



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER MANUAL

REVISION DATE
1/1/19

PAGE NUMBER
1 of 7

NUMBER
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

SUMMARY OF REVISION/REVIEW:

Major changes to include WAC changes, updating triage process, removing treatment services from Work Releases, removing DUI assessments, and incorporating an appeal process. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

11/7/18

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 Work Release Screening](#); [DOC 320.010 Pre-Sentence Investigations and Risk Assessment Reports Ordered by the Court](#); [DOC 350.100 Earned Release Time](#); [DOC 420.380 Drug/Alcohol Testing](#); [DOC 460.130 Response to Violations and New Criminal Activity](#); [DOC 580.655 Drug Offender Sentencing Alternative](#); [42 CFR Part 2](#); [American Psychiatric Association's Statistical Manual of Mental Disorders \(DSM-5\)](#); [American Society of Addiction Medicine's Patient Placement 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 offenders 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 services, within available resources.
 - A. The manual is reviewed and updated as required by the DOH.
- III. The SARU will ensure the integrity of clinical protocols, practices, curriculum, and methodologies used when providing treatment services to offenders.

DIRECTIVE:


- I. General Requirements
 - A. The SARU Program Administrator will develop, implement, coordinate, and manage treatment services and clinical records within the Department.
- II. Treatment Screening Process
 - A. Offenders arriving at a Reception Diagnostic Center will be administered an authorized substance use disorder screening instrument, within available resources, to identify need for treatment services.
 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. Offenders whose initial screening result indicates the probability of a substance use disorder may be further evaluated for the appropriate level of care and initial treatment placement using DOC 14-040 Substance Use Disorder Assessment.
 - 1. DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information and DOC 14-042 Prison Drug Offender Sentencing Alternative Agreement, if applicable, will be signed at the time of the assessment.
 - a. If the assessment finds that a Drug Offender Sentencing Alternative (DOSA) offender does not have a substance use disorder, the Chemical Dependency Professional (CDP) will provide notification per DOC 580.655 Drug Offender Sentencing Alternative.
 - 2. An assessment outcome indicating a substance use disorder is required for admission into any DOH certified Department treatment program.
 - C. Screening as part of a court-ordered Pre-Sentence Investigation or Risk Assessment Report will be conducted per DOC 320.010 Pre-Sentence Investigations and Risk Assessment Reports Ordered by the Court.
- III. Referrals for Substance Use Disorder Assessments
- A. Work Release case managers may refer offenders to a treatment provider for a substance use disorder screen and assessment.
 - B. Referrals will only be made in the community if the offender has at least 90 days remaining until his/her Supervision End Date (SED) to allow for the completion of treatment and continuing care.
 - C. Triage for Priority Placement in Prisons
 - 1. The SARU will accept referrals for offenders:
 - a. Within 12-24 months of their Earned Release Date (ERD), and
 - b. Who have a substance use disorder and determined to be in need of services.
 - 2. Exceptions may be made for select/specific programs.
- IV. Admission to Treatment in Prisons
- A. Admissions to treatment will be made in the same order of priority as substance use disorder assessments.

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- B. At the time of admission in the treatment program, the CDP will:
1. Have the offender complete and sign DOC 14-039 Substance Use Disorder Treatment Participation Requirements.
 2. Ensure DOC 14-042 Prison Drug Offender Sentencing Alternative Agreement has been signed, if applicable.
 3. Complete all admission requirements outlined in the Substance Abuse and Recovery Treatment Services Practice and Procedures Administrative Manual, including:
 - a. Diagnosis
 - b. Identified problem areas
 - c. Individual treatment objectives
 - d. Treatment goals
 - e. Cultural/gender-sensitive treatment objectives, as appropriate
 - f. Referral to available self-help groups
 4. Coordinate referrals based on the assessment and current needs of the offender. Referrals will be documented in the clinical record.
 5. Develop an Individual Service Plan with each offender per American Society of Addiction Medicine Patient Placement Criteria using DOC 14-173 Substance Use Disorder Individual Service Plan.
 - a. The plan will outline counseling needs (e.g., relapse prevention and management), drug education plan, self-help referral, and aftercare, including discharge plans.
 6. Submit proof of treatment admission to SARU records employees, who will document in the Program Summary section of the electronic file.
- C. Once admitted to treatment, the offender must remain in treatment. Other programming will be coordinated around the treatment schedule.
1. Program administrators will collaborate to resolve scheduling issues to best address needs.
- V. Department Treatment Program in Prisons
- A. An offender will be placed in a level of care for treatment per the triage for priority placement and assessed need, capacity, and availability of resources.

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- B. All treatment phases will use a coordinated team-staff approach to the delivery of treatment services.
 - 1. Collaboration among Department classification, custody, and supervision employees and the CDP will be documented in the clinical file.
- C. Continued participation in the treatment program is contingent on compliance with DOC 14-039 Substance Use Disorder Treatment Participation Requirements.
- D. All treatment requirements identified in the Individual Service Plan must be completed in order to successfully complete each modality of treatment.
- E. 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.
- F. The case manager may request DOC 14-044 Substance Use Disorder Discharge Summary and Continued Care Plan from SARU records employees.

VI. Drug and Alcohol Testing While in Treatment

- A. Offenders will comply with drug/alcohol testing per DOC 420.380 Drug/Alcohol Testing.
 - 1. Positive drug/alcohol tests will be addressed by the conducting CDP while the offender is on community supervision.
 - a. All other violation behavior while enrolled in treatment, including termination from treatment, will be addressed per DOC 460.130 Response to Violations and New Criminal Activity.

VII. Failure to Comply


- A. If an offender is terminated/absconds from contracted community-based residential treatment after regular business hours, the CDP 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.
- B. Offenders who refuse admission or do not complete the treatment program due to their refusal to continue treatment or for non-compliance with program requirements are subject to disciplinary action or sentence violation hearings, and may lose Earned Release Time credits per DOC 350.100 Earned Release Time.

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1. Offenders infracted for refusing to comply with treatment recommendations and/or programming while in custody will not be eligible for Work Release placement and should not be referred per DOC 300.500 Work Release Screening.
2. Discharge summaries and recommendations for DOSA offenders receiving services in Prison will be reviewed by the DOSA Treatment Compliance Manager/designee.
 - a. If termination from treatment is appropriate, the primary CDP/designee will notify the offender and provide DOC 14-188 Substance Abuse Recovery Unit Treatment Termination Notice/ Appeal Request.
 - b. The violation process for DOSA offenders terminated from treatment will be followed per DOC 580.655 Drug Offender Sentencing Alternative.
3. All other offenders terminated from treatment and receiving services in Prison may appeal using DOC 14-188 Substance Abuse Recovery Unit Treatment Termination Notice/Appeal Request.
 - a. Appeals will be reviewed by the Clinical Services Correctional Program Manager/designee.
4. Appeals must be postmarked and submitted to the SARU Administrator within 5 business days of the offender receiving notification that s/he will be terminated from treatment.
 - a. Termination as a result of a change in custody level may not be appealed.
 - b. The SARU will notify the offender of the appeal decision within 10 business days using DOC 14-198 Substance Abuse Recovery Unit Treatment Termination Decision.

VIII. 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.

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- C. Information contained in the clinical record is available on a “need to know” basis only and may be requested through SARU records employees.

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 14-172 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](#)