

The following documents are the most recent guidelines set forth by a former Court Supervised Treatment Program Manager in fiscal year 2012. The guidelines are labeled as policies, but are actually guidelines. They will be revised and updated when the newest version of Rules and Regulations are implemented in fiscal year 2014. If you have any questions, please contact Jessica Binning, [Jessica.binning@wyo.gov](mailto:Jessica.binning@wyo.gov), (307) 777-6885. Thank you.

Table of Contents for CST Program Policies

POLICY NUMBER	TITLE	EFFECTIVE DATE	REVIEWED	DISTRIBUTED
FY11-001	Advancement of State Funds to Additional Entities	7-1-2009	10-10-2010	6-20-2011
FY11-002	CST Program Records Retention Policy	7-1-2009	10-10-2010	6-20-2011
FY11-003	Independent Financial Audits	7-1-2009	10-10-2010	6-20-2011
FY11-004	Faxing Urine Analysis Results from the Preventive Health and Safety Division, Public Health Laboratory to the Court Supervised Treatment Programs (CST Programs)	7-1-2010	10-10-2010	6-20-2011
FY11-005	Invoiced Due Date	7-1-2009	10-10-2010	6-20-2011
FY11-006	Calculation of Local Contributions, Cash Matches, and/or In-Kind Matches	7-1-2009	10-10-2010	6-20-2011
FY11-007	Billing Medicaid for Substance Abuse Services	7-1-2009	10-10-2010	Not Distributed
FY11-008	Definitions of "Monitoring Agent" and "Participant Supervisor"	7-1-2009	10-10-2010	6-20-2011
FY11-009	Shifting Monies Between Invoice Line-Items	7-1-2009	10-10-2010	6-20-2011
FY11-010	Participant Enrollment in Multiple Court Supervised Treatment Programs	7-1-2009	10-10-2010	6-20-2011
FY11-011	Participant transfers from another Wyoming CST Program or out-of-state drug court	7-1-2009	10-10-2010	6-20-2011
FY11-012	Payment for Subsequent Fiscal Year Expenses	7-1-2009	10-10-2010	6-20-2011
FY11-013	Program Subcontractors	7-1-2009	10-10-2010	6-20-2011
FY11-014	Property Purchased with State Grant Funds	7-1-2009	10-10-2010	6-20-2011

FY11-015	Program Publicity	7-1-2009	10-10-2010	6-20-2011
FY11-016	Quarterly Reports	7-1-2009	10-10-2010	6-20-2011
FY11-017	Reversion of State of Wyoming Grant Funds	7-1-2009	10-10-2010	6-20-2011
FY11-018	Program Sales of UA Test Kits	7-1-2009	10-10-2010	6-20-2011
FY11-019	Self Evaluations	7-1-2009	10-10-2010	6-20-2011
FY11-020	Ordering UA Test Kits	7-1-2009	10-10-2010	6-20-2011
FY11-021	Program Employee Vacation and Sick Pay Accrual	7-1-2009	10-10-2010	6-20-2011
FY11-022	Admittance of Violent Offenders	7-1-2009	10-10-2010	6-20-2011
FY11-023	Annual Site Visits	7-1-2009	10-10-2010	6-20-2011
FY11-024	Definition of an active client	7-1-2009	10-10-2010	6-20-2011
FY11-025	Payment for Treatment Providers	7-11-2011	6-20-2011	6-20-2011
FY11-026	Travel Expenses	7-11-2011	6-20-2011	6-20-2011

WYOMING DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY12-001

Subject: Program Advancement of State Funds to Additional Entities or Loaning of Funds to Individuals  
Effective Date: 07/01/2009

Revised Date: 2/21/2012 (to include proper name of Division and adding the word funded where necessary)

Supersedes: N/A

Date Reviewed: 2/23/12

Distribution: 2/23/12

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State Funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Behavioral Health Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in *Chapter 8* and the *Court Supervised Treatment Program Act*.

**Purpose:**

This policy establishes the procedure regarding Wyoming Court Supervised Treatment Programs (CST Program) receiving State of Wyoming grant funds' advancement or sharing of Wyoming grant funds with another program, entity or the loaning of funds to an individual.

**Scope:**

This policy applies to all funded CST Programs in the State of Wyoming.

**Policy:**

As of July 1, 2009, State of Wyoming grant funds received by any funded CST Programs will be used **only** for the administration of that particular CST Program. Neither the funded CST Programs nor their governing bodies may advance or share State of Wyoming grant funds received by the CST Program with any other program or entity, regardless of whether the program or entity will reimburse the monies back to the CST Program. Further, funded Wyoming CST Programs shall not loan state grant funds to any individual, regardless of whether the individual will reimburse the monies back to the CST Program.

Further, no funded CST Program shall be allowed to share tangible items purchased with state grant funds with any other CST Program, county program, city program or other entity without prior approval by the Behavioral Health Division.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-002

Subject: Court Supervised Treatment Program (CST Program) Records Retention Policy  
Effective Date: 8-31-2007  
Revised Date: 2/21-2012 (to include proper name of Division)  
Supersedes: N/A  
Date Reviewed: October 10, 2010  
Distribution: June 20, 2011

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Behavioral Health Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in *Chapter 8* and the *Court Supervised Treatment Program Act*, and of any federal or state statutes pertaining to the retention of substance abuse treatment records, criminal justice records, or other records which may be retained by the CST Program.

**Purpose:**

The purpose of this policy is to establish the retention policy for CST Program records, whether kept by the CST Program, or in the Wyoming Court Supervised Treatment Program Case Management System (WyCAST System).

**Scope:**

This policy applies to all CST Program personnel.

**Policy:**

All CST Programs are required to retain court, treatment, probation, case management and other records for all participants in a funded CST Program for a period of no less than 7 years after an individual graduates or is terminated from the CST Program, in an identifiable format.

All CST Programs are required to retain budget and finance records, correspondence, memorandums, applications for funding, audits, etc. for the life of the CST Program.

CST Programs may archive participant court files in-house, or may contact the CST Program's governing body, district court, circuit court, tribal court, or county clerk to arrange for archiving.

Retention, recidivism, sobriety, units of service (ancillary, supervision, treatment and drug testing) and demographic information, such as number of female, male, age ranges, race, ethnicity, education history, employment history, and income history must be retained for the life of the CST Program in a de-identifiable, aggregate format.

As of July 1, 2009, in accordance with Wyo. Stat. §7-13-1610, all treatment and/or medical information must be removed from all Wyoming CST Program client files prior to turning CST Program files over to the archiving entity. All treatment files must be retained for a minimum of seven (7) years by the treatment provider and shall be retained and/or destroyed in accordance with state and federal standards.

Adult participant identifiable data shall remain in the WyCAST System for the entire time the participant is in the CST Program and for 6 years after they graduate or are terminated. Minor participant's data shall remain in the WyCAST System for the entire time the participant is in the CST Program and until the participant reaches the age of majority (18) or is emancipated or for 6 years after they graduate or are terminated, which ever is later.

The retention schedule set up by the Behavioral Health Division meets 45 C.F.R §164.503(j)(2) (retention of records for 6 years); 42 C.F.R. §482.24, .26 and .53 (psychiatric records kept 5 years); Wyo. Stat. §1-6-101 (retention of minors records); 45 C.F.R. §485.20 (outpatient rehabilitation records kept 5 years); 42 C.F.R., Part 1003 (Federal statute on limitation of civil penalties); and Wyo. Stat. §1-3-107 (Wyoming statute of limitations on health care services).

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY12-003

Subject: Independent Financial Audits

Effective Date: 07/01/2009

Revised Date: 2/21/2012 (to include proper name of Division; to add electronic filing information; and changing terms in the Shoshone & Arapaho Tribal audit section)

Supersedes: N/A

Date Reviewed: 2/23/12

Distribution: 2/23/12

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Behavioral Health Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in *Chapter 8* and the *Court Supervised Treatment Program Act*.

**Purpose:**

This policy establishes the policy requiring Wyoming Court Supervised Treatment Programs (CST Programs) receiving State of Wyoming grant funds to perform an independent financial and compliance audit.

**Scope:**

This policy applies to all CST Programs receiving State of Wyoming grant funds.

**Policy:**

All Wyoming CST Programs receiving State of Wyoming grant funds shall have an independent financial and compliance audit performed by an independent certified public accountant (CPA). **The audit of Court Supervised Treatment Program funds must be prepared in a report separate from the Contractor's regular financial reporting requirements.** Independent audits performed for the Contractor's fiduciary agent will be accepted if the CST Program audit includes all or that part of the following information which is relevant to the type of audit being completed: (a) independent auditor's report, (b) report on compliance and on internal control over financial reporting based on government auditing standards, (c) breakdown of all federal and state grants, (d) circular OMB A-133 audit, if federal funds received equal five hundred thousand dollars (\$500,000.00), (e) management letter, (f) statement of financial position (balance sheet), (g) statement of activity and changes in net assets, (h) statement of functional expenses, (i) statement of cash flows, and (j) note to financial statements.

**Compliance financial audits for Wyoming CST Programs may be placed into the body of the governing body's year-end audit only if the governing body's auditor adds language to the governing body's**

**audit that includes CST Program-specific analysis for the requirements (a)-(j) above which pertain to the form of audit being conducted by the CPA.**

CST Programs receiving State of Wyoming grant funds must provide to the Behavioral Health Division a copy of the most recent audit electronically. Unless otherwise authorized by the Behavioral Health Division, the audit shall be completed no more than six (6) months after the current fiscal year to which it applies and shall be submitted to the Division within thirty (30) days of its completion (January 31). CST Programs shall submit one (1) copy of this audit to the State CST Program Manager at the Behavioral Health Division, to the current CST Program Manager's e-mail address. The independent CPA shall submit two (2) copies of this audit to the Department of Audit, Public Funds Division, Herschler Building, 3 East, 122 West 25<sup>th</sup>, Cheyenne, WY 82002.

All deficits listed in the audit must be addressed by the CST Program team within sixty (60) days of receipt of the audit. The CST Program team must implement corrective action plans for all major deficits identified by the audit or management letter.

Audits from the Shoshone & Arapaho Tribal Adult Substance Abuse Court and the Shoshone & Arapaho Tribal Juvenile Substance Abuse Court must be completed no later than twelve (12) months after to the completion of the current financial year's contract.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.



WYOMING DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY12-004

Subject: Facsimile and Mailing of Urine Analysis Results from the Preventive Health and Safety Division, Public Health Laboratory to the Court Supervised Treatment Programs (CST Programs)

Effective Date: 07/01/2010

Revised Date: 2/21/2012 (to include proper name of Division)

Supersedes: N/A

Date Reviewed: 2/23/2012

Distribution: 2/23/2012

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Behavioral Health Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in *Chapter 8* and the *Court Supervised Treatment Program Act*.

**Purpose:**

This policy establishes the procedure by which the Preventive Health and Safety Division, Public Health Laboratory (PHL) may fax urine analysis (UA) results to CST Programs and the way the Behavioral Health Division (Division) shall mail results to the CST Programs.

**Scope:**

This policy applies to all funded Wyoming CST Programs.

**Policy:**

As of July 1, 2010, the PHL may fax Wyoming CST Program client UA results directly to a CST Program. In order to receive UA results by fax, a CST Program is required to have a fax line dedicated to the CST Program. The CST Program fax machine must be in a location accessed by CST Program personnel only and must not be accessible to the general public, CST Program participants, or individuals in external offices. Should a CST Program's fax machine not be dedicated to a CST Program, the individuals in the office where the fax machine is located must be individuals who deal with CST Program clients in other levels of the judicial/criminal system, and faxes must not be viewed by the general public, clients, or individuals in external offices. The Division has final authority regarding whether a Wyoming CST Program meets these requirements. Any CST Program varying from this policy must have written prior approval from the Division. The Division will immediately revoke a Wyoming CST Program's ability to receive fax UA results if the Division finds the CST Program is not in compliance with this policy.

The Division shall collect the original UA results from the PHL and mail the original to each Wyoming CST Program. The following policy will be used to mail original results:

1. All chemical test results for CST Program participants will be sent by the PHL by certified inter-office mail to the Division.
2. All chemical test results will be either:
  - a. Mailed in a secured envelope, marked confidential, to the appropriate CST Program on the day they are received; or
  - b. Placed in a secure, locked drawer until such time as the results can be mailed to the appropriate CST Program.
3. Results must be mailed to the appropriate CST Program within two (2) working days of the date of receipt.
4. All employees of the Division who handle the chemical test results will sign a confidentiality statement.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM  
POLICY NUMBER: FY12-005

Subject: Invoice Due Date

Effective Date: 07/01/2009

Revised Date: 2/23/2012 (to include proper name of Division; and adding the word funded where necessary)

Supersedes: N/A

Date Reviewed: 2/23/2012

Distribution: 2/23/2012

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Behavioral Health Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the due date for monthly invoices and the deadline for any changes and/or corrections to monthly invoices submitted to the Behavioral Health Division (Division) by Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds.

**Scope:**

This policy applies to all funded CST Program personnel in the State of Wyoming.

**Policy:**

As of July 1, 2009, all CST Program invoices must be submitted to the State CST Program Manager no later than the fifteenth (15<sup>th</sup>) day of each month. CST Programs shall make arrangements with the CST Program fiduciary agent to insure that a copy of the CST Program's monthly invoice is e-mailed to the State CST Program Manager no later than the close of business on the fifteenth (15<sup>th</sup>) of each month. All deviations from this due date must be requested in writing.

Wyoming CST Programs shall notify the State CST Program Manager immediately if there are any changes to a previously submitted invoice. CST Programs may not make any changes to an invoice after the 20<sup>th</sup> day of July of the following fiscal year.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY12-006

Subject: Calculation of Local Contributions, Cash Matches, and/or In-Kind Matches

Effective Date: 07/01/2009

Revised Date: 2/23/2012 (to include proper name of Division; and all underlined and strike through sections)

Supersedes: N/A

Date Reviewed: 2/23/2012

Distribution: 2/23/2012

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs (Division Rules), Chapter 8, Section 2(b)*, the Behavioral Health Division (Division) has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which local matching funds shall be calculated by Wyoming Court Supervised Treatment (CST) Programs seeking State of Wyoming grant funds.

**Scope:**

This policy applies to all CST Programs seeking State of Wyoming grant funds.

**Policy:**

Pursuant to Section 7(c) of Chapter 8, of the Division Rules, applicants submitting applications for state funding for a CST Program must earmark an amount for that fiscal year which exceeds twenty-five percent (25%) of the amount of state funding sought. Wyoming CST Programs shall report all local match contributions and other funds or in-kind services received by the CST Program to the State CST Program Manager on the grant application budget and justification forms, and in the monthly invoices.

As of January 1, 2009, the local match may contain a combination of cash and in-kind contributions to be received from a county, city, tribe, other local partnership, or 501(c)(3). Matches must be expended for actual expenses and may not be for projected expenses. No state monies, state salaries or other state grand dollars may be used as part of the local match. In-kind expenses may include, but are not limited to, lease or rental costs, equipment purchases, telephone or ITD costs, and direct salaries or benefits, administrative services, and accounting services not charged to the CST Program's budget. Any service or salary paid for through the CST Program's budget may not be counted towards the local match.

As of January 1, 2009, salaries and expenses incurred by an outside party on behalf of a Wyoming CST Program may be used to calculate local match. Wyoming CST Programs may only consider the percentage of actual time used on behalf of the CST Program and not the full salary when calculating local match.

If a CST Program invoices the governing body, the funds must be delivered to the local CST Program account ~~by the governing body no later than the close of business on the 30<sup>th</sup> day of June of that grant year~~ following the governing body's policies on paying invoices. ~~Local funds, cash matches and/or in-kind matches provided to the CST Program after June 30<sup>th</sup> of the grant year will not count as a match.~~ The program must inform the Division immediately if the governing body or other entity does not make available to them an amount in excess of twenty-five percent (25%) of their total grant from the Division. Programs which do not receive ~~or do not have at their disposal~~ a local match, cash match and/or in-kind match, in an amount which exceeds twenty-five percent (25%) of their total grant during a grant year, may be in jeopardy of losing their funding for the next grant year.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-008

Subject: Definitions of "Monitoring Agent" and "Participant Supervisor"

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy establishes the definitions of "monitoring agent" as used in W.S. 5-10-104(a)(iv) and "person who supervises participants" as used in W.S. 7-13-1609(a)(v).

Scope:

This policy applies to all Court Supervised Treatment (CST) Program personnel in the State of Wyoming.

Policy:

As of July 1, 2009, "monitoring agent" as used in W.S. 5-10-104(a)(iv) is replaced with W.S. 7-13-1609(a)(v) "...probation officer or other person who supervises participants." Wyoming CST Programs shall have a "probation officer or other person who supervises participants" as a member of their program team. A probation officer or person who supervises participants shall carry out the function of monitoring and supervising Wyoming CST Program clients. A person who supervises participants may include but is not limited to a juvenile probation officer or worker, a child protection worker, or a local probation officer from an outside state or local agency. A Wyoming CST Program probation officer or participant supervisor need not be employed with an outside agency. Wyoming CST Programs may hire a probation officer or participant supervisor at hourly pay.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY12-009

Subject: Shifting Monies Between Invoice Line-Items  
Effective Date: 07/01/2009  
Revised Date: 2/23/2012 (to include proper name of Division)  
Supersedes: N/A  
Date Reviewed: 2/23/2012  
Distribution: 2/23/2012

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds may shift monies between State of Wyoming grant budget line-items.

**Scope:**

This policy applies to all CST Program personnel in the State of Wyoming.

**Policy:**

As of July 1, 2009, Wyoming CST Programs receiving State of Wyoming grant funds may shift no more than ten percent (10%) of the total state grant amount within the current fiscal year budget line items without permission from the Behavioral Health Division (Division). Any Wyoming CST Program seeking to shift more than ten percent (10%) of the state granted funding must obtain permission from the State CST Program Manager.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-010

Subject: Participant Enrollment in Multiple Court Supervised Treatment Programs

Effective Date: 07/01/2009

Revised Date: 2/23/2012 (to include proper name of Division)

Supersedes: N/A

Date Reviewed: 2/23/2012

Distribution: 2/23/2012

**WHEREAS**, pursuant to the *State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b)*, the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy prohibits establishes the protocol in which Wyoming Court Supervised Treatment (CST) Programs from enrolling clients in multiple CST Programs. This policy seeks to eliminate situations where clients are receiving services simultaneously from multiple CST Programs.

**Scope:**

This policy applies to all Wyoming CST Programs.

**Policy:**

As of July 1, 2009, all Wyoming CST Programs are prohibited from accepting as a client any person already participating in another CST Program or drug court, whether the CST Program or drug court be located in Wyoming or another state. All Wyoming CST Program clients are prohibited from receiving services from more than one CST Program, drug court, or combination of both during the same time period.

Wyoming CST Programs should utilize a screening process in order to eliminate one (1) person being counted as a client in two (2) or more CST Programs, drug courts, or a combination of both.

**Responsibility:**

The State Drug Court Manager will be responsible for implementing the policy.



WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-011

Subject: Participant transfers from another Wyoming CST Program or out-of-state drug court

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy establishes the procedure for Wyoming Court Supervised Treatment (CST) Programs to accept participants transferred from another Wyoming CST Program or out-of-state drug court.

Scope:

This policy applies to all CST Program personnel in the State of Wyoming.

Policy:

As of July 1, 2009, participant transfers from one (1) Wyoming CST Program to another Wyoming CST Program or to an out of state drug court, or visa versa, shall be governed by local protocol and policies. The receiving Wyoming CST Program should consider each transferred participant on a case-by-case basis, coordinate with the Wyoming Department of Corrections to ensure the transferred participant will be supervised accordingly, and may accept transferred participants when agreed upon by all CST Program members and parties.

As of July 1, 2009, participant transfers from an out-of-state drug court to a Wyoming CST Program, and vice versa, shall be governed by local protocol and policies and should be treated as any other interstate compact case or criminal jurisdictional matter.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-012

Subject: Payment for Subsequent Fiscal Year Expenses

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy prohibits Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds to use current fiscal year grant funds to pay for expenses in the subsequent fiscal year without permission from the Court Supervised Treatment Program Manager.

Scope:

This policy applies to all CST Programs receiving State of Wyoming grant funds.

Policy:

As of July 1, 2009, Wyoming CST Programs receiving State of Wyoming grant funds may not use current fiscal year Wyoming grant funds to pay for expenses in the subsequent fiscal years without permission from the Division. CST Programs making arrangements for training and/or travel that will occur in the next fiscal year but the payment is due during the current fiscal year may do so with permission from the Division. If the training and/or travel do not occur as planned, the CST Program must refund the full amount for those expenses to the Division within 30 days of finding out about the changed travel plans.

The State CST Program Manager has final authority to approve or deny reimbursement to a CST Program for future travel and/or training expenses paid for during a preceding fiscal year.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-013

Subject: Program Subcontractors

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: 6-20-2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the requirement that Wyoming Court Supervised Treatment (CST) Programs shall notify the Mental Health and Substance Abuse Services Division (Division) of any contract between the CST Program and a subcontractor.

**Scope:**

This policy applies to all CST Program personnel in the State of Wyoming.

**Policy:**

As of July 1, 2009, all Wyoming CST Programs shall notify the Division of any contract between the CST Program and a subcontractor. The Division shall investigate as to whether a subcontractor is a Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC) provider. The State CST Program Coordinator or his/her designee shall maintain an updated list of all CST Program subcontractors and catalog whether (a) the subcontractor has a contract with the Division and (b) whether the subcontractor is a WAMHSAC provider. All contracts with subcontracts will be signed by the governing body or its designee.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-014

Subject: Property Purchased with State Grant Funds

Effective Date: 07/01/2009

Revised Date: NA

Supersedes: NA

Date Reviewed: 10-10-2010

Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy establishes the procedure by which Court Supervised Treatment (CST) Programs funded by the State of Wyoming shall use State grant funds to purchase property for use by the CST Programs.

Scope:

This policy applies to all CST Programs receiving grant funds from the State of Wyoming.

Policy:

All property purchased with grant funds which originated from the State Drug Court Account (W.S. §5-10-103) or the State CST Program Account (W.S. §7-13-1605(b)) is property of the Wyoming Department of Health, Substance Abuse Division (Division). Any property purchased with State grant funds shall be used for the sole purposes of the local CST Program.

As of July 1, 2010, CST Programs shall keep an inventory of property purchased with State grant funds for use by the CST Program. The inventory should include, but is not limited to, office furniture, vehicles, desktop computers, laptop computers, and other electronics or equipment. Should the CST Program dissolve, property purchased with State grant funds shall be turned over to the Division or State CST Program Coordinator within thirty (30) days of the CST Program's dissolution.

Electronic equipment which has an internal memory or other memory source cannot be destroyed, sold, or disposed of in any manner without first removing the memory source and mailing it to the Division. If the memory source cannot be removed, the program must have the memory scrubbed in accordance with the HIPAA and HITECH requirements before it is destroyed, sold or disposed of. No electronic

equipment purchased with state grant funds can be destroyed, sold or disposed of without permission from the Division IT department.

All vehicles purchased with state funds, including the CST Program Grant funds, are considered state property. The vehicles must be titled as state vehicles and insured as state vehicles. Further, the program must adhere to the requirements for drivers and passengers of state vehicles.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-015

Subject: Program Publicity  
Effective Date: 07/01/2009  
Revised Date: N/A  
Supersedes: N/A  
Date Reviewed: 10-10-2010  
Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the required publicity protocol for Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds.

**Scope:**

This policy applies to all CST Programs receiving grant funds from the State of Wyoming.

**Policy:**

As of July 1, 2009, any publicity for a Wyoming CST Program receiving State of Wyoming grant funds or publicity regarding services provided to, by or for a Wyoming CST Program receiving State of Wyoming grant funds shall identify the Wyoming Department of Health, Mental Health and Substance Abuse Services Division as the sponsoring entity and shall not be released without prior written approval from the Division. Publicity may include, but is not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared for or by a Wyoming CST Program.

Should the contract between the Division and a Wyoming CST Program terminate, all notices, information, pamphlets, press releases research reports, signs or other public notices prepared for or by the Wyoming CST Program shall be returned to the Division within thirty (30) days of the termination. Should a Wyoming CST Program dissolve, all items with the CST Program's name or logo shall be destroyed prior to the CST Program closing its doors. Items to be destroyed may include, but are not limited to, letterhead, stationary, notepads, pencils, or envelopes.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-016

Subject: Quarterly Reports

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the protocol Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds must follow in regards to reporting data quarterly to the Mental Health and Substance Abuse Services Division (Division).

**Scope:**

This policy applies to all CST Program personnel in the State of Wyoming.

**Policy:**

As of July 1, 2009, all Wyoming CST Programs receiving State of Wyoming grant funds shall submit quarterly reports to the Division, in a format prescribed by the Division, and which is attached to the contract between the Division and the CST Program. The Division shall compare the quarterly data against the data the CST Program has provided to the Division through the Wyoming Court Supervised Case Management System (WyCST). The Division shall disclose the due dates of each quarterly report in the subsequent fiscal year in its funding contract with the CST Program.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-017

Subject: Reversion of State of Wyoming Grant Funds

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy establishes the procedure by which Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds shall revert any State of Wyoming grant funds not used by the end of the current fiscal year.

Scope:

This policy applies to all CST Programs receiving State of Wyoming grant funds.

Policy:

As of July 1, 2009, all Wyoming Court Supervised Treatment (CST) Programs receiving State of Wyoming grant funds shall revert any State of Wyoming grant funds not used by the end of the current fiscal year back to the Division by July 15<sup>th</sup> of the following fiscal year.

As of July 1, 2009, the Division shall make an initial payment of fifteen percent (15%) of the grant award amount to each Wyoming CST Program approved for State of Wyoming grant funds. Unless otherwise agreed upon by both parties, in the CST Program's fourth (4<sup>th</sup>) quarter, the Division's monthly reimbursement payments to the CST Program shall be reduced by a dollar amount equal to one third (1/3) of the total dollar amount of the initial payment given to the CST Program. Should any portion of the initial payment not be spent by a CST Program or recaptured by the Division at the end of the current fiscal year, the Wyoming CST Program shall refund that portion of the initial payment to the Division no later than July 15<sup>th</sup> of the following fiscal year. The CST Program may not use the unspent portion of the Program's initial payment for expenditures beyond the current fiscal year.



Unspent grant funds for CST Programs **shall not** be carried over from one fiscal year to the next. The unspent grant funds will revert back to the CST Program Account.

Failure to follow this policy may result in withholding of payments or denial of future grant funds. For exceptions to this policy, see policy number FY11-012, *Court Supervised Treatment Program Policy Regarding Payment for Subsequent Fiscal Year Expenses*.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-018

Subject: Program Sales of UA Test Kits

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which Wyoming Court Supervised Treatment (CST) Programs receiving urine analysis (UA) test kits from the State of Wyoming may charge a third party for the use of the UA test kits.

**Scope:**

This policy applies to all Wyoming CST Programs receiving State of Wyoming grant funds.

**Policy:**

As of July 1, 2009, Wyoming CST Programs receiving UA test kits from the State of Wyoming may sell those UA test kits to an outside agency for the agency's use by non-clients. Wyoming CST Programs shall collect financial reimbursement from that outside agency in an amount equal to or greater than the amount paid by the Mental Health and Substance Abuse Division (Division) for the UA kit. Wyoming CST Programs shall reimburse the Division for any UA test kit sold to an outside agency. Any Wyoming CST Program wishing to sell UA test kits provided by the State of Wyoming must obtain prior approval from the Division.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-019

Subject: Self-Evaluations  
Effective Date: 07/01/2009  
Revised Date: N/A  
Supersedes: N/A  
Date Reviewed: 10-10-2010  
Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which Wyoming Court Supervised Treatment (CST) Programs shall conduct self-evaluations.

**Scope:**

This policy applies to all Wyoming CST Programs.

**Policy:**

As of July 1, 2009, all Wyoming CST Programs must conduct a self-evaluation every two (2) years. A self-evaluation may be conducted by a committee selected by the program team or an individual and/or entity hired by the program team. For a self-evaluation, the evaluator may not be associated with the CST Program. CST Programs may opt for the Division approved Systems and You, Network and Collaborating (SYNC) reviews conducted by the Wyoming Citizen Review Panel, Inc. to meet this requirement.

In the event a CST Program opts to do a self-evaluation, the following requirements must be met:

The evaluator must meet the following requirements;

At least one (1) member of the committee or the individual hired to conduct the evaluation should be well versed in: (a) research methods and advanced statistics; (b) conducting field research for criminal justice, court, or mental health agencies; (c) the mission, functions and processes for circuit, juvenile, municipal, tribal, or district court; (d) addiction treatment; (e) the ability to assess adjustment and expansion needs of treatment court programs, including statistical analysis and forecasting methods to project program needs; (f) analyzing and interpreting data regarding program impact; (g) assessing cost

effectiveness of a treatment court program; (h) current technology applications; (i) written and verbal communication; and (j) relating effectively with program team members.

The self-evaluation must meet the following requirements per Chapter 8: self-evaluations shall include: (a) a review of the financial statement and report, collected since the last evaluation; (b) an evaluation of the strengths, weaknesses, successes, failures, challenges, opportunities and threats to the program; (c) a review of relevant information reviewed by the committee regarding state and local data pertinent to the treatment program; and (d) programmatic changes that were implemented by the court as a result of the evaluation. Self-evaluations shall include a review of the annual report provided to each CST Program by the Substance Abuse Services Division.

Self-evaluations shall be submitted to the Substance Abuse Services Division with a CST Program's funding application.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-020

Subject: Ordering UA Test Kits

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure for Court Supervised Treatment (CST) Programs funded by the State of Wyoming to obtain urine analysis (UA) test kits for use in testing participants in the Wyoming CST Programs.

**Scope:**

This policy applies to all CST Programs receiving State of Wyoming grant funds.

**Policy:**

As of July 1, 2009, all UA test kits paid for through the state of Wyoming CST Program budget will be ordered by the State CST Program Coordinator. All orders for UA testing kits will be e-mailed to the State CST Program Coordinator. It shall be the responsibility of the State CST Program Coordinator to order the UA test kits directly from the supplier. The UA test kits will be shipped directly from the supplier to the CST Program. The Department of Health will be invoiced by the supplier and will pay for the testing kits out of the State CST Program budget.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-021

Subject: Program Employee Vacation and Sick Pay Accrual

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which the governing body of the Wyoming Court Supervised Treatment (CST) Program receiving State of Wyoming grant funds shall invoice for vacation pay and sick time for their CST Program employees.

**Scope:**

This policy applies to all CST Programs receiving State of Wyoming grant funds.

**Policy:**

As of July 1, 2008, per a memorandum sent to all local CST Programs via e-mail from Korin Schmidt, Administrator of Policy and Planning, governing bodies for the Wyoming CST Programs which offer employee sick time and vacation pay must account for the accrual of employee vacation pay and sick time on the CST Program's monthly invoice and must follow accounting practices set out by their financial officer for sick time and vacation pay. Wyoming CST Programs receiving State of Wyoming grant funds may not carry-over current fiscal year State grant funds to a future fiscal year in order to account for employee vacation pay and sick time.

Wyoming CST Programs must follow their local fiduciary agent's policies regarding the management and distribution of vacation pay and sick time for Wyoming CST Program employees. Distribution of vacation pay and sick time must be managed according to recognized accounting practices and procedures on employee payroll and benefits.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-022

Subject: Admittance of Violent Offenders

Effective Date: 07/01/2009

Revised Date: N/A

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act, and any requirements tied to any federal grants received by the CST Program.

**Purpose:**

This policy establishes the protocol for accepting violent offenders in Wyoming Court Supervised Treatment (CST) Programs.

**Scope:**

This policy applies to all Wyoming CST Programs.

**Policy:**

As of July 1, 2009, the Wyoming Department of Health, Mental Health Substance Abuse Services Division does not prohibit Wyoming CST Programs from admitting violent offenders. Wyoming CST Programs receiving State of Wyoming grant funds may admit violent offenders. Wyoming CST Programs receiving a combination of state of Wyoming grant funds and federal grant funds are prohibited, per federal guidelines, from admitting violent offenders. Should a Wyoming CST Program currently accepting only Wyoming grant funds admit violent offenders and later obtain federal grant funds, clients with violent offenses must be reevaluated. Wyoming CST Programs admitting violent offenders shall include specificities of offender qualifications and treatment guidelines in the CST Program's policies and procedures manual.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY REGARDING ANNUAL SITE VISITS  
POLICY NUMBER: FY11-023

Subject: Annual Site Visits  
Effective Date: 07/01/2011  
Revised Date: N/A  
Supersedes: N/A  
Date Reviewed: 10-10-2010  
Distribution:

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the procedure by which annual site visits shall be conducted by the Mental Health and Substance Abuse Services Division (Division) for all Wyoming Court Supervised Treatment (CST) Programs.

**Scope:**

This policy applies to all Wyoming CST Programs.

**Policy:**

As of July 1, 2009, all Wyoming CST Programs shall allow Division staff and/or the CST Program Evaluator to make an annual on-site visit to the CST Program for the purposes of observing the CST Program process. CST Programs shall allow the Division staff and/or CST Program Evaluator to interact with staff, program team member, and other individuals who work with the CST Program, and will allow the Division to review any documentation pertaining to the CST Program. Pertinent documentation includes, but is not limited to, financial records, CST Program policies and procedures, drafts of waivers and releases that a CST Program client signs, and all contracts in which the CST Program is a party. Program Team members for the CST Program will be available during the site visit.

Division staff and/or the CST Program Evaluator shall sign a confidentiality agreement on-site should the CST Program so request.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.



WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-024

Subject: Program Advancement of State Funds to Additional Entities

Effective Date: 07/01/2009

Revised Date: 10-10-2010

Supersedes: N/A

Date Reviewed: 10-10-2010

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**WHEREAS**, pursuant to the Funding Formula Memo distributed by the Division on February 2, 2009, "the Department of Health, Mental Health and Substance Abuse Services Division ("Division") to "oversee and provide funding for the drug courts from the drug court account. The department of health shall implement rules and regulations specifying a funding application procedure, certification requirements for treatment personnel participating in the drug court and drug court office guidelines." Further, Pursuant to Wyo. Stat. §7-13-1605, Specify funding formulas for funding from the account which formula shall include provisions requiring local contribution to the cost of a program;

Purpose:

This policy establishes the procedure regarding defining active client in the CST Programs to use in determining funding for CST Programs and in capturing data in the WycST System.

Scope:

This policy applies to all CST Programs in the State of Wyoming.

Policy:

As of July 1, 2009 and revised October 10, 2010, an active participant is defined as:

*An active participant is defined as an adult or juvenile substance offender who (1) meets the criteria set out in Wyo. Stat. 7-13-1607(a); (2) has been referred to and accepted into a CST Program; and (3) has within the last thirty (30) days (a) been staffed or attended a status hearing, (b) received substance abuse treatment paid for by the CST Program; (c) will not be incarcerated in a correctional facility for 30 days or more (except when the correctional facility is considered the CST Program) or placed in a residential treatment facility for more than 30 days or more; and (d) received CST Program case*

*management and/or other services from the CST Program. Active Participants are primary non-suspended participants documented in the WyCST System.*

In the WyCST System, an episode is used to track active clients only. An episode begins when a participant is accepted into a program, signs the contract, and the judge signs the order. Services provided prior to the beginning of the episode should not be paid for with CST Program funds and information on the services are not placed in the WyCST System, unless it is necessary for screening.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-025

Subject: Payment for Treatment Providers

Effective Date: 07/01/2011

Revised Date: N/A

Supersedes: N/A

Date Reviewed: June 20, 2011

Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

Purpose:

This policy establishes the policy for contracting with treatment providers.

Scope:

This policy applies to all CST Programs in the State of Wyoming.

Policy:

As of July 1, 2011, all CST Programs shall ensure that when contracting with treatment providers, that if the treatment provider is co-mingling group sessions with CST Program participants and non-CST Program participants, that the CST Program is not paying 100% of the group costs for the group session. When treatment providers co-mingle group sessions the following criteria should be followed and should be outlined in any contract with a treatment provider:

- a. The CST Program should either pay a) a per-hour/per-participant rate for the time the participant is in the group session, or b) only that portion of the group session which reflects the number of CST Program participants compared to the non-CST Program participants.
- b. That best practices are followed and non-court appointed participants are not co-mingled with court ordered participants.

Responsibility:

The State CST Program Manager will be responsible for implementing the policy.

WYOMING DEPARTMENT OF HEALTH  
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION  
COURT SUPERVISED TREATMENT PROGRAM POLICY  
POLICY NUMBER: FY11-026

Subject: Travel Expenses  
Effective Date: 07/01/2011  
Revised Date: N/A  
Supersedes: N/A  
Date Reviewed: June 20, 2011  
Distribution: June 20, 2011

**WHEREAS**, pursuant to the State of Wyoming, Department of Health, Rules and Regulations for State funding and Certification of CST Programs, Chapter 8, Section 2(b), the Division has the authority to issue manuals or bulletins to interpret the provisions of the rules and regulations. The provisions contained in this policy shall be subordinate to the provisions of the rules and regulations set out in Chapter 8 and the Court Supervised Treatment Program Act.

**Purpose:**

This policy establishes the policy for travel in the state of Wyoming and for conferences and training out of the state.

**Scope:**

This policy applies to all CST Programs in the State of Wyoming.

**Policy:**

As of July 1, 2011, **only reasonable and necessary travel and extraneous expenses** shall be invoiced through the state grants. Travel expenses shall be reimbursed as follows:

- (i) When attending trainings, conferences, retreats or other matters of official business at a location that requires an overnight stay, the CST Program shall follow the following requirements:
  - (a) The Contractor shall be reimbursed lodging and paid a per diem allowance not to exceed the allowances specified in W.S. §9-3-102. Lodging expenses shall be reimbursed up to the amount prescribed in the federal travel regulations.
  - (b) The Division may approve lodging expenses in excess of the published rate.
  - (c) Meal and incidental expense allowance shall be computed so as to pay seventy-five percent (75%) of the destination rate on the day of departure, one hundred percent (100%) on all interim days of official travel and seventy-five percent (75%) on the previous day's rate on the day of return.
  - (d) Meal expenses, either directly billed to the CST Program, or included in registration, seminar and conference fees paid by the CST Program on behalf of a CST Program Team member are considered part of the meal and

incidental expense allowance, and shall be deducted from the allowance claim.

- (e) When required to travel on behalf of the CST Program, the Contractor shall be reimbursed for mileage at a rate not to exceed the rates specified in W.S. §9-3-103.
- (f) The governing body for the CST Program shall approve the claims for payment. CST Program employees shall not approve their own claims.
- (g) When required to travel on a one (1) day trip of twenty-four (24) hours or less during which it is reasonable to assume no sleep or rest is required, actual expenses shall be used for reimbursement.

**Responsibility:**

The State CST Program Manager will be responsible for implementing the policy.