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DEPARTMENT OF HUMAN SERVICES, ADDICTION SERVICES

DIVISION 56

STANDARDS FOR APPROVAL OF ALCOHOL AND DRUG ABUSE PREVENTION AND INTERVENTION PROGRAMS

415-056-0000

Purpose and Statutory Authority

(1) Purpose. These rules prescribe standards and procedures for approval of alcohol and drug abuse programs that publicize the effects of alcohol and/or other drugs, prevent alcohol and/or other drug abuse, and intervene early in alcohol and/or other drug abuse patterns among Oregonians.

(2) Statutory Authority. These rules are authorized by [ORS 409.410](#) and carry out the provisions of [ORS 430.270](#) through 430.306.

Stat. Auth.: [ORS 409.410](#)

Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0000

415-056-0005

Definitions

Definitions. As used in these rules:

(1) "Administrator" means the Assistant Director, Human Resources, and Administrator for Mental Health.

(2) "Agency" means any organization, association, individual, or political subdivision that undertakes to establish and operate an Alcohol and/or Drug Abuse Prevention and/or Intervention Program.

- (3) "Approval/Certificate" means the two-year Letter of Approval issued by the Office to indicate that the Alcohol and/or Drug Abuse Prevention and/or Intervention Program has been found to be in compliance with all relevant administrative rules.
- (4) "Division" means the Mental Health and Developmental Disability Services Division of the Department of Human Resources.
- (5) "Intervention Program" means a program of planned activities designed to intervene at the earliest possible stage of alcohol and/or other drug abuse. Intervention services may include alternative activities, counseling, education, and information and referral.
- (6) "Local Alcoholism Planning Committee" means a committee appointed or designated by a board of county commissioners. The committee shall identify needs and establish priorities for alcoholism services in the county. Members of the committee shall be representative of the geographic area and include a number of minority members which reasonably reflect the proportion of the need for alcoholism treatment and rehabilitation services of minorities in the community.
- (7) "Office" means the Office of Alcohol and Drug Abuse Programs in the Director's Office of the Department of Human Resources.
- (8) "Prevention Program" means a program consisting of planned activities designed to impact individuals and/or groups with a potential for developing alcohol and/or other drug-related problems but who have not yet developed significant problems. Such strategies inhibit or delay the onset of problems related to an individual's use of alcohol and other drugs. Prevention services may include alternatives, community development, consultation, education, information, and training.
- (9) "Strategy" means the specific prevention and/or intervention method, tactic or activities initiated to achieve a set of goals associated with a prevention and/or intervention of alcohol and drug abuse program.
- (10) "Target Population" means a sub-population in the community with characteristics determined to be at risk of developing alcohol and other drug abuse problems and/or having developed alcohol and/or other drug abuse problems.

Stat. Auth.: [ORS 409.410](#)

Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0005

415-056-0010

General Requirements

- (1) Agency Approval/Certification. Employees of an agency may operate an alcohol and/or drug abuse prevention and/or intervention program and may request a Letter of Approval from the Office

after review and comment by the community mental health program director and the local alcoholism planning committee and appropriate drug abuse planning committee. Funding from the Office may only occur with a program approved by the Office.

(2) Printed Materials. The agency staff shall establish and maintain materials pertaining to the program. Materials developed for participants shall be in the participants' native language. The program personnel shall demonstrate the relevancy of materials transmitted to participants. Staff shall consider materials utilized for cultural relevancy and demographic or professional background of participants. A biennial review of materials currently in use shall be completed by an external advisory group. A written statement pertaining to the annual review shall be available. Staff of the program shall also obtain, review, and utilize on a systematic basis, new materials.

(3) Program Reporting. The program personnel will report to the program office on approved standardized forms. All reporting must be done in accordance with Federal Confidentiality Regulations (**42 CFR Part 2**).

(4) Physical Environment. Staff shall operate the program in facilities that ensure the privacy of participants if appropriate and necessary.

[Publication: The Publication(s) referred to or incorporated by reference in this rule are available from the agency.]

Stat. Auth.: [ORS 409.410](#)

Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0010

415-056-0015

Letter of Approval Applications

In order to receive a Letter of Approval from the Office under the process set forth in OAR 415-012-0000 to 415-012-0090, staff of an alcohol and drug abuse prevention and/or intervention program shall meet the standards set forth in the rule, those provisions set forth in OAR 309-014-0000 through 309-014-0040 that are relevant and any other Office administrative rules applicable to the program. A Letter of Approval issued to an alcohol and/or drug abuse prevention and/or intervention program under these administrative rules shall be effective for two years from the date of issue and may be renewed or revoked by the Office in the manner set forth in OAR 415-012-0000 to 415-012-0090. A program seeking approval under these rules shall establish to the satisfaction of the Office that the following have been accomplished:

(1) Community Needs Assessment:

(a) Need for prevention and intervention services -- General process used to determine need;
(b) Process used to determine appropriate prevention and/or intervention strategy to meet assessed needs and assessment of other current resources to meet assessed needs; and
(c) Access to resources to implement strategy and ongoing technical assistance during program implementation.

(2) Identification of target population:

(a) Susceptibility to alcohol and drug abuse;

(b) Size;

(c) Accessibility;

(d) Process for isolating target group; and

(e) Selection criteria or other identifying characteristics.

(3) Written information relating to the delivery of services:

(a) Philosophy of program;

(b) Prevention and/or intervention strategy to be implemented and objectives to be met;

(c) Research indicating support for strategy to be used; and

(d) Program activities and informational content (to include number of contact hours, characteristics of people receiving services, setting, and other relevant factors).

(4) Evaluation of the impact of strategy:

(a) Knowledge to be gained and/or behavior to be changed;

(b) Relationship of behavior change to alcohol and/or drug abuse prevention and/or intervention;

(c) The evaluation shall include:

(A) A mechanism to record the amount and type of services provided; and

(B) Records of attendance of participants.

(d) Where appropriate, the following shall be included:

(A) Pre- and post-tests or other inquiries at the time a service is delivered to indicate knowledge gained by participants;

(B) Measures of community and participant satisfaction with services received;

(C) Behavior change measurement instruments; and

(D) Other methods of measurement.

Stat. Auth.: [ORS 409.410](#)

Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0015

415-056-0020

Administration

(1) Administration of Program. The alcohol and/or drug abuse prevention and/or intervention program shall be administered by staff in accordance with standards set forth in OAR 309-014-0000 through 309-014-0040 which relate to subcontract agencies except 309-014-0030(1) and (2) (Fee Policy and Quality Assurance).

(2) Qualifications of Director. A program director shall be designated who is qualified by virtue of knowledge, training, experience, and skills, to perform the defined services, implement the defined strategies, and administer requested funds if appropriate. The program director shall manage the program and shall be accountable for the quality of service provided.

(3) Referral. As part of the written program, a written policy shall exist establishing a referral process to be used to refer individuals not appropriate for the agency services to appropriate agencies. Affiliation agreements shall exist with community referral sources for those individuals deemed inappropriate for agency services or individuals needing additional services. Affiliation agreements shall be entered into in writing between the program personnel and the community referral source.

(4) Coordination. Staff of the program shall show evidence concerning coordination of activities with other related community agencies (i.e., schools, parent groups, juvenile services department, alcohol and drug abuse treatment agencies, etc.).

(5) Emergency Procedures. Staff of the program shall, if deemed appropriate, have written procedures for referral to emergency and crisis services, including procedures for referring participants to detoxification, crisis intervention and other elements in the continuum of care.

(6) Participation Policy. Staff of the program shall have written policies and procedures defining who is eligible to participate. Services shall not be denied any person on the basis of race, color, creed, sex, national origin, duration of residence, ability to pay, or handicap.

(7) Staff:

(a) Accountability. Accountability for the management and quality of service of the prevention and/or intervention program shall reside with the program director;

(b) Supervision. Supervision and consultation shall be available to all staff related to their skill level with the objective of achieving the objectives of the program and assisting staff to increase their skills;

(c) Qualification. Staff shall be qualified by demonstrated competency in prevention and intervention techniques through experience or training, or both. The roles, functions, competencies, and skills required of staff shall be set forth in position descriptions. Personnel methods shall be utilized to assure that the requirements are met and a staff development program instituted to maintain and upgrade staff skills;

(d) Staffing Pattern. The size and responsibilities of the staff shall be sufficient to provide the services required under these rules for the number of participants the program intends to serve. The staff shall understand the values, cultures, and languages of the population served.

(8) Fee Schedule. A fee schedule may be established, if appropriate, which approximates actual cost of service delivery. The fee schedule shall assess the cost to the participant for the service in accordance with the client's ability to pay.

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Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0020

415-056-0025

Variations

A variance from these rules may be granted to an agency in the following manner:

(1) An agency requesting a variance shall submit, in writing, through the community mental health program to the Office of Alcohol and Drug Abuse Programs:

(a) The section of the rule from which the variance is sought;

(b) The reason for the proposed variance;

(c) The alternative practice proposed;

(d) A plan and timetable for compliance with the section of the rule from which the variance is sought; and

(e) Signed documentation from the local mental health authority indicating its position on the proposed variance.

(2) The Office shall approve or deny the request for variance.

(3) The Office shall notify the community mental health program of the decision. The community mental health program will forward the decision and reasons therefor to the program requesting the variance. This notice shall be given the program within 30 days of receipt of the request by the Office.

(4) Appeal of the denial of a variance request shall be to the Assistant Director, Office of Alcohol and Drug Abuse Programs, whose decision shall be final.

(5) A variance granted by the Office shall be attached to, and become part of, the contract for that year.

Stat. Auth.: [ORS 409.410](#)

Stats. Implemented: [ORS 430.270](#) - [ORS 430.306](#)

Hist.: MHD 12-1983, f. & ef. 6-14-83; ADAP 3-1993, f. & cert. ef. 12-6-93; Renumbered from 309-056-0025

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