



SUD Prevention Service Review

Provider:

Reviewer:

Services Provided:

Date of Review:

Score (0=No Documentation; 1=Partial Documentation; 2=Full Documentation; NA=Not Applicable)

#	Standard/Elements	Score (0=No Documentation; 1=Partial Documentation; 2=Full Documentation)	Source/Basis	Evidence May Include	PIHP Reviewer Comments
Provider General Requirements					
	The Provider has current (without provisions) and appropriate licensure for the services being provided. Governmental entities (sovereign tribes, state government agencies, local city or county agencies, and other governmental units) are exempt from this requirement.		Substance Use Disorder Prevention Services Special Provisions	LARA Licensure check for non-governmental agencies https://val.apps.lara.state.mi.us/License/Search	Completed at contract renewal/issue
Prevention Service Requirements					
	Services provided with fidelity to the Evidence-Based Program/Practice. If adaptations to fidelity, documentation to support.		Substance Use Disorder Prevention Services Special Provisions	Observations, staff training, report indicating review of the material in entirety, written lesson plans, original training manuals, sections with time spent, etc. Documentation contacted developer for any adaptations, etc.	This is reviewed during program observation years.
	Services entered into MPDS were entered timely.		MDHHS/PIHP Contract	MPDS service selected by PIHP	
	Services entered into MPDS have documentation to support.		MDHHS/PIHP Contract	Staff timesheets, staff calendars, meeting minutes, MPDS slip, activity	
	Services entered into MPDS were entered accurately. A minimum of the correct date of service, staff, time in, time out and group name.		MDHHS/PIHP Contract	MPDS service selected by PIHP	
	All provider media campaigns have received written approval from MDHHS. All provider publications have required verbiage from the most recent Media Campaign Guidelines included. <i>If no MDHHS approval is needed for the particular item, funding statement and MSHN logo should be included.</i>		Substance Use Disorder Prevention Services Special Provisions Media Campaign Guidelines	Brochures, flyers, billboards, commercials, etc. and applicable media request forms	

	If PIHP funded incentive gift cards are given to participants, documentation that cards were provided according to EBP (and PIHP) protocol. Such as consumer has signed off as acknowledgement of receipt and cards provided were for cards that cannot be used for tobacco, alcohol, cash, etc.		MDHHS/PIHP Contract	Signed acknowledgement of gift card receipt by participant	
Confidentiality					
	Provider handles identifiable records per Provider Confidentiality Policy Standards.		Substance Use Disorder Prevention Services Special Provisions 42 CFR Part 2	Policy/procedure if applicable	
Evaluation and Performance					
	Outcomes of programs and activities funded by the PIHP indicate that the outcomes planned are being met or are on pace to being met. If not met, the agency has made adjustments/corrections		Substance Use Disorder Prevention Services Special Provisions	Pre/post survey results, NOMS, Outcome reports Based on random selection (per PIHP)	Collected in End of Year Report
Credentialing (does not apply to Synar tobacco compliance checks or vendor education)					
	MCBAP Credential (or development plan submitted). May also have a CHES (Certified Health Education Specialist), or Specifically		Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	MCBAP Development Plan certificate, CPC, CPS or CHES certificates	
	Staff providing supervision must have one of the following MCBAP credentials or an established dev. plan leading to certification in one of the credentials:		Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	CPC, CPS or CHES certificates -OR- Staff attendance at monthly MSHN supervision meetings	
	Prevention Staff receive supervision and reviews/evaluations annually at minimum.		Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications MDHHS Special Provisions	Meeting minutes, outline of what was discussed, calendar, employee evaluation tool.	
	Criminal Background Check, as a condition of employment then, at a minimum, every other year from the initial check. No prior convictions identified. If so, convictions have been identified and do not prohibit PIHP funding and services.		Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	iCHAT form or equivalent	
Trainings - All Staff					

Communicable Disease: Basic knowledge of HIV/AIDS, TB, Hepatitis, and STD/I and the relationship to substance abuse (Level 1). Approved training can be located on the Improving MI Practices website at http://improvingmipractices.org/ . If training through other mechanisms, must include the following information: HIV/AIDS, TB, Hepatitis, and STD/Is, modes of transmission, linkage between SUD and CDs, Overview of treatment possibilities, and local resources available for further information/screening.		PIHP/Provider Contract MDHHS Special Provisions Prevention Policy #2	Initial: within 30 days of hire Renewal: Annually	
Cultural Competence: ongoing training to assure that staff are aware of, and able to effectively implement.		MSHN Provider Manual	Annual Training Certificate of Completion	
Recipient Rights Training. A signed copy indicating acknowledgement of recipient rights policies and procedures and/or training shall be maintained in the staff personnel file and a signed copy shall be retained by the staff member. Training may be the Improving MI Practices or PIHP required training per PIHP requirements		MDHHS/PIHP Contract	Initial: within 30 days of hire Renewal: Annually	
Limited English Proficiency. Training may be the Improving MI Practices or PIHP required training per PIHP requirements		MDHHS/PIHP Contract	Annual Training Certificate of Completion	
Training on Provider Compliance Plan (provider compliance plan may be the PIHP compliance plan)		CFR 438.608 R 325.1343	Signed attestation by staff	
HIPAA Privacy and Security			Annual Training Certificate of Completion	

NOT MET	0
PARTIALLY MET	0
FULLY MET	0
NOT APPLICABLE	0
TOTAL APPLICABLE	0