

Narcotic Treatment Programs

Initial Application Outline and Protocol

All sections (§) cited are from Title 9, California Code of Regulations (CCR), Division 4, Chapter 4, Narcotic Treatment Program (NTP) unless otherwise indicated. Read all sections carefully.

In order to begin review of your application, the following items must be received by the Department of Health Care Services (DHCS):

1. Application (DHCS 5014)
2. Current Fiscal Year Fees
3. Protocol
4. Signed County Recommendation (DHCS 5027)

Review of your protocol will not begin until the Department receives all four items listed above.

Each page of the protocol, including any index, must be numbered beginning with page 1. Do not break the numerical order when changing headings. The sample patient maintenance, patient detoxification and employee file do not need numbered pages but should be identified as attachments to your protocol. Failure to number pages properly could delay processing your application.

All forms utilized in your program must be submitted. If you are contracting with an electronic service, provide sample pages produced by the electronic system e.g.: intake documents, dosing sheet, treatment plan.

Submit the protocol and appropriate documents in the order outlined below.

I. APPLICATION

1. Application §10030 (c)
2. Application Fee §10056, Mail to
Department of Health Care Services,
Narcotic Treatment Programs, MS 2603
P O Box 997413, Sacramento, California 95899-7413

II. REQUIRED FORMS

1. DHCS 5014 NTP Application, §10030 (c)
2. DHCS 5027 County Recommendation, §10030(a)(10), §10040
3. DHCS 5030 Geographical Area, §10030 (a)(2)(3)(4)(5)
4. DHCS 5025 Facility Requirements, §10030 (a)(6)(27)(37)(38)(39)(40)(41)
 - a. Diagram of the NTP program, §10030 (a)(42)(A)(B)(C)(D)(E)(F)
 - b. Diagram of the NTP program in relation to the total facility, §10030 (a)(42)(G)
 - c. Narrative of the patient flow, §10030 (a)(42)(A)(B)(C)(D)(E)(F)(G)
5. DHCS 5028 Letters of Cooperation, §10030 (b)
 - a. Attach all letters
6. DHCS 5017 Hospital Agreement, §10340
7. DHCS 5031 Organizational Responsibility, §10030 (a)(15)(16), §10095
Sponsor
8. DHCS 5020 Guarantor Agreement, § 10095
9. DHCS 5026, Staff Hours, §10030 (a)(24), Counselor Caseload §10150

10. Fictitious Business Name Statement, if appropriate (Profit only)
11. Copy of Substance Abuse and Mental Health Services Administration SMA-162 Form

III. PROGRAM ADMINISTRATION

1. First Year Budget, §10030 (a)(17)
2. Plan of Operation, §10030 (a)(1)
3. Program Goals, §10030 (a)(7)
4. Research Goals, §10030 (a)(8)
5. Letters of Community Support (a)(11)
6. Plan for Evaluation, §10030 (a)(9), §10065, §10070
7. Program Forms, §10030(a)(36) ALL FORMS
8. Operational Procedures, §10030 (a)(30)(36), §10175
9. Procedure in the event of Emergency or Disaster, §10030 (a)(32), §10170 (b)(8), §10180
10. Procedures which provide for cooperation with local jails for either detoxification or maintenance treatment while in custody, in the event of patient hospitalization or incarceration, §10030 (a)(31), §10185, § 10190
11. Report of Patient Death, § 10195
12. Fingerprint Clearance-LIVESCAN, §10095, Health & Safety Code 11839.8
13. Program Rules, §10030 (a)(26)(36), 10170, 10340
 - a. Place patient rules under patient file content, sample patient file
 - b. If using a patient handbook, place a copy of patient rules in handbook

IV. PERSONNEL POLICIES AND STAFFING

1. Personnel Policies, §10130
2. Procedure to assure that appropriate staff time will be provided to the program in the event of short-term emergency, vacation, or sickness for all staff, §10130 (b)
3. Medical Director provision for leave and/or replacement e.g.: death, extended illness, sick, §10130 (a)(4)(5)
4. Plan for delegation of Medical Director's Duties, §10030(a)(22), §10110
5. Program Directors Responsibilities, §10105, §10140, §10155
6. Medical Directors Responsibilities, §10110
7. Program Physician Responsibilities, §10115
8. Physician Extender Responsibilities, §10120
9. Duties and responsibilities of each staff member and the relationship between the staffing pattern and the treatment goals, §10030 (a)(19)
10. Each Staff Members Profile, §10030 (a)(20)(23)
11. Personnel File, §10030 (a)(36), §10125, submit a sample file
 - a. Employee Code of Conduct
 - b. Counselor Code of Conduct and Registration Documentation or License, §10125 (d)(3)(A)(B)
12. Counselor Case Load, §10150
13. Duty Statements for all positions, §10030 (a)(19)(21), §10105, §10110, §10115, §10120

V. PATIENT FILES

1. Patient Records, §10155, §10160

2. Patient File Content, §10160, submit sample for Maintenance and Detoxification
3. Patient Fees
 - a. Patient fee schedule, §10030 (a)(18)

VI. MULTIPLE REGISTRATION AND DIVERSION PREVENTION

1. Multiple registration prior to admit, §10030 (a)(14), §10155
2. Prior to admit, §10210
3. After initial test results return, §10215
4. Ongoing detection – reporting, §10220
5. Resolution of multiple, §10225
6. Multiple registration and visiting patients, §10205, §10295
7. Patient identification and card, §10030 (a)(12), §10235, §10240
8. Duties issuing ID card, §10245
9. Security of ID card forms, §10030 (a)(13), §10250

VII. HANDLING AND SECURITY OF MEDICATION

1. Medication Record Keeping, §10255
2. Administration or Dispensing of Medication, §10260
3. Security of Medication Stock, §10265

VIII. PATIENT TREATMENT

1. Criteria for Patient Selection, §10030 (a)(25), §10270, Title 22, §51341.1 (h)(1)(C)
2. Patient Orientation, §10280

3. Patient Orientation for Female Patients of Childbearing Age §10285
4. Patient Consent Form §10290
5. Patient Attendance – Courtesy Dosing, §10295
6. Patient Absence, §10300, H& S 11839.3(b)

IX. TAKE-HOME PRIVILEGES

1. Procedures for quantity, safeguarding, packaging, §10365
2. Criteria, §10370
3. Step level criteria, §10365, §10370, §10375, Bulletin 12-10
4. State Holidays, §10380
5. Restricting patient's take-homes, §10390
6. Restoring restricted take-homes, §10400
7. Exception to take-home medication, §10385(a)(3)(b)(c)(d)
 - a. The §10385 (a)(1)(2) is less stringent than 42, Code of Federal Regulations, Part 8.12 therefore this section is rescinded. Refer to Bulletin 12-10

X. TREATMENT PLANS

1. Patient treatment plans, §10305, §10360, Title 22, §51341.1 (c)(3)(4)(A)(B)(C)(D), Title 22, §51341.1 (m)(4)(A)
2. Counseling services in maintenance treatment, §10345, §10360, Title 22, §51341.1 (b)(8), Title 22, Section 51341.1 (M)(4)(A)

XI. BODY SPECIMEN COLLECTION AND STORAGE

1. Body specimen collection and storage, §10030 (a)(33), §10310, §10360
2. Prevention of tampering, §10310
3. Substance to be tested, §10315
4. Reliability of tests, §10325

5. Test or analysis records, §10330
6. Failure of patients to provide a body specimen, §10335
7. Use of approved licensed laboratories for testing of analyzing samples, §10320
 - a. Submit copy of contract.

XII. DOSAGE LEVELS

1. Dosage levels, §10350
2. Initial, §10030 (a)(28), §10355
3. Detoxification, §10030 (a)(29), §10355

XIII. Treatment Termination Procedures

1. Treatment termination, §10300 (a)(34), §10410
2. Voluntary, §10030 (a)(34), §10415
3. Involuntary, §10030 (a)(34), §10415
4. Fair Hearing, §10030 (a)(35), § 10420
5. Fair Hearing, Drug Medi-Cal Patients, Title 22, §51341.1 (p)

IX. OTHER REQUIREMENTS

1. Operational within six (6) months of licensure, §10050 (a)
2. Notice given to the Department in advance of operations, §10050 (b)