

## POLICY BULLETIN

### No. 23-01

**Issued Date:** 7/5/2023

**Issued By:** Kelly Primus, Deputy Secretary  
Pennsylvania Department of Drug and Alcohol Programs



**Effective Date:** Immediately

**Subject:** Modifications to DDAP Fiscal Manual, Prevention Manual, Operations Manual, Case Management & Clinical Services (CMCS) Manual, and the Substance Abuse Prevention & Treatment Block Grant (SAPTBG) Provisions.

**Purpose:** The purpose of this policy bulletin is to document modifications made to the DDAP Fiscal Manual, Prevention Manual, Operations Manual, CMCS Manual, and the SAPTBG Provisions.

**Audience:** All SCAs and their contracted providers.

**Policy:** The modifications listed below have been made to the DDAP Fiscal, Prevention Manual Operations Manual, CMCS Manual, and the SAPTBG Provisions. Updated documents are published on our website at [ddap.pa.gov](http://ddap.pa.gov).

#### Prevention Manual Changes

##### Section 1.03- Planning

- The following provision: “All six federal strategies as defined in Part II of this manual. SCAs must expend DDAP funds for the implementation of prevention services under each Federal Strategy” regarding elements of the SCA’s Prevention Action Plan was removed because the Substance Abuse and Mental Health Services Administration (SAMHSA) is no longer requiring states to expend Substance Abuse Block Grant funds across all six federal prevention strategies.

##### Section 1.04- Implementation

- The following statement: “DDAP-funded media posted on TikTok cannot contain live links to any DDAP or other Commonwealth websites or systems” was added regarding media.

##### Section 1.05- Evaluation

- The following paragraph: “SCAs have until July 1, 2022, to develop and begin administering/collecting pre/post-tests, surveys or other approved short-term outcome measures for session-based/recurring Supplemental Programs under the federal strategies of Education and Alternative Activities” was removed because it has already taken effect.

## Section 6.02 Student Assistance Program

- The following provision for SAP liaisons: “The SCA must require that all identified drug and alcohol SAP liaisons attend the 3-hour online DDAP-approved Confidentiality Training” was updated to clarify that the DDAP-approved Drug and Alcohol Confidentiality training can now also be completed through a 3-hour online course in TrainPA.
- The current SAP Joint Quarterly Report will become an annual report called the SAP Liaison Annual Report. The following SAP reporting requirement was updated to reflect this change: “The SCA must collect and enter SAP data into PA WITS and the SAP Liaison Annual Report as required. Data must be entered into PA WITS as outlined in Part III of this manual. The SAP Liaison Annual report for each state fiscal year ending June 30 is due by July 31 that same year.”

## Fiscal Manual Changes

### Section 1.03 Activity Definitions

- The definition of recovery house was updated to remove: “DDAP is in the process of developing regulations and implementing Act 59 of 2017. Once those regulations are in effect, a recovery house will be required to be licensed by DDAP in order to receive referrals from SCAs or federal or state funds. In the interim or until the regulations take effect, any recovery house contracted by an SCA must operate in accordance with the requirements set forth in this section of the manual” because regulations for the licensure of recovery houses have taken effect. The definition was also updated to provide that recovery houses must be licensed by DDAP to receive referrals from SCAs or federal and state funds and that SCA-funded treatment facilities may make referrals only to DDAP-licensed recovery houses.
- The treatment activity definitions were updated for consistency with the ASAM Criteria, 3rd Edition, 2013.

### Section 2.01

- The provision that “the SCA must budget and expend DDAP prevention funds across each of the six (6) prevention activities 6100-6600, as defined in 1.03 Activity Definitions” was removed because SAMHSA is no longer requiring states to expend block grant funds across all six federal prevention strategies.

## Operations Manual Changes

### Section 4.01 SCA Responsibilities

- The provision that SCAs must maintain at least two contracts for the provision of medication assisted treatment was removed because all DDAP-funded treatment providers must make FDA-approved medications available.
- The provision that “Act 2021-70 requires substantial compliance with the ASAM Criteria, 2013, effective July 1, 2021, unless the treatment provider has applied for and received an extension from DDAP until December 31, 2021. The SCA may continue to contract with those providers that have applied for and received an extension from DDAP until December 31, 2021, even if they

are not in substantial compliance” was removed because the requirement for substantial compliance with the ASAM Criteria, 2013 has taken effect. The paragraph was also updated to include: “Contracted providers shall adhere to the ASAM requirements as outlined in the ASAM Criteria, 2013 including admission criteria, discharge criteria, interventions, types of services, hours of clinical care, and credentials of staff as set forth in the ASAM transition requirements found at <https://www.ddap.pa.gov/Professionals/Pages/ASAM-Transition.aspx>.”

### **SCA Grant Agreements - Incorporated Documents: Substance Abuse Prevention & Treatment Block Grant Provisions (SAPTBG)**

- This incorporated document was updated to combine all applicable SAPTBG provisions into one location.

### **Case Management & Clinical Services (CMCS) Manual**

#### Section 3.01- Pregnant Women

- The following statement: “DDAP-funded media posted on TikTok cannot contain live links to any DDAP or other Commonwealth websites or systems” was added regarding media.

#### Section 4.01- Halfway House Services

- The following provision “Length of Program” under Section C was removed to be consistent with the ASAM Patient Placement Criteria, which should be based on a person’s individualized needs rather than a specific length of stay.
- Updated name of the bureau from “Treatment, Prevention, and Intervention” to “County Program Oversight” for the SCA to send an appeal letter for the denial of a Halfway House application.
- Updated the process for a halfway house that seeks to increase its capacity above 30 beds to include that a halfway house: “should obtain written approval from the home county SCA, DDAP’s Bureau of Program Licensure, and DDAP’s Bureau of County Program Oversight, Treatment Section. Requests to DDAP must be sent to the address listed in Section 4.01, D.”

#### Section 4.03- Recovery Housing

- Updated requirements on Recovery Housing to reflect the new licensing regulations.

#### Section 4.04- Medication-Assisted Treatment (MAT)

- Updated the definition of MAT to remove: Medication Assisted Treatment (MAT) is the use of medications in combination with counseling and behavioral therapies for the treatment of substance use disorders. A combination of medication and behavioral therapies is effective in the treatment of SUD and can help some people to sustain recovery” because the definition was updated to align with the SAMHSA definition of MAT.

#### Section 5.02- Telehealth Assessments

- Updated the telehealth provision to permit the use of telehealth for level of care assessments without submitting a waiver.

#### Section 5.04 - Communicable Diseases

- Updated the provisions for Hepatitis C and HIV education to include: “Simply handing out a pamphlet to an individual is not education. The provider must, at a minimum, with the individual’s consent; make a phone call to the County or Public Health Clinic for a referral.”
- Added an appendix called HIV and Hepatitis C Services in Drug and Alcohol Treatment Facilities to assist SCAs or contract providers with tracking communicable disease requirements.

#### Section 5.08 – Staffing Qualifications

- Updated to include: “Staff hired after July 1, 2021 who are completing LOCAs or Continued Stay Reviews need to be licensed or credentialed. If they are not, then they need to be working towards licensure or credentialing and must document the steps that are being taken towards this achievement.”
- Updated to include: “Case Managers conducting level of care assessments hired before July 1, 2021, do not need to be licensed or certified as long as they remain employed by the same SCA or contracted provider.”

#### Section 5.09 - Core Training

- Updated provisions for training for Case Management staff and supervisors to include that all case management staff, regardless of hire date, do the online case management module; no exemptions for case management overview; updates reflecting credentialing for ASAM; SCA contracted treatment providers, staff, and their supervisors must have required core trainings within 365 days of hire.
- Updated to include co-occurring training for Clinical Supervisors, Counselor Assistant’s, Counselors, Case Managers, and Case Manager Supervisors.

#### Section 5.12 – Confidentiality of Information

- Removed 4 Pa. Code § 255.5 and § 257.4 (state regulations governing patient records). The removal of this regulation is due to the passage of Act 33 of 2022 which makes Pennsylvania’s SUD confidentiality requirements consistent with federal law.

#### Appendix B Glossary

- Updated the definition for Clinically Managed Low-Intensity Residential Services (Halfway House)- Level 3.1, Clinically Managed Medium Intensity Residential Services (Adolescent) and Clinically Managed High-Intensity Residential Services (Adult) – Level 3.5, Intensive Outpatient, Medically Monitored Intensive Inpatient Services (Adult) & Medically Monitored High-Intensity Inpatient Services (Adolescent)- Level 3.7, Outpatient, and Partial Hospitalization.