



Provider Substance Use Disorder Program Policy and Procedure Manual Guidance

The Wyoming Rules and Regulations for Substance Abuse Standards specify several areas be established in written policy and/or procedure. This is an outline of the areas, per rule and regulation, which are the minimum required to be included in your program's policy and procedure document.

It is permissible to include language and information from rule and regulation in your policy and procedure document as long as it is written as applicable to the program being considered for state certification.

Please combine all policy and procedure documents together into one electronic document, dated with the latest revision date.

All levels of care programs/providers must include these standards in policy and procedure:

- **Governing Board Protocols (e.g. governing authority or board, or sole legal owner/responsible authority)** – Chapter 2, Section 2 (b)
- **Client Rights** – Chapter 2, Section 2 (c)
- **Emergency Procedure Requirements** – Chapter 2, Section 2 (d)
- **Tobacco Free Protocols** – Chapter 2, Section 2 (e)
- **Financial Protocols, All Certified Programs** – Chapter 2, Section 6 (a – c)
- **Human Resource Management** – Chapter 2, Section 7 (b, c, d, e, f)
- **Client Confidentiality and Consents** – Chapter 4, Section 2 (a – g)

Level 0.5 Early Intervention DUI/MIP Education Programs/Providers:

All of the above blue bulleted points are required, plus pertinent information about your state-approved early intervention curriculum (Prevention Research Institute's "Prime for Life" or The Change Companies' "Interactive Journaling Facilitation").

Please **specifically name the curriculum** (e.g. "Interactive Journaling Facilitation" through The Change Companies or "Prime For Life" through Prevention Research Institute) your program utilizes **in your policy and procedure** document.

Any information you wish to include from Chapter 4, Section 10 DUI/MIP Education Programs would be appropriate as would any information from Chapters 1, 2, and Sections 1-9 of Chapter 4.

Assessment Service Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9, with special consideration of including the information from Chapter 4, Section 6 Screening and Assessment.

ASAM Level 1.0 Outpatient Service Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter

4, Sections 1-9, with special consideration of including the information from [Chapter 4, Section 11 Outpatient Treatment Services](#).

ASAM Level 2.1 Intensive Outpatient Service Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9, with special consideration of including the information from [Chapter 4, Section 12 Intensive Outpatient Treatment Services](#).

ASAM Level 2.5 Partial Hospitalization (Day Treatment Services) Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9, with special consideration of including the information from [Chapter 4, Section 13 Day Treatment Services](#).

ASAM Levels 3.1, 3.5, 3.7, and 4.0 Residential or Inpatient Services Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9, with special consideration of including the information from [Chapter 4, Section 14 Therapeutic Environment and Physical Plant Requirements for all Residential Facilities](#); and Section 16 [Residential Treatment Services](#).

ASAM Levels 3, and 4-WM Withdrawal Management Programs/Providers:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9, with special consideration of including program applicable information from [Chapter 4, Section 15 Detoxification Services](#).

Wyoming Standards' Special Populations Served Designations (Criminal Justice, Adolescent, Co-Occurring, Women's Specific, and/or Residential Treatment for Persons with Dependent Children):

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9. Please outline in your policy and procedure manual information from Chapter 5 [Special Populations for Substance Abuse Services](#) for the specific designations(s) you wish to be certified for.

Wyoming Standards' Recovery Support and Transitional Housing Services:

All of the above blue bulleted points are required. Please consider including information from Chapter 4, Sections 1-9. Please outline in your policy and procedure manual information from Chapter 7 [Recovery Support Services for Substance Abuse Services](#); and if providing residential Supportive Transitional Drug-Free Housing Services, information from Chapter 4, Section 16 (c) [Transitional Residential Treatment Services](#) for the specific services you wish to be certified for.

Please contact the Behavioral Health Division Certification Program Manager if you have any questions, concerns, or need assistance: **Certification Program Manager, Behavioral Health Division phone: 1-800-535-4006 or email: wdh-certification@wyo.gov**.