



STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

Interoffice Memorandum

DATE: August 7, 2008
TO: Regional Directors, Residential Services
FROM: Darryl Olson, Assistant Secretary for Residential Services
SUBJECT: Substance Abuse Reporting Requirements

This note is being sent as a reminder that the Substance Abuse reports will still need to be done manually as we enter the new fiscal year. Initially it was hoped that the report could be generated by RSMS, but it now appears that there are problems with this report. Please follow the process listed below to assure that we start out this new year with accurate information.

By the 10th of August the report needs to be completed for **each** youth that received substance abuse service during the month of July.

By the tenth of each subsequent month, each program will submit a list of only those youth who **initiated** substance abuse treatment during the previous month. It is very important that youth are not reported more than once during the year. For example, the report submitted by September 10th for the month of August, will include those youth that began treatment during August, but not the youth who were included on the July report.

If no substance abuse treatment services were provided, or no youth started treatment during a reporting period, just indicate "Does Not Apply" on the report, and submit it to the Department. We must have 100% compliance with this reporting requirement.

The definition of substance abuse treatment for this purpose is as follows:

1. Provided to youth with a DSM-IV Substance-Related Disorder (e.g. substance abuse, substance dependence, polysubstance dependence)
2. Minimum of 4 treatment contacts per month (individual, group or family)
3. Substance Abuse services must be included in the treatment plan ("services" include substance abuse counseling, substance abuse refusal skills, recovery skills, and relapse prevention.)
4. Provided by DJJ programs/providers in accordance with Rule 65D-30.004(39) FAC, which states the following:

2737 CENTERVIEW DRIVE TALLAHASSEE, FLORIDA 32399-3100

CHARLIE CRIST, GOVERNOR

FRANK PETERMAN JR., SECRETARY

Joni
8/7/08
M

"Substance abuse services shall be provided within Juvenile Justice commitment facilities under the following conditions:

- (a) The commitment facility is licensed under Chapter 397, F.S.; **or**
- (b) The services are provided by employees of the commitment facility who are qualified professionals licensed under Chapters 458, 459, 490, 491, F.S., or are provided by employees who are Certified Addictions Professionals working under the supervision of a licensed qualified professional; **or**
- (c) The services are provided by a licensed service provider licensed under Chapter 397;
- (d) The services are provided by an independent contractor licensed under Chapters 458, 459, 490 or 491, F.S., or by a Certified Addictions Professional who is an employee of an independent contractor."

Reports must be submitted by the 10th of each month to Joan Wimmer. The reports can be faxed to her at (850) 921-2111, emailed to joan.wimmer2@djj.state.fl.us or U.S. Mailed to Joan Wimmer, 2737 Centerview Dr., Tallahassee, FL 32399-3100. Please ensure this memorandum, along with the required attached form, is distributed to all of the program directors in your region.

If you have any questions regarding this process please feel free to contact Joan at (850)921-0989.

DO/jmw