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|  | State of Indiana Indiana Department of Correction | Effective Date | Page 1 of | Number |
| | | 11/1/2020 | 6 | 4.01Y |
| HEALTH CARE SERVICES DIRECTIVE Manual of Policies and Procedures | | | | |

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| Title ADDICTION RECOVERY SERVICES |
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| Legal References (includes but is not limited to) | Related Policies/Procedures (includes but is not limited to) | Other References (includes but is not limited to) |
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| IC 11-8-2-5 | 01-02-101 03-02-104 01-04-104 01-05-101 00-03-102 03-02-107 | HCSD 2.35Y, HCSD 2.36y HCSD 4.01Y |

I. PURPOSE:

Youth with substance use treatment needs who are committed to the Indiana Department of Correction (IDOC or “the Department”) Division of Youth Services (DYS) shall have access to comprehensive addiction recovery treatment services. This Health Care Services Directive (HCSD) provides an overview of the manner in which addiction recovery services shall be provided in DYS facilities.

II. POLICY STATEMENT:

The Department recognizes that a significant portion of the youths committed to the Department have been involved in some form of problematic substance use. In order to address this problem, the Department has established coordinated addiction recovery services (ARS) that provide education, treatment, and support programming for youths committed to DYS facilities, with the goal of reducing youth substance use and delinquent behavior and increase the potential for the youth’s successful Re-Entry into the community.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

| HEALTH CARE SERVICES DIRECTIVE-YOUTH | | | |
|---|-----------------------------|-----------|------------------|
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number 4.01Y | Effective Date 11/1/2020 | Page 2 | Total Pages 6 |
| Title ADDICTION RECOVERY SERVICES | | | |

- A. ADDICTION RECOVERY SERVICES (ARS): The entire continuum of services and programming offered at Department facilities for the treatment of substance use disorders.
- B. ARS FACILITY DIRECTOR/LEAD: The staff person who is responsible for determining the level of Addiction Recovery Services for each youth during Intake Phase, who provides direct delivery of ARS to youth, and who may supervise ARS staff at the receiving DYS facilities.
- C. ARS STAFF: The staff person(s) responsible for direct delivery of Addiction Recovery Services.
- D. DIRECTOR OF ADDICTION RECOVERY SERVICES (D/ARS): The Central Office staff person responsible for the oversight, coordination, and direction of the ARS program within the Department.
- E. DRUG USE SCREENING INVENTORY-REVISED (DUSI-R): The Department-approved assessment tool used for determining severity of problematic substance use and appropriate level of treatment, and to monitor treatment progress and outcomes.
- F. DYS PROGRAM DIRECTOR: The Central Office staff person, as well as the staff person(s) responsible at each facility, responsible for the oversight, coordination, and management of all treatment programming/services and the case management system.
- G. ELECTRONIC MEDICAL RECORD (EMR): The record keeping system where all clinical documentation including weekly progress notes, ARS treatment plans, and ARS treatment summaries are kept.
- H. EXECUTIVE DIRECTOR, DIVISION OF YOUTH SERVICES (ED/DYS): The Central Office staff member responsible for the oversight, coordination, and direction of the IDOC Division of Youth Services facilities and programs.
- I. INDIVIDUAL GROWTH PLAN (IGP): The individual plan developed for each youth that specifies how the needs, goals, and strategies identified in the Intake Assessment Report will be addressed during the Growth Phase.
- J. INTAKE ASSESSMENT REPORT (IAR): The report developed for the youth at the Intake Facility/Unit assessing psychosocial history, medical needs, educational

| | | | |
|---|-----------------------------|-----------|------------------|
| HEALTH CARE SERVICES DIRECTIVE-YOUTH | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number 4.01Y | Effective Date 11/1/2020 | Page 3 | Total Pages 6 |
| Title ADDICTION RECOVERY SERVICES | | | |

needs, psychological/psychiatric needs, substance abuse/addiction recovery needs, security needs, criminogenic needs, and treatment recommendations.

- K. INTAKE PHASE: The initial phase of the Comprehensive Case Management system during which the Initial Risk Assessment Instrument and the Intake Assessment Reports are completed. Initial treatment programming recommendations are also made as part of the process.
- L. MEDICATION ASSISTED THERAPY (MAT): The use of medications in combination with counseling and behavioral therapies for the treatment of substance use disorders.
- M. MONTHLY SERVICE REPORT: The monthly report sent to the ED/ARS and ED/DYS providing information regarding ARS staffing, program changes, and census and outcomes data.
- N. REGIONAL DIRECTOR OF ADDICTION RECOVERY SERVICES: The contracted staff person responsible for collaborating with the Director of Addiction Recovery Services and Quality Assurance Manager for the purpose of providing oversight, coordination, and direction of all Addiction Recovery Services within the Department.

IV. PROGRAM STANDARDS:

- A. The DYS ARS program shall include assessment, treatment, and referral for post-release recovery support for youths with substance use disorder(s) or a pattern of problematic substance use. Continuity of care must be provided from admission to discharge from the Department, including referrals to appropriate community-based providers.
- B. All ARS services shall be conducted by ARS staff within the scope of their professional credential(s), competency, and training.
- C. All treatment interventions provided by ARS staff shall conform to accepted national professional standards, shall utilize standardized curricula approved by the Department, and shall be delivered in accordance with an Individual Growth Plan (IGP).

V. COLLABORATION WITH OTHER FACILITY DIVISIONS:

| HEALTH CARE SERVICES DIRECTIVE-YOUTH | | | |
|---|-----------------------------|-----------|------------------|
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number 4.01Y | Effective Date 11/1/2020 | Page 4 | Total Pages 6 |
| Title ADDICTION RECOVERY SERVICES | | | |

- A. The ARS Director shall collaborate with the facility's DYS Program Director to review the youth's Individual Growth Plan (IGP) and to make consensus determinations regarding a youth's participation in ARS.
- B. The management and treatment of mental health and psychiatric disorders is the responsibility of the contracted medical provider's Mental Health Services Division and is supervised by the contracted Regional Director of Mental Health Services. When mental illness symptoms are recognized or suspected, ARS staff must ensure the youth is referred for mental health services in accordance with current DYS mental health procedures and referral guidelines.
- C. The management of acute intoxication and withdrawal is primarily the responsibility of Health Services personnel. However, consultation with ARS staff may be needed to manage acute intoxication and withdrawal, and ARS staff shall collaborate as needed with facility Health Services personnel.

VI. DETERMINING NEED FOR ADDICTION RECOVERY SERVICES:

- A. Every youth committed to DYS shall be administered the Department's behavioral health assessment instrument, the *Drug Use Screening Inventory-Revised* (DUSI-R; Ralph Tarter, 1991), at their Intake facility, in order to establish a clinical need for addiction recovery services.
- B. The ARS Director assigned to each Intake facility shall review the DUSI-R results, the completed Intake Assessment Report (IAR), and any other collateral information, including interviewing the youth, to determine the severity of clinical need for ARS.
- C. Any youth in DYS may request an assessment for ARS programming through their assigned treatment staff, Mental Health, Medical, or ARS at any point during their time in DYS. If an assessment is requested, ARS services will conduct the DUSI-R and complete the assessment for services within ten (10) business days of the request.
- D. The ARS Director initially uses the menu of ARS programming options to match the youth's level of addiction recovery needs to the appropriate level of ARS.

VII. CASELOAD ASSIGNMENT AND MANAGEMENT:

- A. The ARS Facility Director/Lead (ARS FD/L) is responsible for assigning newly admitted youth to a primary ARS staff member.

| | | | |
|---|-----------------------------|-----------|------------------|
| HEALTH CARE SERVICES DIRECTIVE-YOUTH | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number 4.01Y | Effective Date 11/1/2020 | Page 5 | Total Pages 6 |
| Title ADDICTION RECOVERY SERVICES | | | |

- B. The ARS FD/L is responsible for evaluating and approving any reassignment of a youth to another ARS staff's caseload. This should only be done in rare circumstances, such as when issues of countertransference arise, or when the safety of a staff member becomes jeopardized.

VIII. ADMINISTRATIVE REPORTING:

- A. A quantitative Monthly Service Report shall be submitted via email no later than the 10th each month to the contracted Regional Director of Addiction Recovery Services, the IDOC Director of Addiction Recovery Services (D/ARS), and the IDOC Quality Assurance Manager (QAM). All EMR documentation must be completed by the 5th of the month for the previous month, in order to ensure the accuracy of the Monthly Service Report.
- B. The Monthly Service Report shall be completed by the ARS FD/L, using the ARS contractor developed/provided template approved by the IDOC D/ARS.
- C. Quantitative service information for the preceding calendar month to be reported shall include:
1. Total program census as of the last day of the calendar month;
 2. Total number of unique youths served during the calendar month;
 3. Number of youths on waitlist as of the last day of the calendar month;
 4. Number of youths newly admitted to ARS during the calendar month;
 5. Number of youths who successfully completed substance use-related goals from their IGP; and,
 6. Number of urine drug screens (UDS) performed on program participants and the number of positive UDS among program participants.
- D. The Warden and/or the facility Program Director 1, as well as the DYS Program Director 1, Central Office, shall be provided with a copy of the program's Monthly Service Report for review.

IX. MEDICATION ASSISTED THERAPY

HEALTH CARE SERVICES DIRECTIVE-YOUTH

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|---|-----------------------------|-----------|------------------|
| Number 4.01Y | Effective Date 11/1/2020 | Page 6 | Total Pages 6 |
| Title ADDICTION RECOVERY SERVICES | | | |

- A. Medication Assisted Therapy (MAT) shall be made available to youths age 18 and over who are in DYS custody.
- B. MAT shall be provided in accordance with Health Care Services Directive (HCSD) 2.36Y, "Medication Assisted Therapy in Division of Youth Services."

X. DRUG AND ALCOHOL TESTING/ILLCIT SUBSTANCE POSSESSION:

- A. Drug and alcohol testing shall be conducted in accordance with Policy and Administrative Procedure 03-02-107, "Youth Urinalysis Program".
- B. Any youth who tests positive for drugs or alcohol, or is found to be in possession of an illicit substance, shall have their IGP thoroughly reviewed and the outcome of the review documented.

XI. APPLICABILITY:

This HCSD is applicable to all Department facilities housing youth and providing Addiction Recovery Services.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date