



## POLICY AND PROCEDURE NOTICE: PPPN-043 SUBSTANCE ABUSE SERVICES

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program to provide a standard Priority Service definition and requirements.

### Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A  
<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf>
- HAB PCN #16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds  
[https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN\\_16-02Final.pdf](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf)
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Frequently Asked Questions  
[https://hab.hrsa.gov/sites/default/files/hab/Global/faq\\_service\\_definitions\\_pcn\\_final.pdf](https://hab.hrsa.gov/sites/default/files/hab/Global/faq_service_definitions_pcn_final.pdf)
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B (Covers Both Fiscal and Program Requirements)  
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

### Background:

#### Atlanta EMA Quality Management Standards

The purpose of the Ryan White Part A quality management standards and measures is to ensure that a uniformity of service exists in the Atlanta Eligible Metropolitan Area (EMA) such that the consumers of a service receive the same quality of service regardless of where the service is rendered. These standards set forth the minimal acceptable levels of quality in service delivery and to provide measurement of the effectiveness of services. EMA Standards of Care may be found on the Ryan White Part A website at [www.ryanwhiteatl.org](http://www.ryanwhiteatl.org).

**Also see PPPN-038 Compliance with Standards.**

### Service Definition

Substance Abuse Outpatient Care is the provision of outpatient services for the treatment of drug or alcohol use disorders.

**Policy and Procedure:**

1. Provided by or under the supervision of a physician or by other qualified/licensed personnel; may include use of funds to expand HIV-specific capacity of programs if timely access to treatment and counseling is not otherwise available.

Services are limited to the following:

- Pre-treatment/recovery readiness programs
  - Harm reduction
  - Mental health counseling to reduce depression, anxiety and other disorders associated with substance abuse
  - Outpatient drug-free treatment and counseling
  - Opiate Assisted Therapy
  - Neuro-psychiatric pharmaceuticals
  - Relapse prevention
2. Subrecipient is expected to maintain documentation of the following which shall be made available to the recipient and HRSA upon request and during Ryan White Part A site visits:
    - Services are provided on an outpatient basis
    - Provider licensure or certifications as required by the State of Georgia
    - Staffing structure showing supervision by a physician or other qualified personnel
    - Maintain program files and client records that include a treatment plan with all required elements and includes:
      - The quantity, frequency, and modality of treatment provided
      - The date treatment begins and ends
      - All services provided are allowable under Ryan White
      - Regular monitoring and assessment of client progress
      - The signature of the individual providing the service and or the supervisor as applicable

**Also see Atlanta EMA Quality Management Standards and Measures.**

**Unit of Service Definition**

<b>Substance abuse services (outpatient)</b>			
<b>Subservice Name</b>	<b>Definition</b>	<b>Unit</b>	<b>Funding Sources</b>
Maintenance Group Substance Abuse Counseling	Therapeutic groups provided to substance abusing clients who have received treatment services and require support to stabilize and maintain recovery; includes continuing care program.	Hour	A,B, Other

Intensive Group Substance Abuse Counseling	Therapeutic groups to address substance abuse issues and/or individual concerns in living related to recovery provided by a licensed mental health or certified substance abuse professional; includes day program.	Hour	A,B, Other
Individual Substance Abuse Counseling	Provision of individual counseling services by a licensed mental health or certified substance abuse provider to address substance abuse issues and/or individual concerns in living related to recovery.	Session	A,B,C, Other
Substance Abuse Intake/Re- enrollment	Includes education components of intake for new or re-enrolling clients into substance abuse services once they are determined eligible. Clients must be re-screened for eligibility if they have not been seen in 6 months.	Session	A
Substance Abuse Assessment	Substance abuse evaluation conducted by a licensed mental health or certified substance abuse professional to assess substance use and dependence, develop a clinical/diagnostic formulation, and create a substance abuse services treatment plan. Includes a	Assessment	A
Substance Abuse Intake/Assessment	Initial substance abuse evaluation conducted by a licensed mental health or certified substance abuse professional to assess substance use and dependence, develop a clinical/diagnostic formulation, and create a substance abuse services treatment plan. Includes a review of bio-psycho-social history, substance use/abuse history (including hospitalizations), medication history; and appropriate referrals.	Session	B,C, Other
Initial Substance Abuse Treatment Plan	Creation of an initial substance abuse treatment plan. Including setting treatment goals conducted by a licensed mental health or certified substance abuse professional.	Session	A
Update Substance Abuse Treatment Plan	Evaluation and revision of substance abuse treatment plan including reviewing progress and updating treatment goals conducted by a licensed mental health or certified substance abuse professional.	Session	A,B,C, Other

Approved: June 2016

Reviewed: April 2021