



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
7/26/24

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 580.000**

**POLICY**

TITLE  
**SUBSTANCE USE DISORDER  
TREATMENT SERVICES**

**REVIEW/REVISION HISTORY:**

Effective: 4/11/00 DOC 670.500	Revised: 8/18/11
Revised: 5/4/01	Revised: 10/12/15 DOC 580.000
Revised: 1/21/03	Revised: 1/18/17
Revised: 11/29/06	Revised: 1/1/19
Revised: 7/27/07	Revised: 2/19/19
Revised: 4/28/08 AB 08-007	Revised: 2/1/21
Revised: 12/26/08 DOC 580.000	Revised: 6/3/22
Revised: 4/13/09 AB 09-013	Revised: 7/26/24
Revised: 7/19/10 DOC 670.500	

**SUMMARY OF REVISION/REVIEW:**


Adjusted terminology throughout per WAC 246-341-0200  
 II.A., IV.B., and VI.B. - Adjusted language for clarification  
 II.B. - Added language for clarification  
 II.B.1. and IV.A.2. - Added DOC 14-060 Patient Rights  
 IV - Added Reentry Center applicability  
 Removed VI.B.1. that individuals infracted for refusing to comply with treatment recommendations and/or programming while in custody will not be eligible for Reentry Center placement  
 Removed VI.B.2.b. that appeals must be postmarked and submitted to the SARU Administrator within 5 business days of the individual receiving notification

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

6/25/24  
 \_\_\_\_\_  
 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 7/26/24	<b>PAGE NUMBER</b> 2 of 6	<b>NUMBER</b> <b>DOC 580.000</b>
	<b>TITLE</b> <b>SUBSTANCE USE DISORDER TREATMENT SERVICES</b>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 69.51A](#); [WAC 246-341](#); DOC 280.510 Public Disclosure of Records; DOC 420.380 Drug/Alcohol Testing; DOC 580.655 Drug Sentencing Alternative; [42 CFR Part 2](#); [American Society of Addiction Medicine \(ASAM\) Criteria](#); [Records Retention Schedule](#); Substance Abuse and Recovery Treatment Services Practice and Procedures Administrative Manual

**POLICY:**


- I. The Department, as certified by the Department of Health (DOH), has established guidelines for the clinical management of individuals with a substance use disorder per WAC 246-341.
- II. The Substance Abuse Recovery Unit (SARU) maintains a Substance Abuse and Recovery Treatment Services Practice and Procedures Administrative Manual that specifies programs, philosophy, goals, and measurable objectives, including related documentation and access to Department substance use disorder treatment program services, within available resources.
  - A. The manual is reviewed and updated as required by DOH.
- III. The SARU will ensure the integrity of clinical protocols, practices, curriculum, and methodologies used when providing treatment program services to individuals.

**DIRECTIVE:**


- I. Responsibilities
  - A. The SARU Program Administrator is responsible for the oversight and management of clinical treatment program services and individual service records within the Department.
- II. Treatment Screening Process
  - A. Individuals arriving at a Reception Diagnostic Center may be administered authorized substance use disorder and opioid screening instruments, within available resources.
    1. Results will be forwarded to SARU records employees, who will document the results on the Program Summary screen in the electronic file.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 7/26/24	<b>PAGE NUMBER</b> 3 of 6	<b>NUMBER</b> <b>DOC 580.000</b>
	<b>TITLE</b> <b>SUBSTANCE USE DISORDER</b> <b>TREATMENT SERVICES</b>		

- B. Individuals whose initial screening result indicates the probability of a substance use disorder may be assessed using DOC 14-040 Substance Use Disorder Assessment, within available resources.
    - 1. DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information, DOC 14-039 Substance Use Disorder Treatment Participation Requirements, DOC 14-060 Patient Rights, and, if applicable, DOC 14-042 Prison Drug Sentencing Alternative Agreement will be signed at the time of the assessment.
      - a. If the assessment finds that a Drug Offender Sentencing Alternative (DOSA) individual does not have a substance use disorder, the Substance Use Disorder Professional (SUDP) will provide notification per DOC 580.655 Drug Sentencing Alternative.
    - 2. An assessment outcome indicating a substance use disorder is required for admission into DOH certified substance use disorder treatment provided by the Department.
- III. Referrals for Substance Use Disorder Services
- A. Referrals for Department-funded treatment program services in the community will only be made if the individual has at least 90 days remaining until the Scheduled End Date to allow for the completion of treatment.
  - B. Referrals for SARU treatment program services in Prisons may be accepted for individuals who have a substance use disorder and determined to need services.
- IV. SARU Treatment in Prisons and Reentry Centers
- A. At the time of admission into the treatment program, the SUDP will ensure the following forms have been completed:
    - 1. DOC 14-039 Substance Use Disorder Treatment Participation Requirements
    - 2. DOC 14-060 Patient Rights
    - 3. DOC 14-066 Behavioral Health Program Disclosure and Signature Authentication
    - 4. DOC 14-042 Prison Drug Sentencing Alternative Agreement, if applicable
  - B. Individuals will be placed in the corresponding level of care per American Society of Addiction Medicine (ASAM) Criteria. Treatment program service levels may be adjusted by SARU clinical managers based on availability of resources, length of time in confinement, and/or other clinical variables.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 7/26/24	<b>PAGE NUMBER</b> 4 of 6	<b>NUMBER</b> <b>DOC 580.000</b>
	<b>TITLE</b> <b>SUBSTANCE USE DISORDER</b> <b>TREATMENT SERVICES</b>		

- C. All treatment service levels will use a coordinated team-staff approach to the delivery of treatment program services.
  - 1. Collateral contacts between employees and the SUDP/Substance Use Disorder Trainee (SUDT) will be documented in the individual service record.
  
- D. During treatment, the SUDP/SUDT will:
  - 1. Develop an Individual Service Plan with each individual per ASAM Criteria using DOC 14-173 Substance Use Disorder Individual Service Plan.
    - a. The plan will address counseling needs (e.g., relapse prevention and management, high risk management) per WAC 246-341-620.
  - 2. Submit treatment admission documentation to SARU records employees.
  - 3. Develop a clinical discharge summary, including continuing care recommendations and ASAM criteria, using DOC 14-044 Substance Use Disorder Discharge Summary and Continued Care Plan.
  
- V. Treatment Requirements for Participants
  - A. Participation in the treatment program is contingent on compliance with DOC 14-039 Substance Use Disorder Treatment Participation Requirements.
  - B. All treatment requirements identified in the Individual Service Plan must be completed in order to successfully complete each service level of treatment.
  - C. Individuals will comply with drug/alcohol testing per DOC 420.380 Drug/Alcohol Testing.
  - D. Lack of progress in treatment will be reported to the case manager and/or documented in a progress report to the courts when requested or required.
  - E. Other programming should be coordinated around the substance use disorder treatment schedule.
  
- VI. Failure to Comply
  - A. If an individual is terminated/absconds from contracted community-based residential treatment after regular business hours, contract staff will notify the Warrants Desk at Headquarters and case manager.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 7/26/24	<b>PAGE NUMBER</b> 5 of 6	<b>NUMBER</b> <b>DOC 580.000</b>
	<b>TITLE</b> <b>SUBSTANCE USE DISORDER</b> <b>TREATMENT SERVICES</b>		

1. The Warrants Desk will notify the case manager and Community Corrections Supervisor via email.
- B. Individuals who refuse admission, do not complete the treatment program due to their refusal to continue treatment, or are out of compliance with program requirements may be subject to the disciplinary process.
  1. Discharge summaries and recommendations for DOSA individuals receiving services in Prison will be reviewed by the DOSA Treatment Compliance Manager/designee.
    - a. If termination from treatment is appropriate, the primary SUDP/ SUDT or their supervisor will notify the individual and provide DOC 14-188 Substance Abuse Recovery Unit Treatment Termination Notice.
    - b. The violation process for DOSA individuals terminated from treatment will be followed per DOC 580.655 Drug Sentencing Alternative.

VII. Records Retention and Access

- A. Department substance use disorder individual service records are confidential and managed per 42 CFR Part 2 language prohibiting re-disclosure and all relevant federal and state laws and Department policies.
- B. The release of individual service records will be handled by the SARU, through the Public Disclosure Unit per DOC 280.510 Public Disclosure of Records.
- C. Information contained in the individual service record is available on a “need to know” basis only and may be requested through SARU records employees.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Drug Offender Sentencing Alternative (DOSA), Substance Use Disorder. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
7/26/24

PAGE NUMBER  
6 of 6

NUMBER  
**DOC 580.000**

# POLICY

TITLE  
**SUBSTANCE USE DISORDER  
TREATMENT SERVICES**

- DOC 14-039 Substance Use Disorder Treatment Participation Requirements
- DOC 14-040 Substance Use Disorder Assessment
- DOC 14-042 Prison Drug Sentencing Alternative Agreement
- DOC 14-044 Substance Use Disorder Discharge Summary and Continued Care Plan
- DOC 14-060 Patient Rights
- DOC 14-066 Behavioral Health Program Disclosure and Signature Authentication
- DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information
- DOC 14-173 Substance Use Disorder Individual Service Plan
- DOC 14-188 Substance Abuse Recovery Unit Treatment Termination Notice