



# Provider Staffing Guidelines

Stakeholder Workgroup Meeting  
May 11, 2017





# Staffing Responsibilities:

*Who can perform which services?*





# Services, Duties, Benefits

# Clinical and Support Staff

Department of Public Health, Substance Abuse Prevention and Control (SAPC)  
Provider Staffing Level Requirements for Delivery and Oversight of Treatment Services

BENEFIT PACKAGE COMPONENTS			STAFF LEVEL					
HCPCS	Description		Trained Support Staff <sup>1</sup>	Registered SUD Counselor <sup>2</sup>	Certified SUD Counselor <sup>3</sup>	LPHA <sup>4</sup>	Medical Director <sup>5</sup>	APPLICABLE ASAM LEVELS OF CARE AND OTHER BENEFITS <sup>6</sup>
H0049	Screening			✓	✓	✓	✓	SASH <sup>7</sup> , CENS <sup>8</sup> , OP, IOP, R, INPT, WM, OTP
H0001	Intake Forms and Documents			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
H0001	ASAM Assessment	Assess		✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
		Sign			✓	✓		
T1007	Treatment Plan	Develop, Update, Review		✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
		Sign (without MAT)				✓	✓	
		Sign (with MAT) <sup>9</sup>				✓ MD/DO, and qualified NP and PA only	✓	
99203	Physical Exam					✓ MD/DO, and qualified NP and PA only	✓	OP, IOP, R, INPT, WM, OTP
H0005	Group Counseling			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS, RSS
T1012	Patient Education			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
H0004	Individual Counseling			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS, RSS
H2011	Crisis Intervention			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
90846	Family Therapy					✓	✓	OP, IOP, R, INPT, WM, OTP, FBS

Substance Use Disorder (SUD) Treatment Services



## References

- ✓ DMC-ODS Waiver Special Terms and Conditions
- ✓ California Code of Regulations, Title 9
- ✓ DHCS DMC-ODS Staff Service Categories
- ✓ START -ODS Approved Implementation Plan
- ✓ START -ODS QI and UM Manual
- ✓ START -ODS Stakeholder Meeting Narratives

## Background References

- ✓ California Code of Regulations, Title 22
- ✓ Pre-START-ODS SAPC DMC Contracts
- ✓ Phase 1 Counties' Staffing Plan



# Staffing Standards:

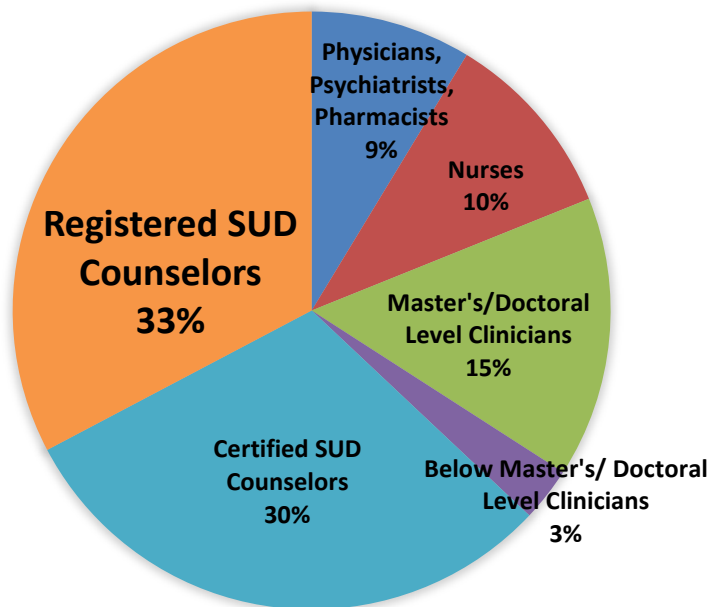
*A career pathway for  
Registered SUD Counselors*



# Registered SUD Counselor

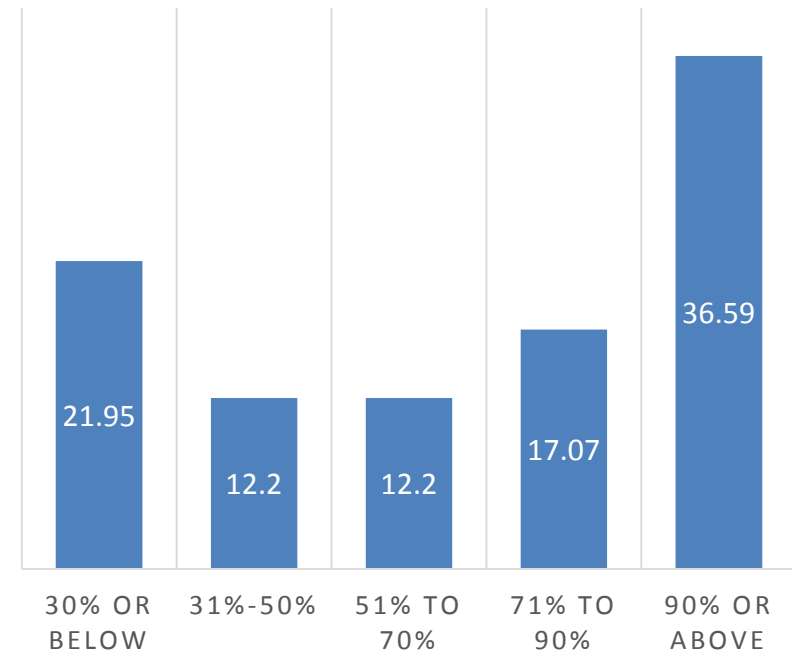
“An individual registered with any certifying organization to obtain certification as an AOD counselor.” [California Code of Regulations, Title 9]

## TREATMENT STAFF PROPORTION



SAPC Provider Survey (April-August 2015)  
N = 189 SAPC-Contracted SUD Treatment Programs

## REGISTERED SUD COUNSELOR PROPORTION



SAPC Provider Counselor Hiring Staff Survey (March 2017)  
N = 46 Provider Hiring Staff



Registered SUD Counselor <sup>2</sup>
✓
✓
✓
✓
✓

### ***Initially...***

“Services may be provided by a Licensed Practitioner of the Healing Arts or certified counselor.”

[DMC-ODS Waiver Special Terms and Conditions]

### ***As adopted...***

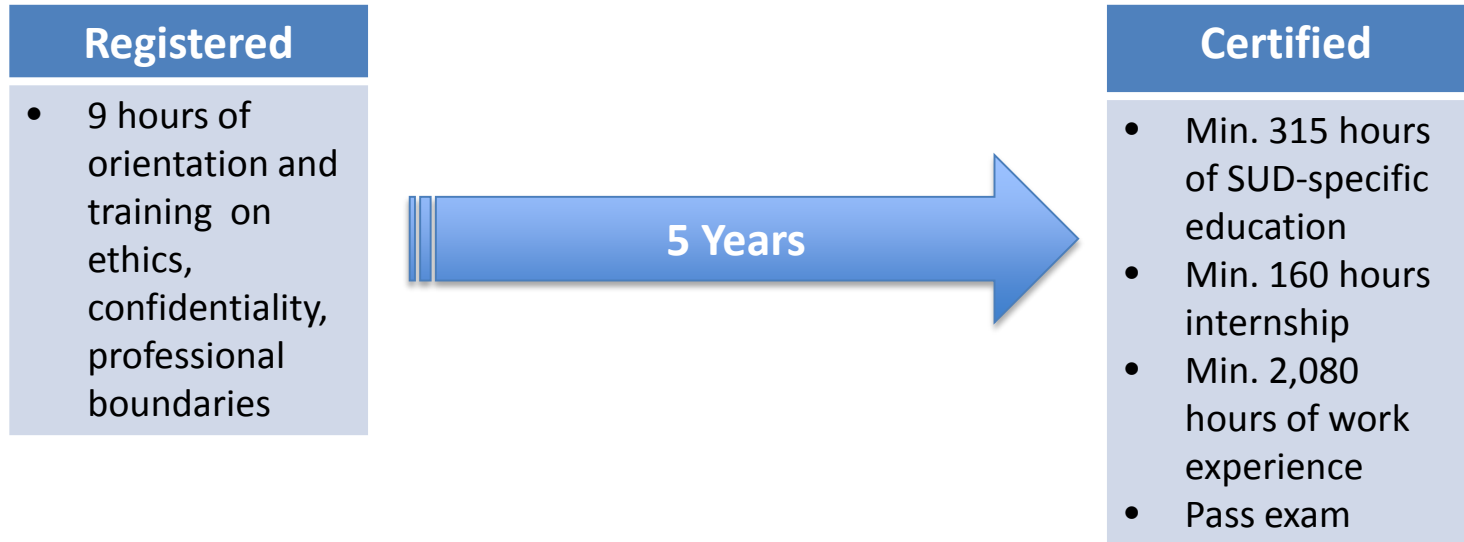
“(Service) will be performed by registered counselors with the required experience and as permitted by DPH-SAPC, certified counselors or LPHA.”

[START-ODS Approved Implementation Plan]

Registered SUD Counselor <sup>2</sup>
✓
✓
✓
✓
✓

## *To operationalize...*

- Which level of experience to require then?
- To start, what do the certifying bodies require of registered SUD counselors?





# SUD COUNSELOR CERTIFICATION TITLES AND REQUIREMENTS



CADTP	CCAPP	CAADE
<p><b>CAODC (Cert. Alcohol &amp; Other Drug Counselor)</b></p> <ul style="list-style-type: none"> <li>- 315 hours education</li> <li>- 160 hours supervised training</li> <li>- 2,080 hours work experience</li> <li>- Exam</li> </ul>	<p><b>CADC-CAS (Cert. Alcohol &amp; Drug Counselor)</b></p> <ul style="list-style-type: none"> <li>- 315 hours education</li> <li>- 160 hours internship</li> <li>- 2,080 hours work experience</li> <li>- Exam</li> </ul>	<p><b>CATC Basic (Cert. Addiction Tx Counselor)</b></p> <ul style="list-style-type: none"> <li>- 315 hours education</li> <li>- 250 hours internship</li> <li>- 2,080 hours work experience</li> <li>- Exam</li> </ul>
<p><b>CAODC-A</b></p> <ul style="list-style-type: none"> <li>- 320 hours education</li> <li>- 10,000 hours work experience</li> <li>- Exam</li> </ul>	<p><b>CADC I</b></p> <ul style="list-style-type: none"> <li>- 315 hours education</li> <li>- 255 hours internship</li> <li>- 4,000 hours work experience</li> <li>- Exam</li> </ul>	<p><b>CATC I</b></p> <ul style="list-style-type: none"> <li>- CAADE addiction studies</li> <li>- CATC Basic requirements</li> </ul>
<p><b>CAODC-CS</b></p> <ul style="list-style-type: none"> <li>- 450 hours education</li> <li>- 10,000 hours clinical experience</li> <li>- 4,160 hours supervisor experience</li> <li>- 40 hours clinical supervisor education</li> </ul>	<p><b>CADC II</b></p> <ul style="list-style-type: none"> <li>- 315 hours education</li> <li>- 255 hours internship</li> <li>- 6,000 hours work experience</li> <li>- Exam</li> </ul>	<p><b>CATC II</b></p> <ul style="list-style-type: none"> <li>- Associate Degree</li> <li>- CAADE addiction studies</li> <li>- 2,240 hours work experience</li> <li>- Exam</li> </ul>
	<p><b>CADC-CS</b></p> <ul style="list-style-type: none"> <li>- CADC II requirements</li> <li>- 6,000 hours supervised training</li> <li>- 40 hours didactic clinical supervision training</li> <li>- Exam</li> </ul>	<p><b>CATC III</b></p> <ul style="list-style-type: none"> <li>- Bachelor's Degree</li> <li>- 15 units CAADE addiction studies</li> <li>- 2,240 hours work experience</li> <li>- Exam</li> </ul>
		<p><b>CATC IV</b></p> <ul style="list-style-type: none"> <li>- Master's Degree</li> <li>- Rest of CATC III requirements</li> </ul>
		<p><b>CATC V</b></p> <ul style="list-style-type: none"> <li>- Doctorate Degree</li> <li>- Rest of CATC III requirements</li> </ul>
		<p><b>CATC N</b></p> <ul style="list-style-type: none"> <li>- Nursing Degree</li> <li>- Rest of CATC III requirements</li> </ul>



# Provider Staffing Survey

Respondents: Hiring Staff and Registered SUD Counselors

Date: March 2017

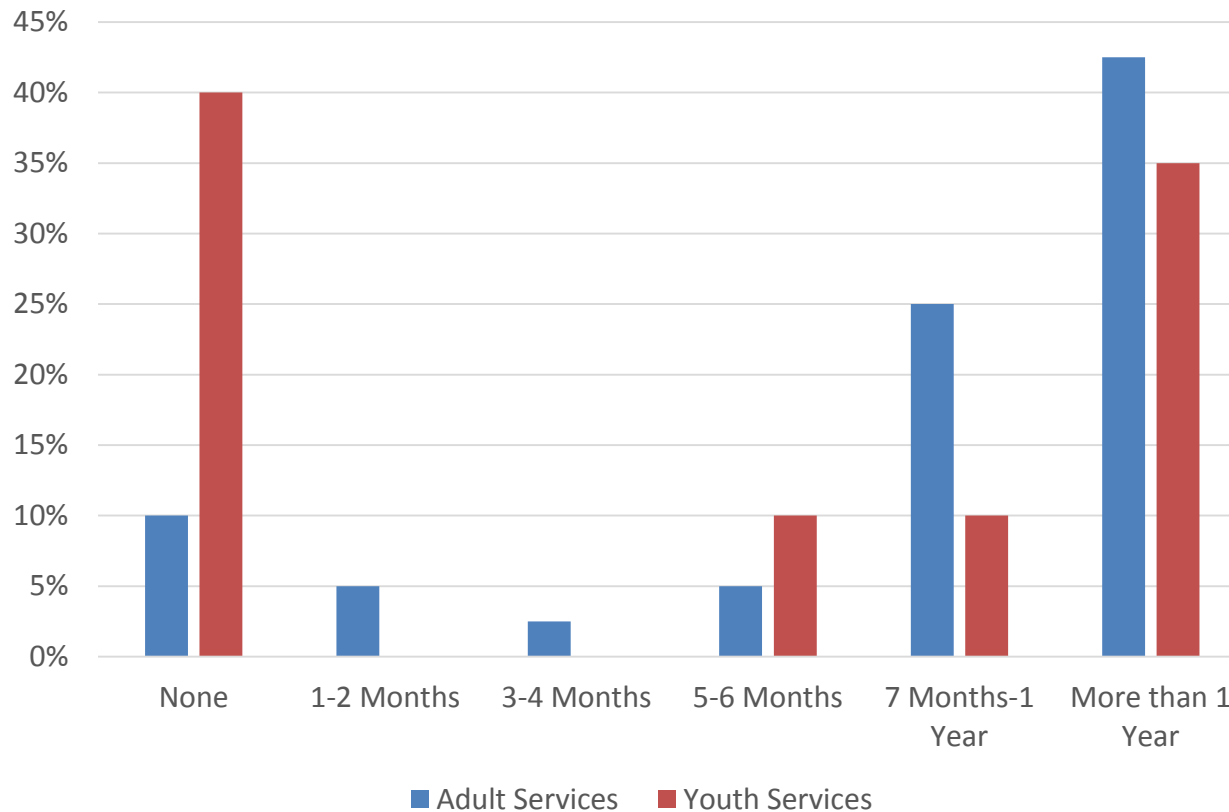
- Main Services Conducted by Registered SUD Counselors  
(Alone and as a Shadow)

- Group Counseling
- Individual Counseling
- Assessment
- Treatment Plan Update
- Treatment Plan Development
- Patient Education
- Progress Notes Development
- Discharge Planning
- Crisis Intervention



# Provider Staffing Survey

## ■ Hiring Requirement: Work Experience Length



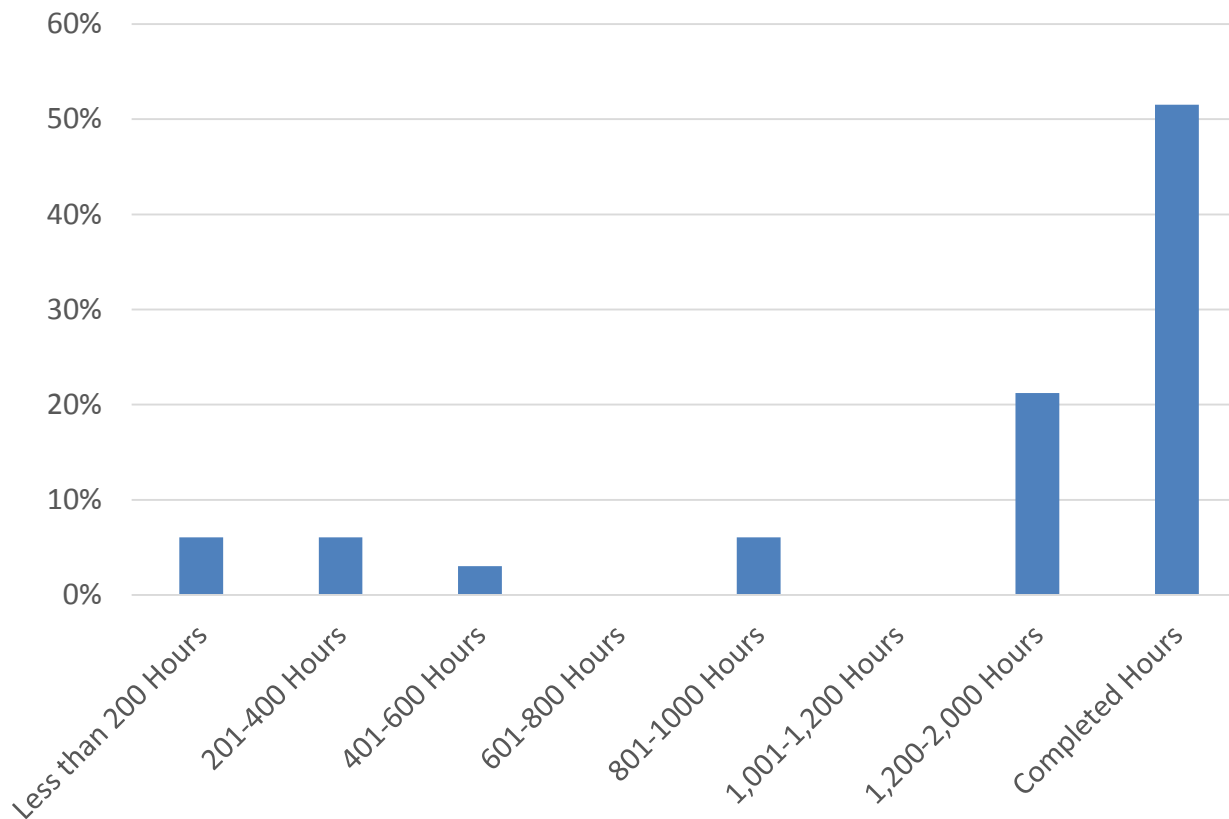
Others:

- 2-3 years field experience
- Min. 7 months internship
- Min. 125 hours internship
- Potential to understand SUD treatment (special needs population)

# Provider Staffing Survey



## Registered SUD Counselor Status: Work Experience Length



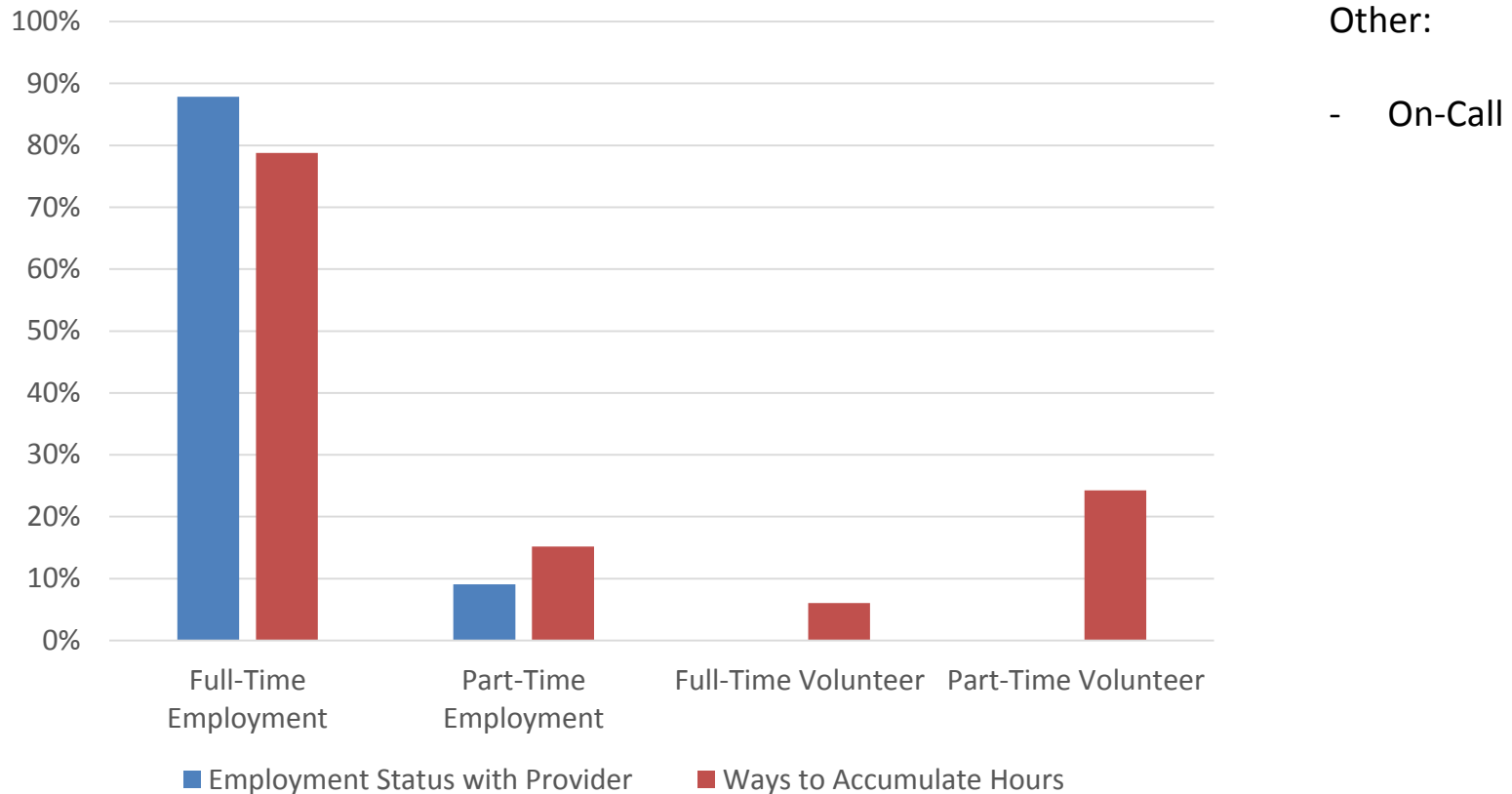
Others:

- Completed 6,000+ hours
- Accumulating hours since 1995

# Provider Staffing Survey



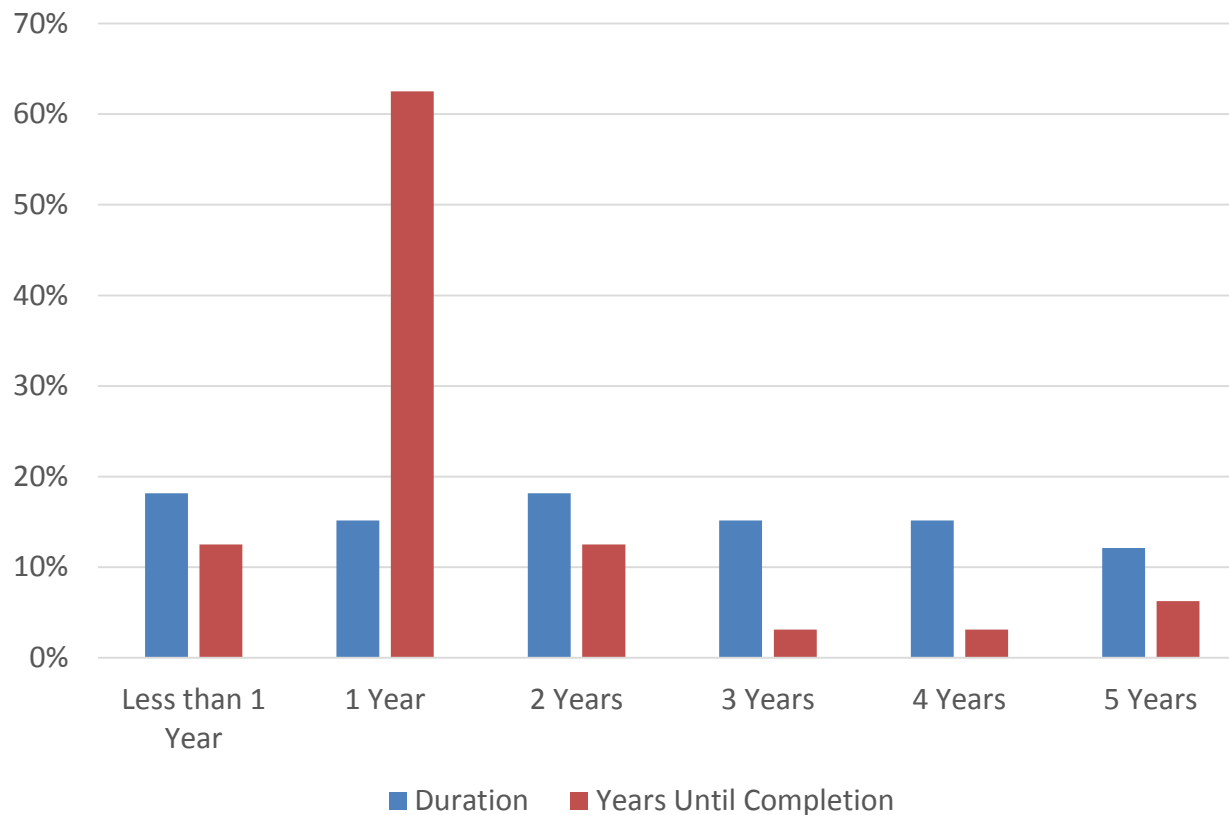
## Registered SUD Counselor Status: Work Experience Capacity



# Provider Staffing Survey



## Registered SUD Counselor Status: Duration and Years Until Certification

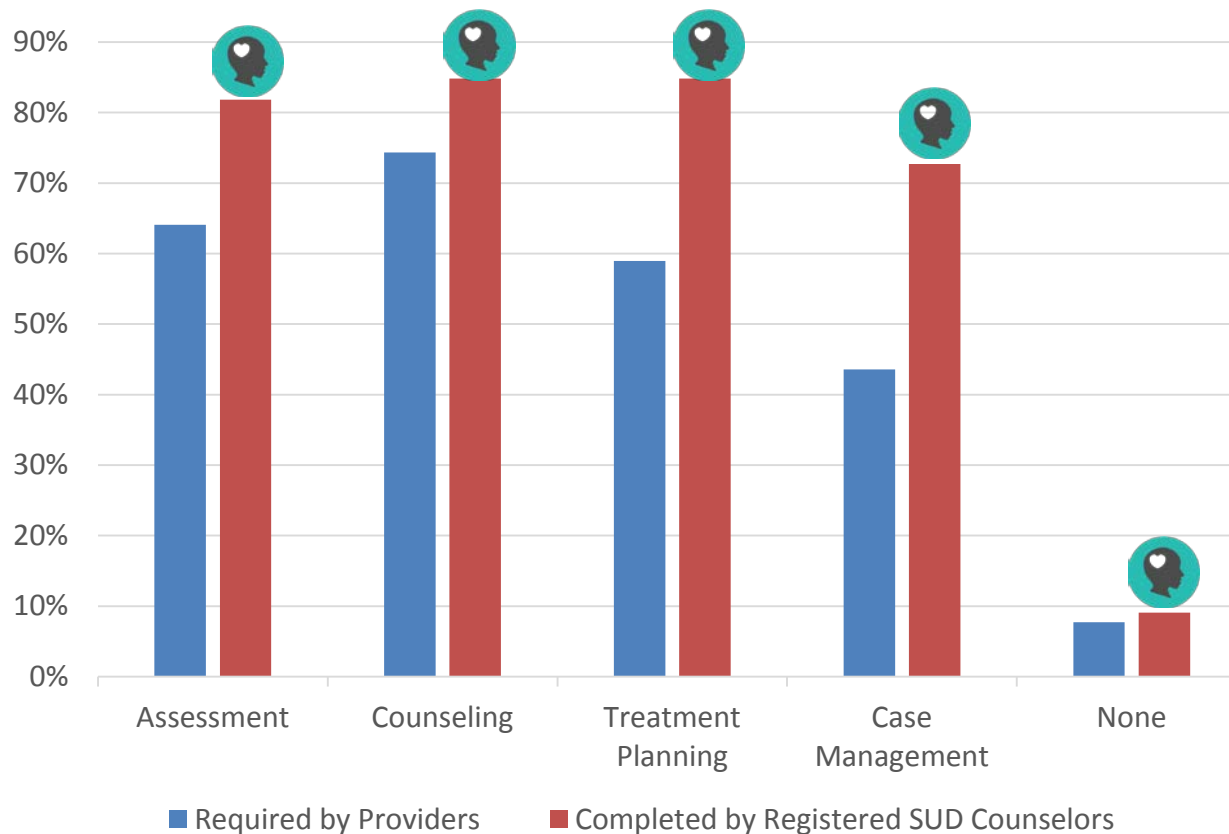


Other, Duration:

- 8 Years

# Provider Staffing Survey

## ■ Hiring Requirement: SUD Education Coursework Topics



### Other Requirements:

- Enrolled in Addiction Studies Program
- 12 Core Functions
- Crisis Intervention
- Progress Note Documentation

# Provider Staffing Survey



## Certifying Bodies' Curriculum and Checklist

CADTP	CCAPP	CAADE
<p>Case Management: Assessment, Orientation, Treatment Planning and Relapse Prevention/ Aftercare Planning (3 units)</p>	<p>Alcohol/Drug Treatment Studies 105 (8 Weeks) <i>- Case Management, Assessment, Orientation, Treatment Planning and Relapse Prevention/ Aftercare Planning</i></p>	<p>Treatment Modalities/ Intervention, Treatment and Recovery (3 Units) <i>- Assessment and Service Coordination</i></p>
<p>Individual, Group and Family Counseling (3 units)</p>	<p>Alcohol/Drug Treatment Studies 106 (8 Weeks) <i>- Individual, Group and Family Counseling</i></p>	<p>Basic Counseling Skills (3 Units)</p>





# Provider Staffing Survey



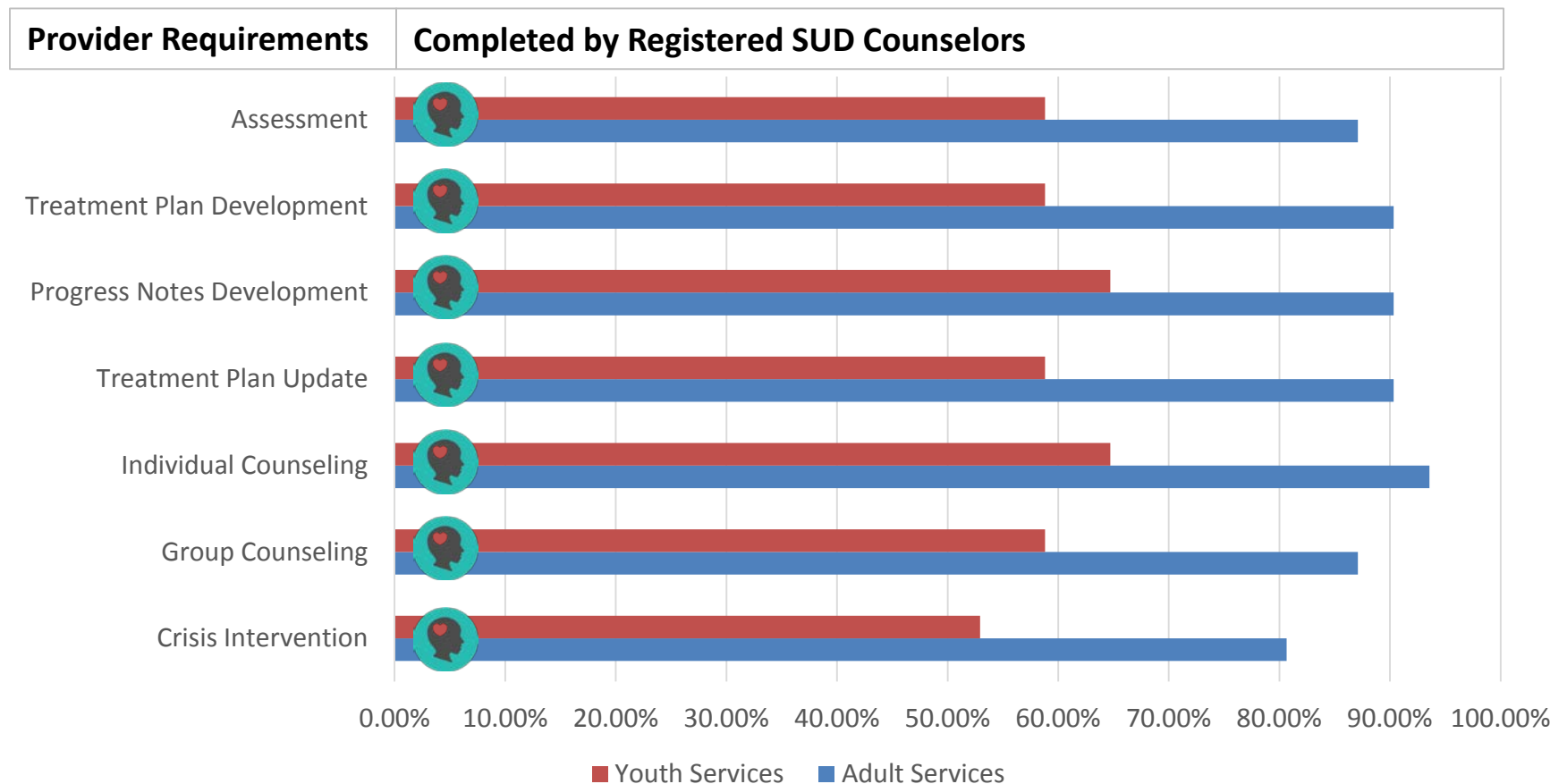
## Main Services for Registered SUD Counselors

Department of Public Health, Substance Abuse Prevention and Control (SAPC) Provider Staffing Level Requirements for Delivery and Oversight of Treatment Services									
BENEFIT PACKAGE COMPONENTS			STAFF LEVEL						
HCPCS	Description		Trained Support Staff <sup>1</sup>	Registered SUD Counselor <sup>2</sup>	Certified SUD Counselor <sup>3</sup>	LPHA <sup>4</sup>	Medical Director <sup>5</sup>	APPLICABLE ASAM LEVELS OF CARE AND OTHER BENEFITS <sup>6</sup>	
Substance Use Disorder (SUD) Treatment Services	H0049	Screening			✓	✓	✓	✓	SASH <sup>7</sup> , CENS <sup>8</sup> , OP, IOP, R, INPT, WM, OTP
	H0001	Intake Forms and Documents			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
	H0001	ASAM Assessment	Assess		✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
			Sign			✓	✓		
	T1007	Treatment Plan	Develop, Update, Review		✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
			Sign (without MAT)				✓	✓	
			Sign (with MAT) <sup>9</sup>				✓ MD/DO, and qualified NP and PA only	✓	
	99203	Physical Exam					✓ MD/DO, and qualified NP and PA only	✓	OP, IOP, R, INPT, WM, OTP
	H0005	Group Counseling			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS, RSS
	T1012	Patient Education			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
	H0004	Individual Counseling			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS, RSS
	H2011	Crisis Intervention			✓	✓	✓	✓	OP, IOP, R, INPT, WM, OTP, FBS
90846	Family Therapy					✓	✓	OP, IOP, R, INPT, WM, OTP, FBS	



# Provider Staffing Survey

## ■ Hiring Requirements: Trainings

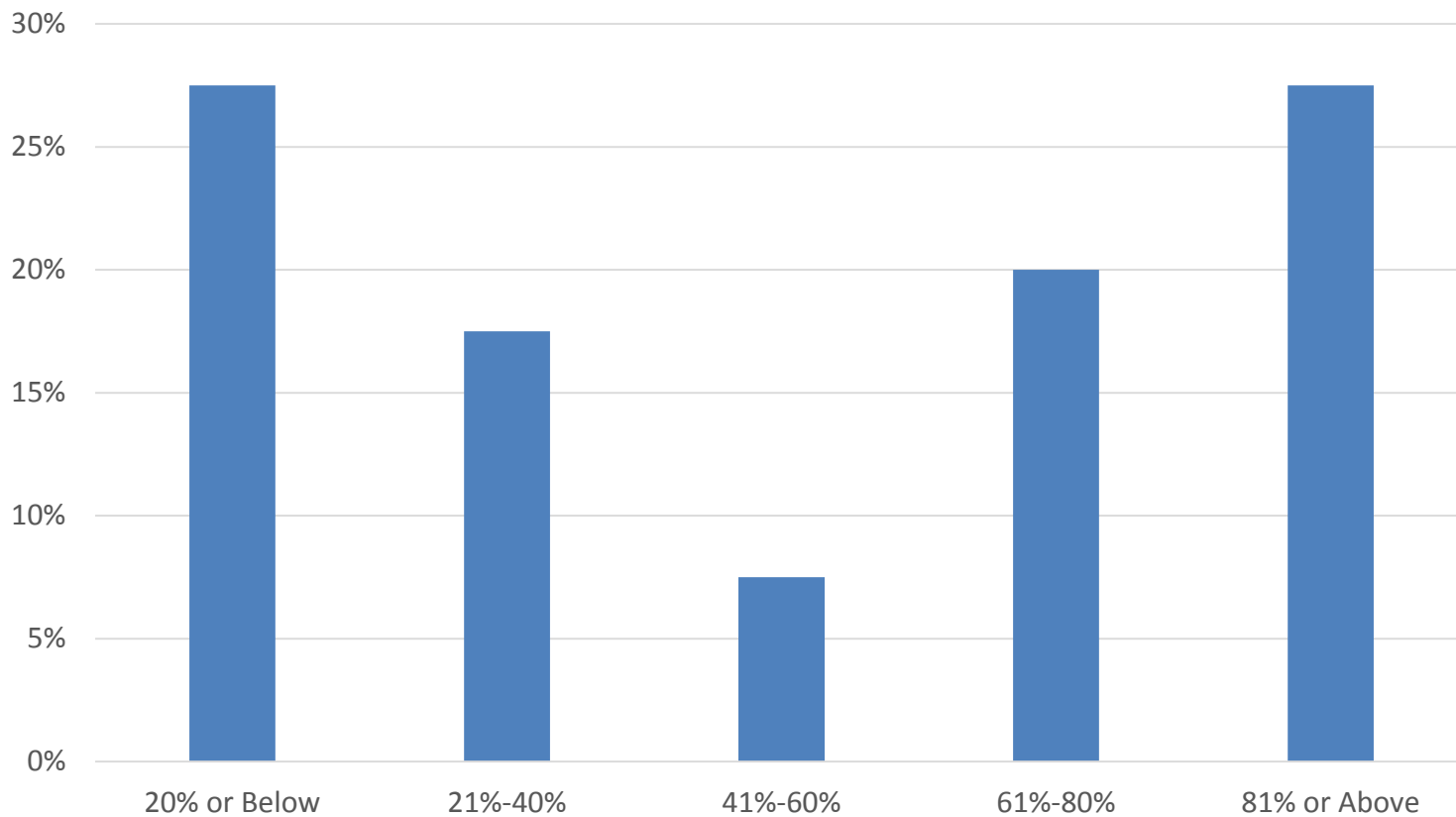


Other Requirements: 12 Core Functions, Cultural Competency, HIV-AIDS, ASAM, MI, CBT



# Provider Staffing Survey

- Counselors Earning Certification While with Provider





# Provider Staffing Survey Summary

- Work Experience Length
  - More providers (43% adult, 35% youth) require more than 1 year work experience; 40% youth, however, indicated none
  - More than half of registered SUD counselors have completed their hours; about a quarter are half way to completion
  - Most registered SUD counselors are full-time employed and complete their work experience hours though that capacity
- Addiction Coursework
  - A high percentage of providers require upon hiring the coursework topics that align with most of the services to be conducted by registered SUD counselors under START-ODS: assessment, counseling, treatment planning and case management
  - An even higher percentage of registered SUD counselors have completed such coursework topics



# Provider Staffing Survey Summary

- **Trainings**
  - A high percentage of providers require upon hiring the trainings that align with most of the services to be conducted by registered SUD counselors under START-ODS: assessment, counseling, treatment planning, crisis intervention and progress notes
  - An even higher percentage of registered SUD counselors have completed such trainings
  - Less than a quarter of providers require MI and CBT, which is a new requirement under START-ODS
- **Registered Status Duration and Years until Certification**
  - Most counselors have been registered for either 2 years or less than 1 year
  - Most counselors indicated to be certified within 1 year
  - More than a quarter of providers indicated that above 80% of their registered SUD counselors finish their certification requirements while working at their programs



# Registered SUD Counselor Qualifications

## Why?

- Ensure quality of patient care.
  - Public Health Core Function 3: Assurance*
    - *Essential Service #8: Maintain a competent public health workforce*
- Motivate the registered workforce to become certified SUD counselors.
  - “By April 1, 2010, at least 30% of staff providing counseling services in all AOD programs shall be licensed or certified.” [CCR Title 9]*
- The State does not prohibit counties to set standards higher than its indicated minimum.



# Registered SUD Counselor Qualifications

## Recommendation

- Work Experience Length

At least 6 months of paid or unpaid supervised work experience as SUD counselor in a State-licensed alcohol and other drug treatment facility

- Addiction Coursework

Completion of SUD counseling; AND assessment, treatment planning or case management courses from an accredited addiction studies program, college or university

- Trainings

Motivational Interviewing, Cognitive Behavioral Therapy, Medication-Assisted Treatment, and the ASAM Criteria



# Registered SUD Counselor Qualifications

## Guidelines

- Hired registered SUD counselors who don't meet the standards may still perform START-ODS services:
  - But will not be able to bill for the same until they meet the standards
  - Provided that they're shadowing a higher-level treatment staff

## Phase-In Approach

- Year 1 (FY 17-18): standards will not apply but providers should start hiring and training current registered SUD counselors to meet the standards
- Year 2 (FY 18-19): standards will apply





# Registered SUD Counselor Qualifications

## SAPC's Support

- Increased DMC rates give providers financial resources to hire and retain qualified counselors
- Trainings on MI, CBT, MAT and the ASAM Criteria
- Ongoing coordination and partnership with the 3 certifying bodies to ensure that the education received by registered SUD counselors aligns with current SUD treatment practices; and to remove unnecessary barriers to counselors completing their certification requirements



**Questions and comments?**



**Thank you for your input!**