



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
6/3/22

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DOC 580.000

POLICY

TITLE
**SUBSTANCE USE DISORDER
TREATMENT SERVICES**

REVIEW/REVISION HISTORY:

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

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
Removed III.B.1 & III.C. that individual must be with 36 months of their ERD to submit a referral and exceptions may be made for select/specific treatment program services in Prisons


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

5/31/22

Date Signed

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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 300.500 Reentry Center Screening; 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 clinical records within the Department.
- II. Treatment Screening Process
 - A. Individuals arriving at a Reception Diagnostic Center may be administered an authorized substance use disorder screening instrument, within available resources, to determine the need for an assessment.
 1. Results will be forwarded to SARU records employees, who will document the results on the Program Summary screen in the electronic file.

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- 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.
 - 1. DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information, DOC 14-039 Substance Use Disorder Treatment Participation Requirements, and, if applicable, DOC 14-042 Prison Drug Offender 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
- 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 14-066 Substance Use Disorder Program Disclosure and Signature Authentication
 - 3. DOC 14-042 Prison Drug Offender 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 overridden by the SARU clinical manager based on availability of resources, length of time in confinement, and/or other clinical variables.

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- 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 clinical file.
- 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.
 - 1. The Warrants Desk will notify the case manager and Community Corrections Supervisor via email.


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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 will be subject to disciplinary action.

1. Individuals infracted for refusing to comply with treatment recommendations and/or programming while in custody will not be eligible for Reentry Center placement per DOC 300.500 Reentry Center Screening.
2. 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/Appeal Request.
 - b. Appeals must be postmarked and submitted to the SARU Administrator within 5 business days of the individual receiving notification that the individual will be terminated from treatment.
 - 1) Treatment termination cannot be appealed if the current violation(s) resulted in a change in custody level.
 - 2) The SARU will notify the individual of the appeal decision using DOC 14-198 Substance Abuse Recovery Unit Treatment Termination Decision.
 - c. 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 clinical 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 clinical record information will be handled by the SARU, through the Public Disclosure Unit per DOC 280.510 Public Disclosure of Records.
- C. Information contained in the clinical record is available on a “need to know” basis only and may be requested through SARU records employees.

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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:

- DOC 14-039 Substance Use Disorder Treatment Participation Requirements
- DOC 14-040 Substance Use Disorder Assessment
- DOC 14-042 Prison Drug Offender Sentencing Alternative Agreement
- DOC 14-044 Substance Use Disorder Discharge Summary and Continued Care Plan
- DOC 14-066 Substance Use Disorder 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/Appeal Request
- DOC 14-198 Substance Abuse Recovery Unit Treatment Termination Decision