

CHAPTER I

GENERAL INTRODUCTION AND INFORMATION

Section 1. Reasons for Adopting Standards. The purpose of these rules is to prescribe standards for programs and personnel providing mental health and substance abuse services, which are purchased in whole or in part by the State of Wyoming under the Community Human Services Act.

Section 2. Statutory Authority. These standards are adopted pursuant to the Community Human Services Act, W.S. 35-1611 through 627; W.S. 9-2-102(a)(iii) and W.S. 9-2-102(a)(iv).

Section 3. Severability. If any provision of these standards or the application thereof to any program, person, service, or circumstance is held invalid, the invalidity shall not affect other provisions or applications of these standards. These standards can be given effect without the invalid provision or application and, to this end, the provisions of these standards are severable.

Section 4. Definitions. As used in these standards, the term or phrase:

(a) “Accessible” means flexibility in scheduling hours, to the extent reasonable, to meet special needs of clients for appointment times.

(b) “Administrator” means the Administrator of the Division of Behavioral Health of the Department of Health.

(c) “Advanced degree” means an academic degree at the master’s or doctoral level granted by an accredited college or university.

(d) “Authorized peer reviewers” means staff of a program certified under these Standards who, by arrangement of the Division, are authorized to participate in the monitoring process for another certified program.

(e) “Client” means any person or family unit that is receiving mental health or substance abuse evaluation or treatment services. This term does not include persons who have not been enrolled or who have been formally discharged from the program; nor does it include a recipient of substance abuse prevention services, or a recipient of substance abuse or mental health education services.

(f) “Client identifying information” means information by which the identity of a client can be determined. The term does not include a client identifying number assigned by a program.

(g) “Clinical assessment” means a written evaluation describing a client’s status, consisting of, at minimum: a description of the presenting problems, a summary of the history of the presenting problems and prior treatment, relevant family and social data, medical data including significant physical problems and medications being used, a diagnostic summary which gives the therapist’s or counselor’s analysis and interpretation, and a diagnosis or diagnostic impression.

(h) “Clubhouse” means a sheltered pre-vocational service in which seriously mentally ill

persons learn and practice prevocational skills in order to prepare them for either supported employment provided by the mental health program or for referral to another agency which offers sheltered employment, work crews, or enclaves. A clubhouse is operated by the client members in a setting apart from the mental health program and clients as a group are responsible for running the program with coaching from staff as needed. Members determine and assign to themselves work tasks such as cleaning, meal preparation, telephone answering, and other work training activities which foster skill development in social and work behaviors appropriate to eventual employment in the community.

(i) “Continuing care” means time-limited clinical services intended to solidify or enhance the gains made in mental health or substance abuse treatment.

(j) “Director” means the Director of the Department of Health.

(k) “Discharge summary” means an organized statement, in writing, prepared upon each client’s discharge, which summarizes the services provided, discharge status, and the actual date of discharge.

(l) “Division” means the Division of Behavioral Health of the Department of Health.

(m) “Executive Director” means the director of a mental health or substance abuse program who is hired in this capacity by the governing body.

(n) “Governing body” means the board of directors of a private nonprofit corporation or a community board or a public agency, as defined in W.S. 35-1-613(a)(i).

(o) “Human relations discipline” means a field of academic study which deals with knowledge and skill development in clinical counseling. Such fields of academic study may include, but are not limited to: social work, psychology, nursing, counseling, and family or addictions counseling.

(p) “Human relations therapist or counselor” means a person with an advanced degree from an academic program which deals with knowledge and skill development in clinical counseling. Such programs may include, but are not limited to: Clinical social work, psychology, family counseling, psychiatric nursing, counselor education, and addictions counseling.

(q) “Inpatient services” means medically-based, 24-hour treatment services provided by a hospital, by a facility licensed as a hospital, or in a suitably equipped medical setting. These services are provided to severely chemically addicted persons or psychiatrically impaired persons who require 24-hour medical supervision for physical and/or psychological complications in conjunction with an intensive treatment regimen.

(r) “Integration services” means the coordination of all group sessions of an intensive outpatient treatment program, facilitation of attendance at substance abuse self-help group meetings by clients enrolled in an intensive outpatient treatment program, and other services as needed.

(s) “Job coaching” means a full range of flexible job support services designed individually for each client to assist that client in maintaining his or her job in the community. Job coaching includes, but is not limited to: locating a job suitable to a client’s interests and capabilities, on-going work

with an employer to accept and understand the client, assisting a client to meet social and work behaviors acceptable in the job setting, providing or assisting with transportation and coordinating with a client's therapist to provide integrated assistance for a client's problems with medications, stress, and symptoms of mental illness which may interfere with maintaining the job.

(t) "Legally responsible other" means a person or agency authorized by a court or recognized by law to act on behalf of a client or a former client.

(u) "Minor" means a person as defined by W.S. 14-1-101.

(v) "MIS" means the management information system used by the Division to collect uniform client information.

(w) "Operating policies" means a set of written directives related to the day-to-day management of the program.

(x) "Presenting problem" means the description of those behaviors and symptoms which cause the client to seek or be referred for services.

(y) "Prevention evaluation" means methods, any one or all of, which may be undertaken to measure success in achieving specified objectives.

(i) Process evaluation is assessment that describes the characteristics of an operational, ongoing prevention program at one point in time. Process evaluation includes a description of the target population, a description of the services delivered, a description of resources used by the program, and the experiences of the participants.

(ii) Outcome evaluation is assessment that includes measuring the effects of the program on the participants. Outcome evaluation specifies changes in participants' attitudes, knowledge, behavior, and attempts to determine the degree to which the program has met its own goals and attempts to measure the generalized effects of alcohol and other drug abuse prevention efforts in the community.

(z) "Pre-vocational Services" means assessment of work skills, extended career counseling to assist in career choice, skill training for work-related behavior, and for job seeking education about work settings and requirements, job support selfhelp groups, and, as appropriate, volunteer or paid trial work with job coaching and rehabilitation therapy provided in close cooperation to sustain the trial position.

(aa) "Primary residential treatment program" means a community-based program that provides 24-hour live-in rehabilitation for alcohol and drug abusers whose chemical dependency does not require intensive medical or psychiatric management but does require intensive evaluation and treatment in a structured setting.

(bb) "Primary therapist" means a mental health professional or counselor or a substance abuse professional or counselor to whom a client is assigned for purposes of clinical assessment, development of treatment plans, and provision of mental health or substance abuse treatment services.

(cc) "Program" means the services provided by an entity including any private agency, public

agency, or community board that maintains facilities and provides mental health or substance abuse services.

(dd) “Psychiatrist” means a person who is licensed to practice medicine by the State of Wyoming, in accordance with the provisions of W.S. 33-26-301 through 33-26-307.

(ee) “Psychologist” means a person who is licensed to practice psychology by the State of Wyoming, in accordance with the provisions of W.S. 33-27-101 through 33-27-112.

(ff) “Qualified federal personnel” means a person or persons who have been verified by the Division of Behavioral Health as having legitimate oversight functions for federal statutes, regulations, and contracts which affect programs under these Standards.

(gg) “Qualified state personnel” means a person or persons who have been authorized by the Division of Behavioral Health to monitor programs under these Standards.

(hh) “Regularly scheduled services” means that services are provided on a schedule reasonably expected to meet client needs.

(ii) “Seriously mentally ill” means an adult person who has been diagnosed with a mental disorder that is typically characterized by psychosis, and who has functional deficits resulting from this mental disorder.

(jj) “Service area” means the geographic area, designated by Division contract, in which the contracted services are provided by a program.

(kk) “Service plan” means a written description of how each purchased service is staffed, organized, and delivered by the program, including admission and discharge criteria for specialized sub-programs, program goals and objectives, and the collaborative relationship with human service programs in the service area.

(ll) “Substance abuse” is the use, without medical reason, of any substance that results in psychological or physiological dependency as a function of such continued use as to induce mental, emotional, or physical impairment or cause socially dysfunctional behavior.

(mm) “Supervision” means regular oversight of the administrative, clinical, or clerical work performance of staff, students, volunteers, or contracted employees by person(s) with the authority to give direction and to require change.

(nn) “Supported Employment” means competitive work on a full-time or part-time basis, in fully integrated, normal community employment with non-handicapped co-workers, at the prevailing wage paid by the employer in accordance with the Fair Labor Standards Act, and with on-site or off-site job coaching as needed in order to maintain the job.

(oo) “Title 25” means W.S. 25-10-101 through 25-10-126, Hospitalization of Mentally Ill Persons.

(pp) “Transitional residential care program” means a community-based program that provides services in a home-like setting to alcohol and drug abusers who have made a clear commitment to abstinence and to continue a recovery process after having received treatment in a more structured treatment setting.

(qq) “Treatment” means planned and structured clinical services provided directly to a client and designed to initiate and promote improvement of and/or remission of current presenting problems of substance abuse or mental health clients.

(rr) “Treatment goals” mean client outcomes that are expected to result from implementation of the client’s treatment plan.

(ss) “Treatment plan” means a document that describes individualized treatment goals with strategies designed to meet the client’s needs as determined by the clinical assessment.

(tt) “Variance” means the decision to forego education and/or experience requirements of Chapter III or Chapter IV on a case-by-case basis for the duration of a person’s employment with a program.

(uu) “Vocational services” means pre-vocational services, supported employment, and clubhouse services that are designed to help remediate social behaviors and work behaviors that have precluded or interfered with the ability of a seriously mentally ill person to acquire or maintain employment in the community.

(vv) “Waiver” means the decision to temporarily forego the enforcement of a particular standard in regard to a particular program.