

**Substance Abuse Prevention & Treatment Agency
Center for the Application of Substance Use Technologies (CASAT)
Prevention / Coalition / Administrative Certification Report**

Provider Name:
Service:
Date of Site Visit:

General / Organizational Protocols & Operations

<p>NAC 458.123 NRS 458.025</p> <p>25 pts</p>	<p style="text-align: center;">Certification</p> <p>Standard: An operator shall notify the Division of any anticipated change which will affect the certification of the program not later than 60 days before the change will occur or as soon as the operator is aware of the change if the operator is not aware of the change at least 60 days before the change will occur. The Division shall notify the operator of any actions the operator must take to maintain the certification of the program or whether the operator will be required to apply for a new certification as a result of the change.</p>
<p>NAC 458.153, 1. NRS 458.025</p> <p>15 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: A program must have a specified operator who is responsible for the program. The operator may designate another responsible party to implement and supervise the responsibilities of the operator pursuant to this chapter. The operator remains responsible for any actions of his or her designee.</p>
<p>NAC 458.153, 2. NRS 458.025</p> <p>15 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: If the program is operated by a corporation, the governing body of the corporation must be the operator.</p>
<p>NAC 458.153, 2. a-c NRS 458.025</p> <p>25 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: The governing body shall: Adopt written bylaws or policies that define any reimbursement to be provided to its members and the powers and duties of the governing body and its committees. Meet at least quarterly and keep written minutes that indicate:</p> <ul style="list-style-type: none"> • The date of the meeting; • The names of the persons present at the meeting; • Any decisions made by the governing body at the meeting; • Any other actions taken by the governing body at the meeting; • The review and approval of budgets by the governing body; and <p>Make available for review by the Division the minutes of meetings, the articles of incorporation and the bylaws of the governing body.</p>

<p>NAC 458.153, 3. a-d NRS 458.025</p> <p>30 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: An operator shall:</p> <ul style="list-style-type: none"> • Develop and maintain a manual containing the policies and procedures of the program which meets the requirements set forth in NAC 458.158; • Review any changes to the manual containing the policies and procedures of the program and have those changes approved by the Division as required pursuant to NAC 458.108; • Comply with the provisions of the manual containing the policies and procedures of the program in operating the program; • Make a copy of the manual containing the policies and procedures of the program available for review to any person who requests to review it.
<p>NAC 458.153, 3. e NRS 458.025</p> <p>25 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: An operator shall:</p> <ul style="list-style-type: none"> • Notify the Division within 24 hours after the occurrence of an incident that may cause imminent danger to the health or safety of the clients, participants or staff of the program, or a visitor to the program.
<p>NAC 458.153, 3. f-g NRS 458.025</p> <p>30 pts</p>	<p style="text-align: center;">Quality Assurance Plan</p> <p>Standard: An operator shall:</p> <ul style="list-style-type: none"> • Establish a plan for <ul style="list-style-type: none"> ○ Improving the quality of the services provided by the program which addresses, without limitation, operational services, human resources, fiscal services and clinical outcome measures; and ○ Ensuring that the integrity of the program will be maintained; • Make a copy of the plan established pursuant to paragraph (f) available to the Division at the time of an inspection by the Division of the premises where the program is providing services.
<p>NAC 458.153, 3. h-i NRS 458.025</p> <p>30 pts</p>	<p style="text-align: center;">Operators / Governing Boards</p> <p>Standard: An operator shall:</p> <ul style="list-style-type: none"> • Maintain all licensure and certifications required by the Division and comply with all local, state and federal laws, regulations and ordinances; and • Document that paid staff are on the premises where the program is providing services at all times when a client or participant is present on the premises.
<p>NAC 458.173, 1. NRS 458.025</p> <p>30 pts</p>	<p style="text-align: center;">Insurance</p> <p>Standard: An operator shall ensure that the program is insured:</p> <ul style="list-style-type: none"> • For liability in an amount sufficient to protect the clients, participants and staff of the program, and the visitors to the program. The policy of insurance must, at a minimum, provide coverage for professional liability and, if the operator receives state or federal money for an alcohol or drug abuse program and is the governing body of a corporation or of a nonprofit organization, the policy of insurance must include liability insurance for directors and officers. The policy of insurance must provide that notice be given to the Division not later than 30 days after cancellation of the policy or after an operator does not renew the policy.

<p>NAC 458.173, 2. NRS 458.025</p> <p>30 pts</p>	<p style="text-align: center;">Insurance / Consultants</p> <p>Standard: An operator shall ensure that the program is insured:</p> <ul style="list-style-type: none"> • For all liabilities arising out of the acts or omissions of a consultant while providing a service for the program. The policy of insurance may be provided by the program or the consultant. If the policy of insurance is provided by the consultant, the operator must obtain a copy of the policy and place the copy in the personnel file of the consultant.
<p>NAC 458.177, 1. NRS 439.200, 458.025</p> <p>15 pts</p>	<p style="text-align: center;">Ethics</p> <p>Standards: An operator and the staff shall not knowingly provide false information to the Division or a representative of the Division.</p>
<p>NAC 458.177, 2. NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Ethics</p> <p>Standards: An operator and the staff shall use information that is generally accepted in the field of prevention or treatment of substance-related disorders.</p>
<p>NAC 458.228, 1. NRS 458.025, 458.055</p> <p>25 pts</p>	<p style="text-align: center;">Prevention Program</p> <p>Standard: The operator of a prevention program shall submit to the Division a written statement signed by the operation of the prevention program assuring that Division that the prevention program promotes the message to minors not to use alcohol, tobacco or other drugs.</p>

Policy and Procedure

<p>NAC 458.158, 1. NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Medical Emergency</p> <p>Standard: An operator shall maintain a manual containing the policies and procedures of the program and the services to be provided by the program, including, without limitation, the policies and procedures to be followed in the event of a medical emergency.</p>
<p>NAC 458.158, 2. NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Grievance Procedure</p> <p>Standard: An operator shall maintain a manual containing the policies and procedures of the program and the services to be provided by the program, including, without limitation, the policies and procedures for the registration and disposition of complaints by clients, participants and staff and the right to appeal without threat of reprisal.</p>
<p>NAC 458.158, 3. a-c NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Human Resources</p> <p>Standard: An operator shall maintain a manual containing the policies and procedures of the program and the services to be provided by the program, including, without limitation, the policies and procedures for the staff, including, without limitation, an accurate job description, signed by the applicable employee, for each position held by an employee of the program that describes:</p> <ul style="list-style-type: none"> • The title of the position; • The duties and responsibilities of the position; and • The qualifications for the position.

<p>NAC 458.158, 4. a-f NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Financial</p> <p>Standard: An operator shall maintain a manual containing the policies and procedures of the program and the services to be provided by the program, including, without limitation, the policies and procedures to be used by the operator to:</p> <ul style="list-style-type: none"> • Claim funds or bill for services; • Receive and record funds; • Record expenditures; • Prepare financial reports; • Maintain information for the support of claims for funds or to bill for services; and • Implement internal controls and audits, as necessary.
<p>NAC 458.163, 1 NRS 458.025, 458.055</p> <p>10 pts</p>	<p style="text-align: center;">Confidentiality</p> <p>Standard: An operator shall ensure that the program complies with all applicable confidentiality and recordkeeping provisions set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 and 164, NRS 458.055 and any other applicable confidentiality laws pertaining to the services provided by the program.</p> <p>In the event of a conflict in the confidentiality requirements set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 and 164, NRS 458.055 and any other applicable confidentiality laws, the more restrictive law will apply.</p>
<p>NAC 458.163, 3 NRS 458.025, 458.055</p> <p>10 pts</p>	<p style="text-align: center;">Confidentiality</p> <p>Standard: An operator shall ensure that the program allows a consultant to have access to confidential information concerning clients or participants only if the confidentiality agreements required by 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 and 164 are satisfied. Such agreements must be maintained in the personnel file of the consultant.</p>
<p>NAC 458.168, 1. 2. NRS 458.025, 458.055</p> <p>10 pts</p>	<p style="text-align: center;">Human Resources</p> <p>Standard: An operator must establish a system for maintaining the records of the members of the staff which maintains the confidentiality and safekeeping of the records and contains elements per NAC 458.168 1. b-g, 2.</p>
<p>NAC 458.168, 3. NRS 458.025, 458.055</p> <p>10 pts</p>	<p style="text-align: center;">Human Resources</p> <p>Standard: A record of a member of the staff must be made available only to the member of the staff upon submission of a request to review the records and to persons who are:</p> <ul style="list-style-type: none"> • Authorized by the policies and procedures of the program; • Inspecting the program; and • Authorized by the member of the staff.
<p>NAC 458.177, 2. NRS 458.025</p> <p>10 pts</p>	<p style="text-align: center;">Ethics</p> <p>Standards: An operator and the staff shall use information that is generally accepted in the field of prevention or treatment of substance-related disorders.</p>
<p>NAC 458.223</p> <p>10 pts</p>	<p style="text-align: center;">Prevention Program Description</p> <p>Standard: The operator of a prevention program shall ensure that the prevention program operates to prevent the initial onset of a substance-related disorder and to eliminate or reduce the harmful effects of alcohol, tobacco and other drugs in individuals, families and communities. The operator of a prevention program may direct the activities of the prevention program toward specific individuals, selected communities or the general public.</p>

<p>NAC 458.203, 3. 10 pts</p>	<p align="center">Coalition Record Retention</p> <p>Standard: The operation of a Coalition shall ensure that all records of the coalition program are kept for at least 4 years, including, without limitation, fiscal records, information reported to the Division, records which substantiate any information reported to the Division and records which substantiate any claims for funds from the Division.</p>
<p>NAC 458.213, 1. c 10 pts</p>	<p align="center">Administrative Program Record Retention</p> <p>Standard: The operation of an Administrative Program shall ensure keeping all records required by the Division, and any documents to support those records, for at least 6 years after the end of the year in which a grant was awarded to the administrative program.</p>
<p>NAC 458.228, 3. 10 pts</p>	<p align="center">Prevention Program Evaluation</p> <p>Standard: In accordance with the criteria of the Division, include in the manual containing the policies and procedures of the prevention program a written process for evaluating the outcomes of the program and for participating in an evaluation of the program.</p>

Human Resource / Personnel Protocols & Operations

<p>NAC 458.168, 1. b NRS 458.025, 458.055 5 pts per record</p>	<p align="center">Personnel Record Content</p> <p>Standard: An operator must establish a system for maintaining the records of the members of the staff which contains:</p> <ul style="list-style-type: none"> • The application or resume of each member of the staff, • Any employment contract signed by a member of the staff and the operator or a designee thereof, and • Any document containing the job performance standards which is signed by a member of the staff and the operator or the designee.
<p>NAC 458.168, 1. c, g NRS 458.025, 458.055 20 pts per record</p>	<p align="center">Personnel Record Content / Background Checks</p> <p>Standard: An operator must establish a system for maintaining the records of the members of the staff which:</p> <ul style="list-style-type: none"> • Includes, for each member of the staff who serves clients who are under 16 years of age, documentation of the results of an inquiry made pursuant to NRS 179A.180 to 179A.240, inclusive. • Includes a copy of any report of criminal history that is obtained pursuant to NRS 641C.260 for each member of the staff working with any person who is less than 18 years of age.
<p>NAC 458.168, 1. d, e NRS 458.025, 458.055 10 pts per record</p>	<p align="center">Personnel Record Content</p> <p>Standard: An operator must establish a system for maintaining the records of the members of the staff which:</p> <ul style="list-style-type: none"> • Includes a verification signed by each member of the staff indicating that the member of the staff has participated in a course of orientation regarding the policies and procedures which govern the service that the member of the staff provides.
<p>NAC 458.168, 1. f NRS 458.025, 458.055 10 pts per record</p>	<p align="center">Personnel Record Content</p> <p>Standard: An operator must establish a system for maintaining the records of the members of the staff which:</p> <ul style="list-style-type: none"> • Includes, for each member of the staff who is not a citizen of the United States, a copy of Form I-9, Employment Eligibility Verification, of the United States Citizenship and Immigration Services of the Department of Homeland Security, which verifies that the member of the staff is lawfully entitled to remain and work in the United States.

<p>NAC 458.168, 2. 458.173, 2. NRS 458.025, 458.055</p> <p>10 pts per record</p>	<p style="text-align: center;">Consultant / Personnel Record Content</p> <p>Standard: If a record of a member of the staff includes an employment contract or a document containing job performance standards, the contract or standards must clearly specify:</p> <ul style="list-style-type: none"> • the nature and amount of the service to be provided by the member of the staff. <p>If the policy of insurance is provided by the consultant, the operator must obtain a copy of the policy and place the copy in the personnel file of the consultant.</p>
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