

APPENDIX ZF



New Mexico Behavioral Health Collaborative

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**INTENSIVE OUTPATIENT
CERTIFICATION TOOL**

	STAFF DOCUMENTS	P	F	Provider Response	BHSD Finding
1	Provide a complete roster of IOP clinical supervisor(s) and program staff along with program organization chart.				
2	Provide IOP clinical supervisor and program staff job descriptions.				
3	Provide verification that clinical supervisor(s) meets licensing board standards and IOP requirements to deliver clinical supervision. Documentation of 1 year supervision experience and 2 years IOP experience prior to becoming IOP clinical supervisor. Documentation as MAD approved provider.				
4	Provide copies of agency employee performance evaluation tool and the clinical supervision form.				
5	Provide program treatment schedule(s)/ calendar(s), if applicable for EBP.				
6	Provide copy of treatment plan form.				
7	Provide copy of program evaluation form.				
8	Provide copy of psycho-social assessment/diagnostic evaluation form.				
9	Provide copy of medication form if applicable.				
<i>Client treatment program</i>					
10	Provide policy and procedure that outlines how clients are assessed for eligibility.				

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11	Provide policy and procedure that outlines the treatment planning process including discharge planning. Include guidelines that clearly specify how treatment planning is related to clients' goals and objectives. Specify the process for evaluating time-limited services. Discuss how 90-day treatment plan review will occur.				
12	Provide policy and procedure that outlines how the provision and integration of mental health and substance abuse services are managed to include co-occurring disorders. Include in this policy how IOP will integrate with other services at the agency.				
13	Provide policy(ies) and procedure that support recovery and resiliency values, cultural sensitivity, gender informed care, and trauma-informed practices.				
14	Provide policy and procedure on how medication services are managed, in-house or through referral process. Include protocols.				
15	Provide policy and procedure on drug screen protocols if applicable. Include form used.				
16	Provide policy and procedure that addresses crisis management including the crisis/safety planning process. Include referral process.				
<i>Program structure</i>					
17	Provide policy and procedure that clearly outlines the EBP model utilized and how this model will be evaluated according to fidelity standards. Describe how deficiencies will be addressed. Include process for assessing treatment/program outcomes.				

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18	Provide policy and procedure that specifically supports an integrated multidisciplinary team. Include frequency of scheduled team meetings and members of the team.				
<i>Supervision</i>					
19	Provide policy procedure that specifies how the agency assesses supervisory requirements for clinical supervision, particularly in the areas of co-occurring and substance use skill/training. Address state and program requirements. Include how supervision is provided to include frequency and number of hours and how this is documented and how deficits in training/practice are identified and addressed in a time-limited manner for both the supervisor and the supervisee.				
<i>Program specific and agency training</i>					
20	Provide policy and procedure that clearly outlines the process for insuring that all IOP treatment staff have been adequately trained in the EBP model. Describe how staff will receive ongoing training as needed and how skill level of trainers is evaluated.				
21	Provide policy and procedure that describes how program staff are trained in culturally sensitive and trauma-based approaches, crisis management and safety techniques, critical incident reporting, HIPAA, agency records management and record keeping protocols, and ethics to include conflict of interest.				

<p>For adolescent services, provide policy and procedure to demonstrate they will conform to New Mexico Children’s Code NMSA 1978 32A-1-1 et Seq statutes and associated New Mexico Children’s Code definitions.</p> <p>Specifically:</p> <ol style="list-style-type: none"> 1) Mandatory Child Abuse and Neglect reporting 2) Children’s Rights and age-specific Consent for Services statutes 				
<p>For adolescent services, provide policy and procedure to demonstrate their compliance with background checks for all employees. Background checks must conform to 8.8.3 NMAC Background Check Unit background clearances and pre-hiring processes as well as 7.20.11.15.A-H NMAC Criminal Records Checks and Clearances regulatory requirements.</p>				
<p>For adolescent services, provide policy and procedure to explain how adolescent treatment is developmentally appropriate and is youth and family centric and youth driven.</p>				
<p>For adolescent services, provide policy and procedure which demonstrates treatment planning and assessments are all trauma informed.</p>				