



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE/FIELD  
OFFENDER MANUAL**

REVISION DATE  
8/18/11

PAGE NUMBER  
1 of 14

NUMBER  
**DOC 670.500**

**POLICY**

TITLE  
**CHEMICAL DEPENDENCY 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
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- 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

**SUMMARY OF REVISION/REVIEW:**

Numerous changes, including 2 new attachments. Read carefully!

**APPROVED:**

Signature on file

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**G. STEVEN HAMMOND**, PhD, MD, MHA  
Chief Medical Officer

7/7/11

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Date Signed

Signature on file

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**CHERYL STRANGE**,  
Assistant Secretary for Health Services

7/7/11


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Signature on file

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**BERNARD WARNER**, Secretary  
Department of Corrections

8/1/11

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Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 46.61](#); [RCW 69.51A](#); [RCW 70.96A](#); [WAC 137-28](#); [WAC 388-800](#); [WAC 388-805](#); [ACA 4-4363-1](#); [ACA 4-4377](#); [ACA 4-4437](#); [ACA 4-4438](#); [ACA 4-4439](#); [ACA 4-4440](#); [ACA 4-4441](#); [ACA 5A-08](#); [DOC 300.500 Work Release Screening](#); [DOC 350.100 Earned Release Time](#); [DOC 350.200 Offender Transition and Release](#); [DOC 420.380 Drug/Alcohol Testing](#); [DOC 670.655 Special Drug Offender Sentencing Alternative](#); [42 CFR](#); Chemical Dependency Treatment Services Practice and Procedure Manual; [Family and Offender Sentencing Alternative](#); [Records Retention Schedule](#)

## POLICY:

- I. Within available resources, the Department will provide a multi-phased treatment continuum of Chemical Dependency (CD) programs per Attachment 4, including monitoring and drug testing, for offenders with drug and alcohol problems. [4-4437]
- II. The Department, as certified by the Department of Social and Health Services' Division of Behavioral Health and Recovery (DBHR), will maintain a Chemical Dependency Treatment Services Practice and Procedure Manual that specifies the programs, philosophy, goals, and measurable objectives and provides guidelines for the clinical management of chemically dependent offenders per WAC 388-805. The manual addresses offenders' access to CD treatment programs and outlines CD related documentation. The manual will be reviewed annually and updated as needed. [4-4438]
- III. The Department will define and ensure the integrity of clinical protocols, practices, curriculum, and methodologies used when delivering addiction services to offenders.
- IV. The Department will maintain a CD website that provides accurate treatment and services information to interested parties.

## DIRECTIVE:


- I. CD Program Management
  - A. The Chemical Dependency Program Administrator will develop, implement, coordinate, and manage all CD treatment services and clinical treatment records within the Department.
- II. Screening Process
  - A. Offenders arriving at the Reception Diagnostic Centers will be administered an authorized CD screening instrument, within available resources, to identify those who may be chemically dependent. [4-4363-1] [5A-08]

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- B. Offenders whose initial screening result is positive for CD may be further evaluated for the appropriate Level of Care and initial treatment placement using a Department authorized instrument. [4-4363-1] [5A-08]
- C. If the screening does not occur at the Reception Diagnostic Center, contract CD staff will identify offenders at their parent facility and administer the screening and placement instruments. [4-4363-1] [5A-08]
- D. Violators returned to a Department facility who have not been screened will be screened consistent with all other offenders.
- E. The Community Corrections Officer (CCO) may refer an eligible offender supervised in the community to the designated CD provider for a CD screening. The CCO may also administer the initial screening using DOC 14-045 Chemical Dependency Drug Dependence Screen, as needed, to expedite supervision or referral needs.
  - 1. CD screening as part of a court ordered Pre-Sentence Investigation or Risk Assessment Report will be conducted by the assigned CCO using the Department approved screening instrument.
- F. The contract or Department staff who administers the screening instrument will ensure the result is documented on the Chemical Dependency History screen in the offender's electronic file.

### III. Referrals for CD Assessment


- A. The Department will identify eligible offenders in need of treatment and ensure appropriate referrals are made to maximize treatment resources. [4-4363-1] [5A-08]
- B. Prison-based Drug Offender Sentencing Alternative (DOSA) offenders will receive a CD assessment at the Reception Diagnostic Center or at their parent facility.
- C. Prison offenders will be scheduled for an assessment via Resource Program Management (RPM) when the CD screening process indicates addiction is likely and the offender falls within the CD triage for priority placement, and is expected to be released from Prison within 12-18 months.
- D. The CCO will refer offenders supervised in the community to the designated CD contract provider for an assessment/admission when they have been screened and determined chemically dependent and the offender falls within the CD triage for priority placement. The treatment requirement will be entered as part of the Offender Supervision Plan.

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1. All referrals for CD assessment in the community will be made through the RPM system and will follow the process outlined in Chemical Dependency Community Referral Process (Attachment 1).
  2. A response to the referral will be sent via email using DOC 14-129 Chemical Dependency Treatment Response to Community Referral, indicating the status of the referral.
- E. CD Triage for Priority Placement
1. In total confinement, the CD professional (i.e., contract staff assigned as CD Counselor) will accept referrals of chemically dependent offenders who meet the following criteria:
    - a. DOSA, Family and Offender Sentencing Alternative (FOSA), and Indeterminate Sentence Review Board (ISRB) offenders who are within 12 months of their Earned Release Date (ERD) and have community supervision requirements.
    - b. Offenders participating in hepatitis C treatment.
    - c. High Violent and High Non-Violent felony offenders who are within 12 months of their ERD and have community supervision requirements.
    - d. Other addicted offenders who are within 12 months of their ERD and have community supervision requirements.
  2. In Work Release or the community, the CD professional will accept referrals of eligible offenders in the following order:
    - a. DOSA offenders or offenders under other sentencing alternatives (e.g., FOSA).
    - b. Offenders who completed CD treatment while in custody.
    - c. Violators who have completed inpatient treatment in the community.
    - d. Other CD eligible supervised offenders, as resources allow.
- F. The Counselor, CCO, or CD professional will refer offenders who require detoxification to a facility health care/local community detoxification.

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- G. Violators may be sanctioned to community-based inpatient treatment through a negotiated sanction or formal hearing.
1. A chemically dependent violator may be referred to treatment through a Stipulated Agreement on a space available basis and as resources allow.
  2. At the time the offender is served DOC 09-231 Community Custody Notice of Allegations, Hearing, Rights, and Waiver for an alcohol or other drug violation:
    - a. The supervising CCO/designee will complete DOC 14-048 Chemical Dependency Violator Treatment Pre-Admission Screen with the offender if s/he does not have any warrants, or detainers and forward the completed form directly to the contract provider.
    - b. The offender must sign DOC 14-067 Chemical Dependency Consent for Release of Confidential Information (DOSA, Courts, and DOC), which the CCO will fax to the Headquarters Chemical Dependency Records Unit at (360) 586-0039.
  3. Upon receipt of DOC 14-048 Chemical Dependency Violator Treatment Pre-Admission Screen, the contract provider for inpatient treatment will coordinate treatment placement and notify the appropriate staff of the final determination.
    - a. If the offender is not approved, the contract provider will state the reason.
    - b. If the offender is approved, the contract provider will include the scheduled bed date and transportation plans, if needed.
  4. After the violation is addressed in a formal hearing or negotiated sanction, the supervising CCO/designee will email the contract provider to confirm or cancel the scheduled bed date.
  5. Offenders sanctioned and approved for community-based inpatient treatment will be transported to the treatment facility by the contract provider, personal transportation as approved by the CCO, or bus voucher.
  6. The supervising CCO will receive notification of the offender's admission into the treatment facility from the treatment provider and if s/he is discharged early for any reason.

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7. The supervising CCO will maintain supervision of the offender during the course of the inpatient treatment. An offender's sentencing time will not toll while s/he is actively participating in community-based inpatient treatment.
  - a. The Northeast Hearings Liaison Unit will be available to assist the supervising CCO with violator treatment issues for offenders being treated in the Spokane area only.
  - b. The Department assigned liaison officer from the Chehalis Field Office will be available to assist the supervising CCO with treatment issues for offenders being treated at the Chehalis treatment facility.
8. Offenders who do not complete the treatment program due to refusal to participate or for non-compliance with program requirements will be in violation of their imposed sanction.
9. If an offender is terminated/absconds from community-based violator inpatient treatment after regular business hours or on a weekend, the contract treatment provider will respond per Attachment 6.
10. Upon completion of the offender's inpatient treatment, the treatment provider will forward a copy of the Discharge Summary to the supervising CCO.
  - a. When the offender completes inpatient treatment, the offender will be provided a return bus ticket to the county listed on DOC 14-048 Chemical Dependency Violator Treatment Pre-Admission Screen. Offenders will be directed to report to their supervising CCO within one business day of arrival.
- H. Violators may be sanctioned to a designated county jail-based treatment program through a formal hearing process using DOC 14-301 Chemical Dependency Violator Intensive Relapse Program Referral - County Jail.

#### IV. Driving Under the Influence (DUI) Assessments

- A. The Department CD Program will limit DUI assessment services to offenders who have been arrested for and convicted of one of the following as defined in RCW 46.61:
  1. Driving while under the influence of intoxicating liquor or any drug,
  2. Physical control of a motor vehicle while under the influence of intoxicating liquor or any drug,

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3. Vehicular assault, or
  4. Vehicular homicide.
- B. DUI assessments will only be conducted on eligible offenders:
1. Under Department supervision, and
  2. Currently participating in Department CD treatment or who are eligible for admission to Department CD treatment.
- C. At the time of the DUI assessment, the offender will provide:
1. Record of blood or breath alcohol levels and other drug levels or documentation of the offender's refusal at the time of arrest, if available.
  2. Self-reported driving record and an abstract of the offender's legal driving record.
- D. The assessing CD professional will initiate a Department of Licensing Substance Assessment/Treatment Report (SAR) on completion of the assessment and a signed DOC 14-303 Chemical Dependency Consent for Release of Confidential Information for the Department of Licensing.
- E. The CD professional will initiate reports to the Department of Licensing for non-compliance and completion of treatment recommendations.
- V. Diagnostic Assessment Process for Admission to a CD Treatment Program
- A. [4-4377] Prior to the initial treatment admission, the CD professional will conduct and document a diagnostic assessment using the American Society of Addiction Medicine's Patient Placement Criteria, Diagnostic and Statistical Manual of Mental Disorders (DSM) IV criteria, and the risk assessment tool deemed appropriate by the Department. [4-4363-1] [5A-08]
1. The CD professional will notify the offender and referring staff of the assessment outcome.
  2. The assessment outcome will be documented in the Chemical Dependency History in the offender's electronic file.
  3. The provider will document all assessment and treatment admissions in the DBHR TARGET management information system.
- B. An assessment outcome indicating chemical dependence is required for admission into any DBHR certified Department treatment program.

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VI. Admission to CD Treatment

- A. Admissions to CD treatment will be made in the same order of priority as CD assessments.
- B. At the time of admission, the CD professional will:
  1. Have the offender sign DOC 14-067 Chemical Dependency Consent for the Release of Confidential Information (DOSA, Courts, and DOC).
  2. Have the offender complete and sign DOC 14-029 Chemical Dependency/ Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information, if s/he has been court ordered to mental health and/or chemical dependency treatment.
  3. Ensure a tuberculosis (TB) test result is noted in the clinical file.
    - a. Medical staff will provide the TB test result for offenders in total confinement.
    - b. The Work Release CCO will provide the CD professional with a copy of DOC 13-455 Transfer Summary for Work Release or the TB test result for the community test completed for violators.
    - c. The CD professional will refer offenders in the community to the local Public Health Department or walk-in clinic and require the offender to provide a copy of the TB test result within 2 weeks of admission.
  4. [4-4439] Complete all admission requirements outlined in the Chemical Dependency Treatment Services Practice and Procedure Manual, including:
    - a. Offender diagnosis,
    - b. Identified problem areas,
    - c. Individual treatment objectives,
    - d. Treatment goals,
    - e. Cultural/gender sensitive treatment objectives, as appropriate, and
    - f. Referral to available self-help groups.
  5. [4-4363-1] [5A-08] Coordinate appropriate referrals, through Counselors/ CCOs, to the Department's Health Services or other services as needed and available to meet the offender's needs that cannot be met by the CD program, and document the referrals in the CD clinical file.





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- 6. Provide a copy of DOC 14-146 Health Services Addiction Assessment and Treatment Notification to Offender Health Records to assist Health Services in medical and mental health treatment and to inform of prescribing practices while in custody.
  - 7. Develop an individualized treatment plan with each offender using DOC 14-062 Chemical Dependency Treatment Plan, outlining counseling needs, including relapse prevention and management, drug education plan, self-help referral, and aftercare, including discharge plans. [4-4377] [4-4439]
  - 8. Refer offenders for drug and/or breathalyzer testing per DOC 420.380 Drug/Alcohol Testing.
  - 9. Document treatment admission in the offender’s electronic file.
- C. To ensure treatment completion, the CD professional via email will request the Department CD Liaison, as designated by the Superintendent, to place a hold on the incarcerated offender when s/he is admitted to CD treatment. The CD professional will place a copy of the email in the CD clinical file at the time of admission.
- 1. Once admitted to CD treatment, the offender must remain in treatment and other programming or work will be coordinated around the treatment schedule.
  - 2. Unless there are security, medical, or mental health concerns that require transfer, all efforts should be made to allow the offender to complete treatment.
- D. Offender access to primary treatment will be limited to one completion per incarceration. Upon subsequent incarcerations/violations, admissions to primary treatment will be considered per Department CD priorities and the Guidelines for Accessing Range of Chemical Dependency Treatment Options (Attachment 5).
- E. A medicinal marijuana patient will only be admitted to a Department CD treatment program per the Chemical Dependency Program Statement on Medicinal Marijuana (Attachment 2).
- VII. Multi-Phased CD Treatment Program
- A. An offender will be placed in a treatment level or modality per the Chemical Dependency Treatment Continuum (Attachment 4) and as specified in Guidelines for Accessing Range of Chemical Dependency Treatment Options (Attachment


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5) per the Department CD priorities and the offender's assessed need, capacity, availability of resources and time to ERD/end of supervision. [4-4439]

- B. [4-4440] All treatment phases use a coordinated team-staff approach to the delivery of treatment services. This means:
1. [4-4377] CD professional treatment staff will seek input from the Counselor/CCO/custody staff and other health services practitioners in developing and implementing the CD treatment goals documented in the individualized treatment plan using DOC 14-062 Chemical Dependency Treatment Plan or DOC 14-051 Chemical Dependency Co-Occurring Disorder (MH/CD) Treatment Plan.
  2. Collaboration among the Department classification, custody, and supervision staff and the CD provider will be documented in planning conferences and individual patient/offender files.
- C. At the request of the Counselor/CCO, CD staff will use DOC 14-044 Chemical Dependency Discharge Summary and Continued Care Plan to report discharge, continued care, or status to include in the Offender Release Plan packet, if appropriate, and in the offender's clinical file.
- D. Upon discharge of an offender, CD staff will send DOC 14-147 Health Services Addiction Treatment Discharge Notification to facility records staff to be filed in the offender's health record.
- E. An offender's continued participation in the treatment program is contingent on compliance with DOC 14-039 Chemical Dependency Treatment Participation Requirements.
- F. An offender's lack of progress in treatment will be documented via email to the supervising Counselor/CCO or through a progress report to the courts when requested or required.
- G. Once an offender is actively participating in a Department CD treatment program, s/he may continue treatment until that phase is completed, whether or not s/he remains under Department supervision.
- VIII. Coordinating Continuing Treatment for Transitioning Offenders
- A. The Counselor/CCO will incorporate and update Custody Facility Plans, including input from the offender, for all offenders requiring CD treatment per DOC 350.200 Offender Transition and Release. [4-4377]

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- B. The CD professional will notify the regional contract CD Administrative Technician of all violators in a contracted jail violator treatment program, to coordinate the transition to and placement in community-based treatment. [4-4439]
- C. [4-4439] [5A-08] The CD professional will document the CD referral for an offender transitioning to community-based treatment on the Chemical Dependency History screen in the offender's electronic file, which will generate the Offender Appointment Report that sets the offender's intake appointment.
1. If CD services by the primary Department contract provider are not available where the offender is transitioning, the contract CD Administrative Technician will document the referral on the Chemical Dependency History screen in the offender's electronic file and contact the contracted outpatient provider for that area to set an appointment date and time.
    - a. The contract CD Administrative Technician will forward the appointment information to the supervising CCO and/or the referring inpatient provider.
  2. The CCO will have the offender complete DOC 14-067 Chemical Dependency Consent for Release of Confidential Information (DOSA, Courts, and DOC) authorizing the contract provider to release information about the offender's progress in treatment to the Department. A copy of the form will be forwarded to CD records staff at Headquarters to be scanned into the offender's electronic imaging file.
  3. The CCO will make a referral for continuing treatment services to a Department contracted treatment agency per Chemical Dependency Community Referral Process (Attachment 1).
- IX. Completion Criteria
- A. Offenders must complete all treatment requirements identified in their individual treatment plan, consistent with American Society of Addiction Medicine (ASAM) Patient Placement criteria, in order to successfully complete each modality of treatment.
  - B. [4-4441] In recognition of effort and progress, the Chemical Dependency Program Administrator will give offenders who complete CD treatment a DOC 14-069 Chemical Dependency Certificate of Completion for each modality completed.

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- C. The CD professional will document the treatment completion in the offender's clinical file and on the Chemical Dependency History screen in the offender's electronic file.
- D. The CD professional will involve the offender in discharge planning, which may include referral to self-help groups.

X. Failure to Comply

- A. The CD professional will notify the assigned Counselor or CCO within 24 hours if the offender fails to keep a referral/treatment appointment or there are treatment violations. Notification may be made electronically and will be documented in the offender's clinical and electronic files.
- 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. [4-4441]
  - 1. Offenders infracted for refusal 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.
- C. The assigned Counselor/CCO will notify the CD professional of a scheduled hearing if s/he is needed to testify.
- D. Offenders who have failed to comply with treatment requirements twice during the treatment phase will only be considered for re-admission after an appropriate period of review and compliant behavior as documented by the CCO. Priority for re-admission will be based on available space after all other eligible referred offenders and requires a treatment behavior contract signed by the offender and his/her Counselor/CCO.
  - 1. After alternatives to retain the offender in the program have been unsuccessful and it has been determined that termination is appropriate, the CD professional will staff the case with the Counselor/CCO prior to initiating termination.

XI. Drug and Alcohol Testing While in Treatment

- A. Drug and alcohol testing is required for offenders participating in Department CD treatment per DOC 420.380 Drug/Alcohol Testing.

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- B. During Department CD treatment, a positive drug test will result in sanctions and interventions, which may include removal from the treatment program.
- C. DOSA offenders sentenced to the community residential treatment option and violators sanctioned to community inpatient treatment will be tested by the contract provider while in treatment.

**XII. Records Retention and Access**

- A. Department CD files are confidential and managed in compliance with 42 CFR language prohibiting re-disclosure and all relevant federal and state laws and Department policies.
- B. The release of CD clinical file information will be handled by the CD Records Management Unit, through the Public Disclosure Unit.
- C. Information about access to CD records and disclosure is described in Chemical Dependency Records Retention and Access (Attachment 3).
- D. Information contained in the CD clinical record that could impact classification, hearings, security, facility housing, sanctions, programming, grievance, and/or transition will be available on OBTS DT39 and DT49, as well as in OMNI chronos. This information is on a “need to know” basis only.

**DEFINITIONS:**


The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Chemical Dependency (CD), Chemical Dependency Screening, Drug Offender Sentencing Alternative (DOSA). Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

- [Chemical Dependency Community Referral Process \(Attachment 1\)](#)
- [Chemical Dependency Program Statement on Medicinal Marijuana \(Attachment 2\)](#)
- [Chemical Dependency Records Retention and Access \(Attachment 3\)](#)
- [Chemical Dependency Treatment Continuum \(Attachment 4\)](#) [4-4363-1] [4-4439] [5A-08]
- [Guidelines for Accessing Range of Chemical Dependency Treatment Options \(Attachment 5\)](#) [4-4439]
- [Procedures for After Hours Abscond/Termination from Violator Inpatient Treatment \(Attachment 6\)](#)

**DOC FORMS:**

- [DOC 09-231 Community Custody Notice of Allegations, Hearing, Rights, and Waiver](#)

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- [DOC 13-455 Transfer Summary for Work Release](#)
- [DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information](#)
- [DOC 14-039 Chemical Dependency Treatment Participation Requirements](#)
- [DOC 14-044 Chemical Dependency Discharge Summary and Continued Care Plan](#)
- [DOC 14-045 Chemical Dependency Drug Dependence Screen](#)
- [DOC 14-048 Chemical Dependency Violator Treatment Pre-Admission Screen](#)
- [DOC 14-051 Chemical Dependency Co-Occurring Disorder \(MH/CD\) Treatment Plan](#)
- [DOC 14-062 Chemical Dependency Treatment Plan](#)
- [DOC 14-067 Chemical Dependency Consent for Release of Confidential Information \(DOSA, Courts, and DOC\)](#)
- [DOC 14-069 Chemical Dependency Certificate of Completion](#)
- [DOC 14-129 Chemical Dependency Treatment Response to Community Referral](#)
- [DOC 14-144 Chemical Dependency Medicinal Marijuana/Prescription Drug Agreement](#)
- [DOC 14-146 Health Services Addiction Assessment and Treatment Notification](#)
- [DOC 14-147 Health Services Addiction Treatment Discharge Notification](#)
- [DOC 14-149 Therapeutic Community Participation Agreement](#)
- [DOC 14-150 Treatment Referral to MCC/SOU Co-occurring Disorder Therapeutic Community](#)
- [DOC 14-301 Chemical Dependency Violator Intensive Relapse Program Referral - County Jail](#)
- [DOC 14-303 Chemical Dependency Consent for Release of Confidential Information](#)