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Alabama Ryan White Part B Service Standards

Substance Abuse Outpatient Care Services

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Purpose

This Service Standard was prepared by the Alabama Department of Public Health (ADPH) Office of HIV Prevention and Care (OHPC) and the United Way of Central Alabama (UWCA) in consultation with Organizational Ideas (a technical assistance provider), with stakeholder input to guide the delivery of high-quality services for people with HIV (PWH). This document contains the minimum requirements Ryan White Part B (RWPB) providers are expected to meet when delivering HIV care and support services funded by RWPB. Providers may exceed these standards. These standards will also provide a basis to evaluate the RWPB services. Please note that all RWPB Service Standards expectations also apply to Health Resources and Services Administration (HRSA) Ending the HIV Epidemic in the U.S. (EHE)-funded services unless exceptions are noted.

Definitions and Descriptions

The description under the “Standard” column outlines the required activities that must be provided to the client receiving the RWPB service. The “Documentation” column provides the documents that must be maintained by the provider delivering the service. The Service Standards contain the following major elements:

- **Agency & Personnel Requirements:** The minimum required education, certification, experience, and facility requirements that are needed to provide the

RWPB service.

- **Eligibility & Intake:** Eligibility refers to the current statewide criteria for receiving services through RWPB as outlined in the *RWPB Universal Service Standard*. Current eligibility criteria can be found at: <https://www.alabamapublichealth.gov/hiv/index.html>. The agency must determine or confirm RWPB eligibility for the client prior to provision of services. Eligibility may occur during intake or through a stand-alone process. Intake is the process of collecting information to determine the client's immediate service needs.
- **Assessment:** The Assessment is an evaluation of need conducted by qualified personnel to determine if there is a need for the RWPB service. The evaluation must render the determination for referral or provision of service. It must include the elements listed in the standard. The documentation of the evaluation of need is determined by the agency.
- **Provision of Services:** The provision of services are the activities or services that are provided to the client. Where appropriate, a Service Plan should address the client's assessed needs with a timeline to resolve the need(s).
- **Transition/Discharge:** Transition/Discharge refers to the release or cessation of the RWPB service. Transition or Discharge may occur in conjunction with the transition or discharge from the agency's program, when the client no longer needs or meets the criteria for the service, when the client is transitioned to another care provider, or when a client is deceased.
- **Case Closure:** When a client is discharged or transitioned to another care provider, the services will cease and the case is closed.

I. HRSA Service Category Definition

Substance Abuse Outpatient Care is the provision of outpatient services for the treatment of drug or alcohol use disorders. Activities under Substance Abuse Outpatient Care Services include:

- Screening
- Assessment
- Diagnosis, and/or
- Treatment of substance use disorder, including:
 - Pretreatment/recovery readiness programs
 - Harm reduction
 - Behavioral health counseling associated with substance use disorder
 - Outpatient drug-free treatment and counseling
 - Medication assisted therapy
 - Neuro-psychiatric pharmaceuticals
 - Relapse prevention

II. Program Guidance

Acupuncture therapy may be allowable under this service category only when, as part of a substance use disorder treatment program funded under the HRSA Ryan White HIV/AIDS Program (RWHAP), is included in a documented plan.

Syringe access services are allowable, to the extent that they comply with current appropriations law and applicable HHS (Health and Human Services) guidance, including HRSA- or HAB-specific guidance.

III. Key Service Components and Activities

Allowable activities include:

- See above

Not allowable:

- Inpatient substance abuse services (See Substance Abuse Services (residential))

For common components required for all RWPB services, please see *the RWPB Universal Service Standard*. Key service components and activities are noted in the Service Standards below.

ADPH Service Standards:

Standard	Documentation
1. Agency & Personnel Requirements	
1.1) All personnel providing services will be appropriately licensed and credentialed to provide substance abuse outpatient care services applicable to the State of Alabama.	1.1) Current licensure and certifications to practice in the State of Alabama for all funded providers in personnel file.
1.2) Staff must continue to fulfill the requirements of their individual disciplines to maintain their license, if applicable.	1.2) Copies of continuing education and related licensure or certification renewals with license/certificate number in personnel file.
1.3) Agency shall have a crisis protocol policy and procedure for urgent mental health/substance use disorder emergencies or crises.	1.3) Agency policy/procedure that describes its crisis protocol.
2. Eligibility & Intake	
2.1) Subrecipient must conduct or confirm eligibility consistent with statewide eligibility requirements. All clients must have an active eligibility at the time of service.	2.1) Active eligibility for RWPB in client's record during the service delivery period.
2.2) Complete intake within 5 business days of referral.	2.2) Intake completed within 5 business days of referral.
3. Assessment	
3.1) Provider will conduct an assessment within 3 business days of intake and should include, at minimum, the following: <ul style="list-style-type: none"> • Presenting problems resulting in need • Current and historical use of alcohol and other substance use • History of psychiatric and chemical dependency treatment • Medical history (current and past health issues, medications, surgeries, hospitalizations) • Relationships with family including domestic/intimate partner violence • History of trauma/related events • Stigma • Current housing state, to include history of housing stability 	3.1) Completed assessment within 3 business days of intake.

<ul style="list-style-type: none"> • Treatment adherences (e.g., HIV meds) • Social and leisure activities • Education and vocational training • Employment history • History of legal and criminal issues • Mental/emotional functioning • Strengths and challenges 	
<p>4. Provision of Services (includes Service Plan)</p>	
<p>4.1) A signed treatment plan shall be completed within 10 business days from the assessment. The treatment plan shall include:</p> <ul style="list-style-type: none"> • Identified substance use disorder • Goals and objectives • Treatment modality (group or individual) • Start date for substance use counseling • Recommended number of sessions • Date for reassessment • Projected treatment end date • Any recommendations for follow up 	<p>4.1) Signed treatment plan dated within 10 business days of assessment in client's record.</p>
<p>4.2) Individual service or treatment plan reviewed and revised as needed, but not less than once every 12 months.</p>	<p>4.2) Revised individual service or treatment plan signed and dated by client and maintained in client's record.</p>
<p>4.3) Services will be provided according to the individual's treatment plan and documented in the client's primary record. Signed progress notes are completed within 2 business days of occurrence according to the agency's standardized format for each session and will include:</p> <ul style="list-style-type: none"> • Client name • Session date • Clinical observations • Focus of session • Interventions • Assessment • Duration of session • Newly identified issues/goals • Client's responses to interventions and referrals • HIV medication adherence and; 	<p>4.3) Signed progress notes in accordance with the individual's treatment plan in the client's primary record.</p>

<ul style="list-style-type: none"> • Substance use treatment adherence 	
<p>4.4) Provided counseling services will address at least any of the following:</p> <ul style="list-style-type: none"> • Prevention and transmission risk behaviors, including root causes and underlying issues related to increased HIV transmission behaviors • Treatment adherence • Development of social support systems • Community resources • Maximizing social and adaptive functioning • The role of spirituality and religion in a client's life, disability, death and dying and exploration of future goals 	4.4) Counseling areas identified in progress notes.
<p>4.5) In urgent, non-life-threatening circumstances, client will be contacted within one business day to schedule a follow up appointment.</p>	4.5) Documented attempt to contact client within one business day if there are urgent, non-life-threatening circumstances.
5. Transition/Discharge	
5.1) See <i>RWPB Universal Service Standard</i> .	
6. Case Closure	
6.1) See <i>RWPB Universal Service Standard</i> .	

Resources

1. Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) Policy Clarification Notice (PCN) #16-02: Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds:
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>
2. Ryan White HIV/AIDS Program (RWHAP) National Monitoring Standards for RWHAP Part B Recipients:
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/2023-rwhap-nms-part-b.pdf>

