

**FY2025 STATEMENT OF WORK**  
**General Substance Use Disorder/Addiction Treatment Services**

**1.0 GENERAL PURPOSE, MISSION, AND GOALS**

- 1.1 The Department of Mental Health and Substance Abuse Services, through its contractors, will provide quality services to individuals in this state who are served by this agreement. Services shall be provided in an engaging and positive environment and achieve positive outcomes for consumers. Contractor shall facilitate access to needed services, ensure appropriateness of care, and promote client satisfaction with services. Services shall promote consumer empowerment, wellness, recovery, and integration in the community. Services shall build on individual strengths, exist in a natural environment, and actively promote the consumer's human value and dignity. Contractor understands its role as a provider in a state-wide system of mental health and substance use disorder/addiction treatment services to children and adults and agrees to collaborate as necessary with other such providers to promote access to needed services and continuity of care. Contractor agrees to collaborate with the ODMHSAS in ongoing transformational work, such as the implementation of evidence-based practices as they emerge. In addition, contractor shall follow requirements in the ODMHSAS Eligibility and Target Population Matrix (<http://www.odmhsas.org/arc.htm>).

**2.0 DEFINITIONS**

- 2.1 HCV – Hepatitis C.
- 2.2 HIV/AIDS – Human Immunodeficiency Virus / Acquired Immune Deficiency Syndrome.
- 2.3 Interim Services – Services provided to individuals screened, found appropriate and placed on the e-wait list until admission to a residential substance use treatment program.
- 2.4 Medical Necessity – A direct referral from a higher level of care (i.e. withdrawal management, crisis unit, inpatient, hospitalization, residential substance abuse treatment, etc.).
- 2.5 TB – Tuberculosis.

### **3.0 ACCESS TO SERVICES**

- 3.1 In determining a consumer's initial and ongoing eligibility for any service, Contractor may not exclude an individual of any age based on the following factors:
  - 3.1.1 Consumer's past or present mental health needs, substance abuse, gambling, or co-occurring disorders, including use of prescribed medications for such.
  - 3.1.2 Presumption of the consumer's inability to benefit from treatment.
  - 3.1.3 Specific substance(s) used by the consumer.
  - 3.1.4 Consumer's continued substance use.
  - 3.1.5 Consumer's level of success in prior treatment episodes.
- 3.2 In determining priority of admissions to treatment, Contractor shall follow the ODMHSAS Eligibility and Target Population Matrix as referenced in section 1.1 of this Statement of Work. Priority of admission shall not be based on or influenced by other factors, including previous treatment episode(s) of the consumer at the agency.

### **4.0 INTEGRATED SERVICES**

- 4.1 Contractor shall document the provision and reporting of formal integrated screening, assessment, and treatment for persons who have co-occurring mental health, substance use, and gambling disorders according to ODMHSAS requirements, and the means to refer or link individuals to appropriate services.

### **5.0 TREATMENT SERVICES**

- 5.1 Contractor shall ensure that all services are assessment driven and individualized to meet the needs of the person served (SPTBG 45 CFR 96.132).
- 5.2 Contractors shall have written policies specific for wellness services and related activities.
  - 5.2.1 Wellness services and related activities shall be consumer driven and promote healthy lifestyles and behaviors. Services and activities may include, but not be limited to, tobacco use cessation activities, physical activity, stress management, and education on nutrition.
  - 5.2.2 These services shall be based on an individualized, recovery-

focused service philosophy that allows individuals the opportunity to learn to manage their own wellness.

5.2.3 Contractor may use the current U.S. Public Health Service Clinical Practice Guidelines for Treating Tobacco Use and Dependence. A current Quick Reference guide can be found at <https://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/tobacco/index.html>. Consumers shall be screened for tobacco use, and all tobacco users shall be educated on the benefits of quitting tobacco use. FDA approved tobacco cessation treatments shall be recommended to all consumers willing to quit tobacco use.

5.2.3.1 Tobacco Cessation Services shall include systematic referral to the Oklahoma Tobacco Helpline by means of fax, Web Portal, or through the Electronic Health Record (EHR).

## **6.0 SUBSTANCE USE DISORDERS SERVICES STATEMENT OF WORK**

### **6.1 Outreach:**

6.1.1 Each facility shall, as a regular part of consumer-based planning and services provision, provide the community with information, consultation, and outreach services to aid in reaching and attracting its specified target populations. These outreach efforts shall be conducted by staff members or program approved volunteers.

6.1.2 These services shall be designed to:

6.1.2.1 Reach and attract the facility's target population;

6.1.2.2 Provide information on substance use disorders and related issues to the public; and

6.1.2.3 Provide information to the public regarding the facility's services.

6.1.3 These services include, but are not limited to, presentations or outreach efforts to community groups, organizations, and individuals.

### **6.2 Persons Served:**

6.2.1 Services eligible for payment pursuant to this statement of work, listed and defined in this document, shall be delivered to persons presenting with substance use/addiction or co-occurring related problems, including family members and significant others of

consumers, when appropriate, to support the primary consumer's recovery.

- 6.2.2 Incarcerated persons (those in penal or correctional institutions) shall not be served under this contract, unless they are specifically identified in the compensation section of this contract as a population to be served (Substance Abuse Prevention and Treatment Block Grant (SAPTBG) 45 CFR 96.135).
- 6.2.3 Contractor shall give preference in admissions in accordance with SAPTBG 45 CFR 96.131 and the Eligibility and Target Population Matrix.
- 6.2.4 Contractor shall notify the ODMHSAS designee within twenty-four (24) hours of when the Contractor has insufficient capacity (or reaches 90% of capacity) to serve any of the above listed target groups (SAPTBG 45 CFR 96.126). For residential, halfway house, and withdrawal management programs, this requirement is accomplished through daily reporting of capacity and waiting list information to the substance use disorder treatment capacity report including a member identification number and interim services provided or referrals and/or linkages made.
- 6.2.5 Pregnant women and non-pregnant intravenous drug users shall be admitted for outpatient services within five (5) days of the request for services; or within thirty (30) days if Contractor does not have the capacity to admit on the date of the request for services, so long as interim treatment services are provided within forty-eight (48) hours of the request for admission (SAPTBG 45 CFR 96.126 and SAPTBG 45 CFR 96.131).
- 6.2.6 In an effort to better serve pregnant individuals with a substance use disorder (SUD), Contractor shall provide the services, supports, and resources needed to develop a foundation and assist the rollout of the prenatal Plan of Safe Care (Family Care Plan) as a part of the statewide Safely Advocating for Families Engaged in Recovery (SAFER) In Depth Technical Assistance (IDTA) Initiative. To accomplish this Contractor agrees to:
  - 6.2.6.1 Send staff to infant and early childhood mental health (IECMH) foundational training approved by ODMHSAS in order to build a foundation of knowledge in the rapidly growing area of infant mental health. This training will assist to ensure there is a solid foundation and understanding of IECMH and the effects substance exposure has on newborns and the services that will be needed in developing the Family Care Plan (FCP) when

working with families experiencing substance use disorders.

6.2.6.2 Begin implementing the FCP within 6 months of contract initiation in order to help support the treatment and recovery of the family unit experiencing SUD.

6.2.6.3 Attend the ODMHSAS SAFER FCP eLearnings to prepare for implementation of the FCP.

6.2.6.4 Offer a FCP to individuals who are pregnant, are wanting to become pregnant within the year, or who are in the 4th trimester (post-natal period).

6.2.7 The request for residential SUD treatment services from individuals in the target groups shall require a face-to-face screening by an outpatient SUD service provider using the designated ASAM tool. Each person placed on the e-wait list by a program must be, on the day of such placement, given an identification number and programs must develop a mechanism for maintaining contact with the individual awaiting admission (SAPTBG 45 CFR 96.126).

6.2.7.1 If a person cannot be located for admission into treatment or if a person refuses treatment, such individuals may be taken off the e-wait list after three such refusals for not being able to contact (SAPTBG 45 CFR 96.126).

6.2.7.2 Programs serving pregnant women must publicize the availability of such services to women and the fact that pregnant women receive such a preference (SAPTBG 45 CFR 96.131).

### 6.3 Interim Services:

6.3.1 All Contractors shall develop policies and procedures for and implementation of an interim services component to the treatment program. Interim services shall be offered within forty-eight (48) hours of the request for services, and documented for each consumer (SAPTBG 45 CFR 96.126 and 45 CFR 96.131).

6.3.2 Interim services shall be offered either directly or through arrangements with other public or non-profit private entities (SAPTBG 45 CFR 96.121). At a minimum, interim services shall include:

6.3.2.1 Substance use disorder education.

- 6.3.2.2 Case management.
- 6.3.2.3 Linkage to support groups.
- 6.3.2.4 Counseling, information, and education about HIV/AIDS, HCV, and TB.
- 6.3.2.5 Risks of needle-sharing.
- 6.3.2.6 Tobacco use cessation education.
- 6.3.2.7 Risks of transmission to sexual partners and infants.
- 6.3.2.8 Steps that can be taken to ensure HIV/AIDS, HCV, and TB transmissions do not occur.
- 6.3.2.9 Referral for HIV/AIDS, HCV, or TB treatment services, if necessary.
- 6.3.2.10 If Contractor does not have the capacity to admit a pregnant woman, Contractor shall make available interim services which include the above, as well as counseling on the effects of alcohol or other drug use on the fetus, and referral for prenatal care within 48 hours of the request for services (SAPTBG 45 CFR 96.131).
- 6.3.2.11 Peer Recovery Support Specialist Services.
- 6.3.2.12 Overdose prevention and reversal education.
- 6.3.2.13 Education and referral, if desired, about medication assisted treatment.

6.3.3 If the time to treatment is projected to be greater than fourteen (14) days, the consumer shall be enrolled into the Contractor's outpatient services until a residential SUD treatment bed is available or no longer needed.

#### 6.4 Tuberculosis Services (TB):

- 6.4.1 Contractor will develop policies and procedures for the implementation of TB services and documentation of services or referrals for each consumer.
- 6.4.2 Contractor will directly or through arrangements with other public or non-profit private entities, routinely make available TB services to

each individual receiving treatment for substance abuse (SAPTBG 45 CFR 96.127 and 45 CFR 96.121). TB services include:

- 6.4.2.1 Counseling the individual with respect to TB.
- 6.4.2.2 Testing to determine whether an individual has been infected with mycobacteria tuberculosis to determine the appropriate form of treatment for the individual.
- 6.4.2.3 Providing for or referring the individuals infected by mycobacterial tuberculosis for appropriate medical evaluation and treatment.
- 6.4.3 Contractor will refer the individual to another provider of TB services if the individual in need of such treatment is denied admission to the program on the basis of the lack of capacity of the program to admit the individual (SAPTBG 45 CFR 96.127).
- 6.4.4 Contractor will implement infection control procedures established by the Centers for Disease Control (CDC), which are designed to prevent the transmission of TB, including the following (SAPTBG 45 CFR 96.127):
  - 6.4.4.1 Screening of consumers.
  - 6.4.4.2 Identification of individuals who are at high risk of becoming infected.
  - 6.4.4.3 Meeting all state reporting requirements while adhering to federal and state confidentiality requirements, including 42 CFR part 2.
  - 6.4.4.4 Providing case management services to ensure that individuals receive such TB services, to include referral for at risk consumers.

## 6.5 Treatment Services:

- 6.5.1 Contractor shall use the current edition of the Addiction Severity Index (ASI), or a Teen Addiction Severity Index (TASI) and shall complete at admission, service plan update, and at discharge (unless discharge occurs within 7 days of admission). All staff administering the ASI and the TASI must be Licensed Behavioral Health Professionals (LBHPs) or Licensure Candidates as defined in Oklahoma Administrative Code Title 450 Chapter 1. All staff administering the ASI must maintain a certificate of competence demonstrating successful completion of ASI training provided by an

ODMHSAS approved certified trainer or ODMHSAS approved training, either face-to-face or online no less than every five (5) years.

6.5.2 Contractor shall use the current ODMHSAS-approved edition of the American Society of Addiction Medicine Criteria (ASAM) to determine the level of care for consumers. These criteria shall be used upon admission, service plan update, and at discharge. All staff administering the ASAM must be Licensed Behavioral Health Professionals (LBHPs) or Licensure Candidates as defined in Oklahoma Administrative Code Title 450 Chapter 1. All staff involved in level of care determinations must maintain documentation demonstrating successful completion of ASAM training provided by an ODMHSAS-certified trainer or ODMHSAS approved training either face-to-face or online no less than every five (5) years, or as otherwise directed by ODMHSAS when new versions of ASAM are adopted. Prison-based contractors are exempt from administering the ASAM.

6.5.3 As best practices indicate, individual psychotherapy and group processes shall be incorporated regularly as part of a holistic approach to treatment.

6.5.4 If referral for treatment was from probation or parole, Contractor shall:

6.5.4.1 Appropriately document the referral source on the Client Data Core.

6.5.4.2 Complete a release of information with the client's probation or parole officer.

6.5.4.3 Provide monthly status updates to the probation or parole officer.

6.5.5 For residential treatment, Contractor may waive financial eligibility requirements for services for active adult drug court or mental health court participants who meet the diagnostic requirements and other clinical priorities for service.

## 6.6 Case Management:

6.6.1 Contractor shall institute a strength-based comprehensive case management component in the treatment program that identifies the holistic needs of the consumer (SAPTBG 45 CFR 96.124 and 45 CFR 96.127).



- 6.6.2 Contractor shall ensure identified needs are addressed and referred, if necessary and followed adequately throughout the consumer's continuum of care (SAPTBG 45 CFR 96.124 and 45 CFR 96.127).
- 6.6.3 Contractor shall ensure that case management services are provided and billed by a Certified Behavioral Health Case Manager (CBHCM).
- 6.7 Peer Recovery Support Specialist:
  - 6.7.1 Contractor shall institute the perspective of lived experience with a mental health and/or substance use disorder by means of a Peer Recovery Support Specialist, serving as a catalyst to engage consumers with treatment services, information and resources, and assist the recovery process through supportive interactions with clinical staff and other community stakeholders.
  - 6.7.2 Contractor shall provide supportive supervision for all Peer Recovery Support Specialists, aimed to enhance the professional growth and confidence of both the peer staff and his or her supervisor. Supportive supervision for peer staff includes, but is not limited to:
    - 6.7.2.1 Fully understanding and embracing the peer role.
    - 6.7.2.2 Creating a supportive environment where the peer staff is positioned to learn and develop the capacity to refine skills and abilities.
    - 6.7.2.3 Identify strengths and areas for growth.
    - 6.7.2.4 Giving and receiving consistent and constructive feedback.
    - 6.7.2.5 Successfully completing the Supervisor Peer Recovery Support Specialists training or other ODMHSAS approved curriculum.
  - 6.7.3 Contractor shall ensure that peer services are provided and billed by an individual certified as a Peer Recovery Support Specialist (PRSS).

## **7.0 OPIOID USE DISORDER AND STIMULANT USE DISORDER SERVICES STATEMENT OF WORK**

- 7.1 For those Contractors who are contracted with ODMHSAS to provide opioid use disorder and stimulant use disorder treatment services, all requirements of Section 7 of this Statement of Work apply.

- 7.1.1 Contractor shall provide trauma-informed therapeutic services in an outpatient setting and provide therapeutic services to assist individuals ages 12 and older in developing the skills to cope with OUD or Stimulant Use Disorder, and when present, other co-occurring issues. Services shall include family members and significant others of consumers, when appropriate, to support the primary consumer's recovery.
- 7.1.2 Contractor is highly encouraged to have staff trained in one or more of the evidenced based practices that were identified in the State Opioid Stimulant Initiative service array including Seeking Safety, Individual Placement and Support, Community Reinforcement Approach, Adolescent Community Reinforcement Approach, Recovery Management Check-up Support Services, Contingency Management, Motivational Interviewing, TREM, Matrix Model and Celebrating and/or Strengthening Families and any other treatment modality that the ODMHSAS requires.
- 7.1.3 Contractor shall have IPS services available to those who may need and want this additional service.
- 7.1.4 Contractor shall provide therapeutic services for youth ages 12 and older with distinctive treatment needs including, but not limited to:
  - 7.1.4.1 Individuals with a previous history of OUD or Stimulant Use Disorder.
  - 7.1.4.2 Individuals with an OUD or Stimulant Use Disorder.
  - 7.1.4.3 Individuals with a co-occurring disorder and an OUD or Stimulant Use Disorder.
  - 7.1.4.4 Individuals who are coming out of jail or prison.
  - 7.1.4.5 Individuals who are homeless, or without permanent housing.
- 7.1.5 Contractor shall identify a Woman Specific Liaison to assist with overseeing the delivery of the EBP program components specific to women and their children, assisting with implementation of the FCP and, if applicable, participating in the SAFER initiative, collaborating with local-level referral sources and acting as a liaison between Women with Children Residential facilities.
- 7.1.6 Contractor shall identify a Re-entry Liaison to assist with consumer's being referred to treatment from DOC facilities. Contractor shall identify a Re-entry Liaison to assist with consumer's being referred to treatment from DOC facilities.

7.1.7 Contractor shall report to the Government Performance and Results Act (GPRA) measures as required by the Substance Abuse and Mental Health Services Administration (SAMHSA). Contractor shall be responsible for participating in GPRA training as directed by the Department within established timelines. Non-monetary funds of up to thirty (\$30.00) may be used for each GPRA completed by consumers.

7.1.7.1 Contractor shall complete and transmit the required assessment tools within three (3) business days of admission and/or reassessment maintaining an 80% completion rate of greater of consumer six-month GPRA reassessments post admission.

## **8.0 PERFORMANCE MONITORING FOR SUBSTANCE USE DISORDER/ ADDICTION TREATMENT SERVICES**

8.1 Contractor shall document compliance with all contract requirements in a way that allows the ODMHSAS to monitor such compliance. Contractor shall only destroy such documentation upon permission received from the ODMHSAS.

8.2 Contractor shall obtain and maintain its Title XIX (Medicaid) contract(s).

8.3 The ODMHSAS will monitor service quality utilizing National Outcome Measures (NOMs) indicators and domain ratings from the ODMHSAS Customer Survey. Contractor shall be evaluated according to the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Outcome Measures as follows:

8.3.1 Reduced Morbidity (for substance use—abstinence from drug/alcohol use, including decreased use of substances, nonuser stability, increasing perceived risk, increasing age of first use; for co-occurring disorders—decreased mental illness symptomatology).

8.3.2 Employment/Education (getting and keeping a job; workplace drug and alcohol policy; reduction in alcohol, tobacco, and other substances; school suspensions and expulsions; or enrolling in, staying in school, or completion of education).

8.3.3 Crime and Criminal Justice (decreased criminality, incarcerations, and alcohol-related car crashes and injuries).

8.3.4 Stability in Housing (increased stability in housing).

8.3.5 Social Connectedness (family communication about drug use, increasing social supports and social connectedness).

8.3.6 Access and Capacity (increased access to services and increased service capacity).

8.3.7 Retention (for substance use disorder—increased retention in treatment, access to prevention messages, evidence-based programs/strategies; for co-occurring disorders—reduced utilization of psychiatric inpatient beds).

8.3.8 Perception of Care (consumer satisfaction; stakeholder input).

8.3.9 Cost Effectiveness.

8.3.10 Use of Evidence-Based Practices.

8.4 The following shall also be monitored:

8.4.1 Increasing referral to the Oklahoma Tobacco Helpline.

8.4.2 Decreasing tobacco use among consumers.