2024 SUD Program Specific Review Tool

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	Provider to complete: List evidence provided and where to locate such as page number or highlighted text in document
Residential					
1.1	With respect to clients who exhibit symptoms of active TB, policies and procedures are in place to avoid a potential spread of the disease. Policy/procedure includes TB testing within 24 hours of admission.	Prevention Policy #02	Policy/procedure	Verify the policy/procedure must include the plan to avoid potential spread of disease	
Peer Recovery Support Services					
2.1	The provider can demonstrate policy/procedures are in place regarding self-efficacy, community connection, quality of life, and sustained recovery.	Treatment Technical Advisory #07	Policy/procedures		
Women's Specialty Services					
3.1	Designated Provider has established eligibility requirements that include: • Parenting/Expecting Women • Men identified as primary caregiver	BSAAS Treatment Policy #12	Policy/procedures		
3.2	Provider ensures that gender specific program materials show evidence that provider offers the following: 1. Accessibility 2. Assessment 3. Psychological Development 4. Abuse/Violence/Trauma 5. Family Orientation 6. Mental Health Issues 7. Physical Health Issues	BSAAS Treatment Policy #12	List of Didactic Topics Gender-Specific Evidence-Based Practices & Programming Policy and procedures		

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	Provider to complete: List evidence provided and where to locate such as page number or highlighted text in document
	8. Legal Issues 9. Sexuality/Intimacy/Exploitation 10. Survival Skills 11. Continuing Care/Recovery Support				
Medication-Assisted Programs					
4.1	**(METHADONE)** There are written plans and procedures, which include how dosing clients on-site, as well as dispensing doses for off-site use, will be accomplished in emergency situations.	Treatment Policy #04	Policy/procedure		
4.2	Evidence the OTP appropriately addresses administrative discharges.	Treatment Policy #05, Medicaid Provider Manual 12.2.A.4; MSHN SUD Provider Manual	Policy/Procedure		
4.3	Program has protocols for pregnant consumers.	Treatment Policy #05	Policy/Procedure		
4.4	There are policies and procedures in place to address medication errors and plan to prevent recurrence.	PIHP Contract	Policy/Procedures		
Recovery Residence					
5.1	Explicit written admission criteria include: • Abstinence criteria prior to admission. • Procedures for tenant inclusion in the decision-making processes involving new resident • Screening requirements • Application requirements	MSHN SUD Recovery Housing Technical Requirement 2016, Treatment TA #11, NARR guidelines	Provider policy & practice guidelines	• Screenings- what form is used to screen potential residents for housing programs. Should include current mental health screening (self-harm/harm-to-others, applicable criminal history, etc.)	

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	**Provider to complete:** List evidence provided and where to locate such as page number or highlighted text in document
				• Application – what the potential tenant completes for acceptance into provider's housing program. • Procedures – how the current tenants participate in applicant reviews to determine applicant decisions. The above bullets should be easily found in provider manual (for employees).	
5.2	Explicit and posted house operational rules	MSHN SUD Recovery Housing Technical Requirement 2016, Treatment TA #11, NARR guidelines	Policy/Procedure (ensure this is posted for all sites) On-site evidence of posted rules	Rules should be included in written guidelines along w/ posting info. Reviewer to verify during onsite reviews OR provider to upload picture as evidence, etc. Include requirement – all tenants receive and initial (for consumer chart) receipt and acknowledgement of rules.	
5.3	House operations manual on site and available to residents upon request	MSHN SUD Recovery Housing Technical Requirement 2016, Treatment TA #11, NARR guidelines	Written manual on-site	Policy on manual upkeep/maintenance Notes/policy/procedure on how manual is available to consumers	
5.4	NARR membership is current and documented and each residence is certified at a level III or higher.	MSHN SUD Recovery Housing	Documentation of membership	Upload Proof of Membership	

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	**Provider to complete:** List evidence provided and where to locate such as page number or highlighted text in document
		Technical Requirement 2016, Treatment TA #11, NARR guidelines			
5.5	Evidence of weekly house meetings	MSHN SUD Recovery Housing Technical Requirement 2016, Treatment TA #11, NARR guidelines	Program Policy/Procedure Meeting logs w/ attendance Meeting topics	Meeting minutes should be kept (electronically) Include facilitator, date/time, sign-in sheet	
5.6	Evidence of recovery activities & community-engagement efforts	MSHN SUD Recovery Housing Technical Requirement 2016, Treatment TA #11, NARR guidelines	Program Materials List of Community Engagement Efforts (event, how disseminated to consumers, etc.) Referrals Coordination of Care Evidence	The provider should keep a list of offered community engagement efforts & additional details (# of participants from housing program, etc.) List/location of volunteer opportunities, etc. Referrals/Coordination of Care/etc.	
5.7	Protocols for coordination of care with SUD Treatment Providers	MSHN SUD Recovery Housing Technical Requirement Treatment TA #11, NARR guidelines	Policy/procedure Meeting Minutes (include discussion topics, attendance, etc.) Progress Notes	Specific to SUD Treatment providers (should include regardless of housing program being internal or external)	

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	**Provider to complete:** List evidence provided and where to locate such as page number or highlighted text in document
5.8	Evidence of staff availability 24/7/365 in case a need arises or an emergent situation.	NARR MSHN SUD Provider Manual	Agency on-call schedule or list of available staff to contact. Policies/procedures relevant to staffing coverage.	Staffing schedule Coverage procedure/policy – who is on call, how do clients know who to contact for emergency if no staff onsite This should include written policy//procedure(s)	