regularly scheduled basis. Partial hospitalization is designed for those clients who would benefit from more intensive services than are offered in outpatient treatment project, but who do not require 24-hour inpatient care. This environment provides multi-modal and multi-disciplinary psychotherapy. Services consist of regularly scheduled treatment sessions at least three (3) days per week with a minimum of ten (10) or more hours per week. Approved approaches for Partial Hospitalization are: Drug Free, Other Chemotherapy and Experimental.

Outpatient (Activity 86) - This category is for the provision of counseling or psychotherapeutic services on a regular and predetermined schedule. The client resides outside the facility. Approved approaches for Outpatient include Detoxification (Methadone), Drug Free, Maintenance, Other Chemotherapy and Experimental.

Regular Outpatient (Activity 86A) – This category is for the provision of organized non-residential treatment services utilizing psychotherapy and substance use/abuse education. Services are usually provided in regularly scheduled treatment sessions for a maximum of five (5) contact hours per week.

Intensive Outpatient (Activity 86B) – This category is for the provision of organized non-residential treatment services utilizing structured psychotherapy and providing client stability through increased periods of staff intervention. Services are provided according to a planned regimen consisting of regularly scheduled treatment sessions at least three (3) days per week with a minimum greater than five (5) hours and less than ten (10) hours per week.

TREATMENT-RELATED LEVEL – These categories involve those activities that support treatment Activities 82A through 86B in which no direct treatment is provided. These activities involve the coordination of services and the provision of support services that will assist the treatment client in meeting other deficiencies inherent in their life, and ultimately aid them in securing recovery and a self-sufficient life style.

Housing Services (Activity 87) - This category is for the provision of temporary housing to a client when the inability to secure appropriate shelter or housing will have a negative impact on the client's treatment outcome and their recovery. This can include admission into a TLF licensed by the DOH. TLFs provide a semi-protected home-like environment to assist a client in his gradual re-entry into the community. No formal treatment (e.g., counseling, psychotherapy) takes place at the facility. This is a live-in/work-out situation involving short-term housing.

Client Related Services (Activity 88) - This category is designed to encourage and support clients in moving towards a drug free lifestyle.

Case Management (Activity 88A) - This category involves a collaborative process between the client and the case manager that identifies D&A treatment needs and facilitates access to available treatment and support resources. The three primary functions of case management include screening, assessment, and intensive case management. These functions, as well as their related activities, may be reimbursed under this fiscal code. In addition, Intake, Evaluation, and Referral Services are also a part of this activity code when provided by a facility designated by the SCA to perform those services centrally for two or more facilities within that SCA, to include Central Assessment Unit Services, Treatment Alternatives to Street Crime Services and Central Intake.

Care Management (Activity 88B) - This category is funded solely by monies issued by the DPW, OMHSAS, and involves the service authorization aspect of an organized system of coordinated activities developed and administered by the SCA to ensure client continuity of service, efficient and effective utilization of available resources, and appropriateness of service to meet the needs of the client. Activities carried out under Care Management include screening, assessment (medical necessity determination), placement, authorization, continued stay/concurrent review, utilization review, determination of financial liability and eligibility for treatment services.

Other BDAP Approved (Activity 88C) – This category involves the provision of other client related services, such as transportation or childcare, as pre-approved by BDAP.

APPROACHES

Detoxification (Code XX1) - The process whereby a D&A intoxicated or dependent client is assisted through the period of time necessary to eliminate, by metabolic or other means, the presence of the intoxicating substance or dependency factors while keeping the physiological or psychological risk to the client at a minimum.

Maintenance (Code XX2) - The prescription of methadone or other approved substance in sufficient doses to achieve stabilization or prevent withdrawal symptoms. This approach differs from drug free in that a maintenance substance is utilized throughout the treatment regimen. Slow withdrawal or outpatient detoxification of the client from the maintenance substance is considered as a part of maintenance. The ultimate goal of maintenance is to assist the client in permanently discontinuing the use of dependency producing substances.

Drug Free (Code XX3) - The provision of guidance, advice, and psychological treatment as a means to deal with the client's emotional structure and concurrent problems without the use of a maintenance substance. Temporary medication for treatment of physiological conditions or as an adjunct to psychosocial treatment may be utilized in this approach.

Other Chemotherapy (Code XX4) - A treatment approach that includes chemotherapy, using a primary medication for purposes other than detoxification. Other chemotherapy implies continued doses of medication. If a client receives only short-term medication for temporary symptomatic relief, the client is entered under drug free or detoxification, as appropriate.

Experimental (Code XX5) - A treatment approach not generally utilized for treatment of D&A clients and innovative in nature. Projects and facilities utilizing this approach must be designated, in writing, as eligible by the Secretary of the Department for funding purposes.