

**ATTACHMENT III  
SUBSTANCE ABUSE OVERLAY SERVICES (SAOS)**

Substance Abuse Overlay Services shall be provided in accordance with the "Services to Be Provided" in Attachment 1, the Department's Mental Health and Substance Abuse Services Manual (Revised August 2006 with March 2007 and April 2007 Updates), applicable provisions of the Department's Health Services Manual (Revised October 2006 with April 2010 Updates) including, but not limited to, Chapter 12, and applicable Department rules.

**I. SUBSTANCE ABUSE OVERLAY SERVICES**

- A. Substance Abuse Overlay Services are provided for youth with a diagnosed substance-related disorder and functional impairment associated with substance abuse or substance dependence. The youth may also have a co-occurring mental disorder. However, substance abuse must be the primary disorder. Substance abuse services in DJJ facilities must be provided in accordance with Rule 65D-30.003(15), Florida Administrative Code which states the following:
- "Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In those instances where substance abuse services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four conditions described below.
1. The services must be provided in a facility that is licensed under chapter 397, Florida Statutes, for the appropriate licensable service component as defined in subsection 65D-30.002(16), Florida Administrative Code.
  2. The services must be provided by employees of a service provider licensed under chapter 397.
  3. The services must be provided by employees of the commitment program or detention facility who are qualified professionals licensed under chapters 458, 459, 490 or 491, Florida Statutes.
  4. The services must be provided by an individual who is an independent contractor who is licensed under chapters 458, 459, 490, or 491, Florida Statutes."
- B. Target Population  
Youth with a diagnosed DSM-IV-TR substance-related disorder who demonstrate impairment in social, emotional or adaptive functioning related to substance abuse. Youths' primary DSM-IV diagnoses include, but are not limited to: Substance Dependence, Substance Abuse, or Poly-substance Dependence. Youth may also be diagnosed with a co-occurring mental disorder (e.g., Major Depressive Disorder, Bipolar Disorder, Attention Deficit Hyperactivity Disorder, Posttraumatic Stress Disorder).  
Admission Considerations:
1. The youth must have a diagnosed substance-related disorder such as substance abuse or substance dependence to be eligible for Substance Abuse Treatment Overlay Services.
  2. The youth's GAF or CGAS is below 60. (The GAF or CGAS is typically between 41 and 60).
  3. The youth may have a co-occurring mental disorder. However, substance abuse must be the primary disorder.
  4. The youth is not in need of a more intensive level of treatment at this time.
  5. The youth typically demonstrates one of the risk factors listed below:
  6. Important social, educational, recreational activities given up or reduced because of drug use.
  7. Continued substance use despite recurrent social, personal, family, educational problems associated with substance use.
  8. Substance use in situations which could be physically hazardous (driving car, operating machinery).
  9. Impairment in social, emotional, behavioral or adaptive functioning related to substance abuse.

## II. CLINICAL STAFFING (CONTRACTED OR EMPLOYED)

### A. Clinical Staff Requirements:

#### 1. Designated Mental Health Authority

The Provider shall designate a single licensed mental health professional as the Designated Mental Health Authority. The role and function of the Designated Mental Health Authority shall be clearly articulated in a written agreement between the Provider and the Designated Mental Health Authority. There must be clear organizational lines of authority and communication between the Designated Mental Health Authority and the clinical staff who are delivering on-site mental health and substance abuse services in the program.

#### 2. Qualified Professionals

A person who is a "qualified professional" under section 397.311(25), Florida Statutes, must be on-site at least 5 days of the week in facilities wherein services are provided under chapter 397 licensure [as specified in Rule 65D-30.003(15) condition (a) or condition (b)].

#### 3. Substance Abuse Clinical Staff

A substance abuse clinical staff person must be on-site 7 days of the week in facilities wherein services are provided under chapter 397 licensure [as specified in Rule 65D-30.003(15) condition (a) or condition (b)]. A substance abuse clinical staff must be on-site each day Substance Abuse Overlay Services are billed.

#### 4. Licensed Qualified Professional

A qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, [as specified in Rule 65D-30.003(15) condition (c) or condition (b)] must be on-site daily (7 days of the week) in DJJ facilities that are not licensed under chapter 397, Florida Statutes, or wherein services are not provided by a service provider licensed under chapter 397, Florida Statutes. The licensed qualified professional must be on-site and provide a substance abuse service each day RSAT Overlay Services are billed.

#### 5. Psychiatrist

A licensed psychiatrist (a physician licensed under chapter 458 or 459, Florida Statutes; who is board certified in child and adolescent psychiatry or psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination and must be on-site bi-weekly for consultation, medication management and to participate in treatment planning for youth receiving psychotropic medication.

### B. Clinical Staff Qualifications

#### 1. Qualified Professional

A physician licensed under chapter 458 or 459; a professional licensed under chapter 490 or 491, Florida Statutes; or a person who is certified through a DCF recognized certification process of substance abuse treatment services and who holds, at a minimum, a Bachelor's Degree. (See section 397.311 (25), Florida Statutes,)

#### 2. Licensed Qualified Professional

A "licensed qualified professional" is a person who is a physician licensed under chapter 458 or 459, Florida Statutes, a psychologist licensed under chapter 490; or a mental health counselor, clinical social worker or marriage and family therapist licensed under chapter 491, Florida Statutes. (See Rule 65D-30.003(15) Florida Administrative Code.

#### 3. Certified Addiction Professional

A person who is certified through a Department of Children and Families recognized certification process for substance abuse treatment services and who holds, at a minimum, a Bachelor's Degree. A person who is certified in substance abuse treatment services by a state-recognized certification process in another state at the time of employment with a licensed service provider in this

state must meet the requirements set forth in section 397.311(25), Florida Statutes.

4. Substance Abuse Clinical Staff

A non-licensed substance abuse clinical staff person may provide substance abuse services in a DJJ residential commitment program only as an employee of a service provider licensed under chapter 397 or in facility licensed under chapter 397, Florida Statutes [as specified in condition (a) or condition (b) of Rule 65D-30.003(15) Florida Administrative Code. The non-licensed substance abuse clinical staff person must hold a Bachelor's Degree from an accredited university or college with a major in psychology, social work, counseling or related human services field, meet the training requirements provided in Rule 65D-30, and work under the direct supervision of a qualified professional under Florida Administrative Code, 397.311(25) Florida Statutes.

5. Licensed Mental Health Professional

A psychiatrist licensed under chapter 458 or 459, Florida Statutes, who is board certified in child and adolescent psychiatry or psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination; a psychologist licensed under chapter 490, Florida Statutes; a mental health counselor, clinical social worker or marriage and family therapy licensed under chapter 491, Florida Statutes; or a psychiatric nurse as defined in chapter 394.455(23), Florida Statutes.

6. Mental Health Clinical Staff Person

A mental health clinical staff person, if not otherwise licensed, must have, at a minimum, a Bachelor's Degree from an accredited university or college with a major in psychology, social work, counseling or a related human services field. Related human services field is one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy

7. A non-licensed mental health clinical staff person providing mental health services in the program must meet one of the following qualifications:

- a. Hold a Master's Degree from an accredited university or college in the field of counseling, social work, psychology, or related human services field; or
- b. Hold a Bachelor's Degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have two years experience working with (e.g., assessing, counseling, treating) youth with serious emotional disturbance or substance abuse problems; or
- c. Hold a Bachelor's Degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have 52 hours of pre-service training prior to working with youths. The 52 hours of pre-service training must include a minimum of 16 hours of documented training in their duties and responsibilities. When pre-service training has been successfully completed, the non-licensed person may begin working with youth, but must be trained for one year by a mental health clinical staff person who holds a Master's Degree. Pre-service training must cover, at a minimum: basic counseling skills, basic group skills, program philosophy, therapeutic milieu, behavior management, client rights, crisis intervention, early intervention and de-escalation, documentation requirements, normal and abnormal adolescent development and typical behavior problems.

8. The non-licensed mental health clinical staff person must work under the direct supervision of a licensed mental health professional.

9. Direct supervision means that the licensed mental health professional has at least one hour per week of on-site face-to-face interaction with the non-licensed

mental health clinical staff person for the purpose of overseeing and directing (as permitted by law within his or her State of Florida licensure) the mental health services that the non-licensed mental health clinical staff person is providing in the facility.

10. The licensed mental health professional must assure that mental health clinical staff (whether licensed or non-licensed) working under their direct supervision are performing services that they are qualified to provide based on education, training and experience.

C. Clinical Services

1. Comprehensive substance abuse evaluations or updated evaluations;
2. Individualized substance abuse treatment planning;
3. Individual, group and family substance abuse counseling (substance abuse counseling/therapy provided to each youth at least 5 days of the week);
  - a. Substance abuse counselor caseload shall not exceed 16 youths.
  - b. Group counseling shall not exceed 15 participants with substance abuse diagnoses.
4. Crisis Intervention therapy and crisis management;
5. Suicide Prevention services;
6. Mental health evaluation and treatment for youths with co-occurring mental disorder (Mental health services must be provided by, or under the direct supervision of, a licensed mental health professional);
7. 24-hour response capability with access to acute care settings and mental health and substance abuse emergency management services;
8. Routine and Random urinalysis drug testing with positive tests followed by appropriate clinical intervention and sanctions. (Including drug screening upon the youth's initial intake into the program);
9. The Provider must have the capability to provide:
  - a. Availability for psychopharmacological therapy;
  - b. Availability for psychiatric and psychological consultation and services.

D. Required Components

1. Substance abuse screening at the time of admission;
  - a. Comprehensive substance abuse evaluation or updated evaluation;
  - b. Substance abuse treatment planning, updating and review;
  - c. Daily substance abuse services for each youth; (7 days of the week) provided by substance abuse clinical staff in accordance with Rule 65D-30.003(15) F.A.C.;
  - d. Individual, group and family substance abuse counseling; (substance abuse counseling provided to each youth at least 5 days of the week);
  - e. Psychiatric services as needed, and is required for youths receiving psychotropic medication A psychiatrist must be on-site bi-weekly to provide psychiatric evaluations, medication management and participate in treatment planning for youths receiving psychotropic medication;
  - f. Mental health evaluation and treatment for youths with co-occurring mental disorder;
  - g. Routine and Random urinalysis drug testing with positive tests followed by appropriate clinical intervention and sanctions. (Including drug screening upon the youth's initial intake into the program);
  - h. Crisis Intervention and Suicide Prevention services;
  - i. 24-hour response capability;
  - j. Substance Abuse Treatment Overlay Services (SAOS) funded through DJJ Substance Abuse Overlay Services general revenue will be reimbursed only for youth who have received substance abuse treatment services each day billed. Substance Abuse Overlay Services reimbursement will be provided for a "service day" only when the youth has received a substance abuse service on that day. Substance abuse services are: substance abuse assessments; substance abuse

education; substance abuse treatment activities such as substance abuse counseling, skills training (e.g., substance refusal skills, coping skills, interpersonal problem solving skills) and relapse prevention. Reimbursement will be provided only for allowable substance abuse services expenditures. The substance abuse services must be provided by a qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, or a licensed service provider in accordance with Rule 65D-30.003(15) Florida Administrative Code, and must be documented in the youth's clinical record. Mental health services must be provided by, or under the supervision of, a licensed mental health professional in accordance with the DJJ Mental Health and Substance Abuse Services Manual (Revised August, 2006), DJJ policies, and QA standards.

k. Documentation of Services:

- 1) Assessments/evaluations which include the youth's DSM-IV diagnosis, risks and functional status, completed and/or reviewed and signed by a qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes.
- 2) Summary of treatment team meetings and reviews;
- 3) Documentation of daily substance abuse therapeutic services provided by substance abuse clinical staff;
- 4) Weekly progress notes summarizing substance abuse treatment delivered, youth response to interventions, significant events occurring during the week;
- 5) Documentation of medication management and review;
- 6) Documentation of crisis intervention and emergency services;
- 7) Documentation of substance abuse treatment/intervention services.
- 8) Documentation of mental health treatment/interventions.
- 9) Documentation of routine and random drug testing.

E. General Considerations

1. Substance abuse treatment requires a therapeutic structure and clinical activities that promote long-term abstinence from drug use, and which address the full complexity of each youth's substance abuse and/or dependency. Treatment is targeted at preparing youth for return to their communities drug-free and with the skills necessary to avoid relapse and maintain progress in all areas of their lives.
2. The Provider must demonstrate the capability of providing a facility environment that is conducive to the delivery of delinquency programming and substance abuse services (e.g., adequate space/design for therapy and individual and group activities, secure clinical records area, and appropriate area(s) for assessment). The Provider must also demonstrate the capability of providing mental health services for youth diagnosed with a co-occurring mental disorder.
3. Substance abuse services must be provided by a substance abuse service provider licensed under chapter 397, Florida Statutes, or a qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, in accordance with the licensure requirements set forth in Rule 65D-30.003(15) Florida Administrative Code.
4. The licensed service provider licensed under chapter 397, Florida Statutes, or qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, shall provide on-site substance abuse services 7 days each week. Substance abuse treatment must be provided at least five days per week and substance abuse education activities/services may be provided on the week-end. A substance abuse clinical staff person must be on-site and provide a substance abuse service for each day Substance Abuse Overlay Services (SAOS) are billed in facilities providing services as specified in Rule 65D-30.003(15) F.A.C., condition (a) or condition (b). A qualified professional licensed under chapters 458, 459, 490 or 491, Florida Statutes; must be on-site and provide a substance

abuse service each day Substance Abuse Overlay Services (SAOS) are billed in facilities providing services as specified in Rule 65D-30.003(15) F.A.C.; condition (c) or condition (d).

5. Substance abuse treatment shall be individualized and designed to meet the substance abuse treatment needs of each youth participating in the residential substance abuse treatment overlay services program. Substance abuse education shall be delivered on-site by substance abuse clinical staff who have been trained by the service provider to deliver substance abuse education activities/services. The service provider shall be responsible for providing a substance abuse education curriculum, substance abuse education lesson plans and/or substance abuse education activities developed specifically for juvenile offenders. Substance abuse services, including substance abuse education, must be provided by a qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, or licensed service provider in accordance with Rule 65D-30.003(15) Florida Administrative Code. Mental health services must be provided by, or under the direct supervision of a licensed mental health professional in accordance with the DJJ Mental Health and Substance Abuse Services Manual Revised August 2006, applicable provisions of the Department's Health Services Manual (Revised October 2006), including, but not limited to, chapter 12, and applicable DJJ rules and quality assurance standards