

Title of Manual:		Page 1 of 2	
Mid-South Substance Abuse Commission Policy and Procedures		History	
Policy Number:	Subject/Title:	Replaces:	09/02
A005	Communicable Disease Requirements	Last Reviewed:	3/09
Issued By:	Approved By:	Effective:	3/23/2009
Executive Director	Board of Directors Date: 03/23/2009		
		All Treatment Providers	

1. **POLICY**

It shall be the policy of Mid-South that any treatment provider under contract shall have a Communicable Disease Policy on file with Mid-South. Submission of the policy is required on an annual basis. The policy will cover tuberculosis, HIV/AIDS, sexually transmitted diseases (STDs), Hepatitis B and C, and other communicable diseases. Policies will minimally include; requirements for Memoranda of Understandings with the local public health department and with HIV/AIDS intensive case management agencies, protocol for referral and testing of clients, follow-up with clients, and staff training.

2. **STAFF TRAINING REQUIREMENTS**

It is important for all staff working in a substance use disorder treatment program to have at least a minimum knowledge set:

- 2.1. Knowledge standards are expected to be consistent with the roles and responsibilities of program and clinical staff. Refer to the Minimum Knowledge Standards for Substance Abuse Professionals – Communicable Disease Related.
- 2.2. Appropriate training for new staff is to be completed within the first three (3) months of hire and have updated training every two (2) years thereafter.
- 2.3. Documentation of completion of initial training is to be kept in the employee's file as well as documentation of updated training.
- 2.4. Mid-South will monitor compliance with this requirement with review of employee personnel files during the annual quality assurance site review.
- 2.5. Additionally, the Verification of Communicable Disease Basic Knowledge – Non-Clinical Staff and the Confirmation of Qualifications and Training of All Professional and Other Health Staff form is to be submitted annually. Current versions of these forms can be located on the Mid-South website; www.mssac.

3. **SCREENING AND REFERRALS**

All Mid-South funded treatment programs shall have a procedure in place for all clients entering their programs for treatment to be appropriately screened for risk of Tuberculosis, Hepatitis B and C, STDs, and HIV. Minimally the procedure is to include:

- 3.1. A high risk check list to be completed by the client and reviewed by appropriate staff to determine if a referral for testing is necessary based on risk exposure and to provide information regarding available resources if already infected.
- 3.2. A protocol for accessing Hepatitis C testing for all clients with a history of injecting drug use.
- 3.3. A protocol for accessing STD (including Chlamydia) and HIV testing for all pregnant women presenting for treatment.
- 3.4. A requirement for staff to follow up to ensure that clients who are referred receive such services.
- 3.5. For residential programs only, all clients entering residential treatment will be tested for Tuberculosis upon admission.

All funded programs shall meet state reporting requirements while adhering to federal and state confidentiality requirements, including 42 CFR Part 2 and Confidentiality of HIV/AIDS Information.

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4. **HEALTH EDUCATION AND RISK REDUCTION EDUCATION**

Health education and risk reduction education for at-risk clients is to be provided at the treatment provider or referred to the local public health department. Follow up is to be monitored and documented in the client's file.

5. **COORDINATION OF CARE**

- 5.1. It is the expectation of Mid-South that all treatment providers will have Memorandum of Understandings with the local public health department and other agencies within the community which provide services for clients with HIV/AIDS and other communicable diseases.
- 5.2. It is the expectation of Mid-South that all treatment providers will follow the Primary Care Coordination Policy (T001) to ensure clients are receiving the necessary and appropriate health care. This coordination will increase the likelihood of clients having access to and be enrolled in other health care programs they are eligible to receive, whenever possible.

Reference:

Minimum Knowledge Standards for Substance Abuse Professionals – Communicable Disease Related
Form A101 Verification of Communicable Disease Basic Knowledge – Non-Clinical Staff
Form A102 Confirmation of Qualifications and Training of All Professional and Other Health Staff