



Policy Name	CCDTF/Rule 25 Substance Use Disorder Assessment
Policy Number	2.201
Origination Date	9/8/2004
Board Approval Date	02/20/2018
Policy Owner	Social Services Supervisor – Linda Erhardt
Responsible Personnel	Social Services Supervisor and staff qualified to complete assessments and complete Client Placement Authorization documents
Regulatory Requirement	MN Rule 9530.6600 – 9530.6655
Cross References	<u>Client Placement Authorization (CPA) (DHS-2780) (PDF)</u> <u>social service agency (DHS-5685) (PDF)</u> (Rule 25 Assessment) DHS MHCP Manual section Alcohol and Drug Abuse Services
Attachments	

Policy Purpose

Pursuant to the above regulatory authorities, a requisite part of Rule 25 entails having County-specific policies regarding assessments, fee determination, and placement of persons with substance use disorder problems.

Principles/Goals/Relationship

Swift County Human Services (SCHS) is responsible for:

- + Rule 25 Assessment
- + Determination of financial eligibility
- + Placement of a person who needs treatment services

It is the goal of SCHS to provide an accurate and timely Rule 25 Assessment.

SCHS will maintain close working relationships with District Court, Corrections, and the County Attorney's Office. Such collaboration will be for purposes of processing requests for Rule 25 assessments, recommendations, and coordination of treatment service

Assessment and Financial Determination

SCHS will complete a substance use disorder assessment upon request or referral for residents of Swift County. The qualified assessor will enter the SSIS intake request for services, schedule appointments, and facilitate the assessment process. SCHS must provide assessment services for clients without regard to national origin, marital status, race, color, religion, creed, disability, sex or sexual orientation. The assessment must be done in a language the client understands. Clients who are pregnant or IV drug users are mandatory assessments and will take priority over other referrals.

A qualified assessor will complete assessment using DHS required forms. SCHS will provide an assessment interview within 20 calendar days from the date an appointment was requested for or by the client. A missed appointment will be rescheduled by the assessor. Referent will be notified regarding the missed appointment and the new appointment date. After three (3) "no show" appointments, the referring agency will be advised that the current intake is will be closed and a new referral will need to be made.

Within ten (10) calendar days after the initial assessment interview, SCHS must complete the assessment, make determinations and authorize services if the client is eligible.

Staff will meet with the client to complete all the necessary evaluation and assessment forms, financial eligibility documents and other related documents needed to determine eligibility for services and the appropriate referrals. During this process, the client will also be given information related to data privacy, notice of appeal information, and right to a second assessment information.

If the client requests a second assessment, they must do so in writing and provide it to the assessor within five (5) days of the completion of the assessment or before the client enters a treatment program (whichever occurs first). The assessor will take responsibility for arranging a second assessment with a qualified assessor as soon as possible. The second assessment may be completed by another qualified Rule 25 assessor within the agency or by another agency's Rule 25 assessor. If the client agrees with the outcome of the second assessment, the placing authority shall place the client in accordance with part 9530.6622 and the second assessment. If the client disagrees with the outcome of the second assessment, the placing authority must place the client according to the assessment that is most consistent with the client's collateral information. The client may be charged a 2nd assessment fee per policy.

If the client is in jail or prison, the placing authority must complete the assessment and placement authorization. If the placing authority does not assess the client, the county where the client is held must assess the client and resolve any disputes. If 45 days have elapsed between the interview and initiation of services, SCHS must update the assessment to determine whether the risk description has changed and if that change results in a change of planned services. This update does not require a face-to-face contact and may be based on information from the client, collaterals, or treatment providers. SCHS must provide a new assessment if six (6) months have passed since the most recent assessment or assessment update. SCHS may accept an assessment completed from any other placing authority in order to meet the requirements of this part.

SCHS will provide a Rule 25 assessment for each person seeking treatment or for whom treatment is sought for substance use disorder before the person is placed in a treatment program. SCHS will determine eligibility for treatment using the Dimensions and information gathered from the client and collateral contacts.

Eligibility for the CCDTF is based on two criteria: clinical need and financial eligibility. If a person is determined to both have a clinical need for treatment and be financially eligible for the CCDTF, then the CCDTF can pay for the person's treatment services. Clinical eligibility is based on the results of a Rule 25 assessment. A person who scores a severity rating of 2, 3, or 4 in Dimension IV, V, or VI meets clinical eligibility requirements for treatment.

Placement priorities/authorization

Qualified assessors are authorized to make placement decisions and to sign client placement authorization documents.

Criteria to be considered in making placement decisions include the following:

- the outcome of the Rule 25 assessment
- a pregnant client or IV Drug User
- the needs of the client
- cultural considerations such as gender, race, and age
- the ability of the proposed provider to meet the client's needs
- the support and preference of the client and family
- the proximity of the proposed provider to the client's home

SCHS has the final authority for all placement decisions, subject to appropriate appeal.

Training qualifications of assessor

Any person who performs Rule 25 assessments shall meet the technical qualifications as established by the Minnesota Department of Human Services per MN Rules 9530.6615 Subpart 2 Staff Performing Assessment.

Rule 25 Assessment Fee

SCHS will charge a \$125.00 fee for all Rule 25 Assessments, both court ordered and non-court ordered. The \$125 assessment fee will be collected from the client and will be based on the client's ability to pay.

The fee shall be charged to the client, or if the client is a minor, the parent(s) will be charged. Payment is due the day of the assessment, or arrangements will be made to pay within 90 days of the assessment. If the client pays on or before the day of the assessment, the fee will be reduced to \$100.00

The fee will be waived for individuals receiving Minnesota Families Investment Program (MFIP), General Assistance (GA), Minnesota Supplemental Aid (MSA) or Medical Assistance (MA), and those consumers who are eligible for the Consolidation Treatment Fund. The assessment fee may be waived for individuals who have no income and those individuals referred by Child Protection Services. Consideration will be given to other hardship situations.

The assessor, under the supervision of the social services supervisor, is authorized to waive any assessment fee. The assessment fee determination form will be reviewed and signed by the client or responsible party and the assessor prior to the completing the assessment.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Inc. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:



Linda Erhardt, Policy Owner

2-20-18

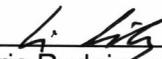
Date



Catherine Lee, Director

2/20/18

Date

Board Approval: 

Eric Rudningen, Board Chair

2/20/2018

Date