

DEPARTMENT OF COMMUNITY HEALTH
MENTAL HEALTH AND SUBSTANCE ABUSE ADMINISTRATION

CASE FINDING

(By authority conferred on the director of the department of community health by section 6231 of 1978 PA 368, MCL 333.6231 and Executive Reorganization Order Nos. 1991-3, 1996-1, and 1997-4, MCL 333.26321, 330.3101, and 333.26324)

R 325.14601 Referral resources.

Rule 601. (1) A program shall maintain a current comprehensive and dated listing of referral resources. The listing shall be reviewed, updated, and verified annually.

(2) Referral resources utilized by a SARF program shall include the following service capabilities:

- (a) Substance abuse, prevention, and treatment.
- (b) Mental health services.
- (c) Educational services.
- (d) Vocational counseling and training.
- (e) Job development and placement.
- (f) Financial counseling.
- (g) Legal counseling.
- (h) Spiritual counseling.
- (i) Nutritional education and counseling.
- (j) Financial aid services.

(3) A program shall maintain written referral agreements with referral sources.

(4) A program shall maintain a monthly log of the source of referrals to the program. The following information shall be included in the log:

- (a) Referral source.
- (b) Date and method of referral.
- (c) Client identifier.
- (d) Presenting problem.
- (e) Disposition.

History: 1981 AACCS.

R 325.14602 Procedures.

Rule 602. A program shall develop written policies and procedures governing:

- (a) Procedures to be followed when accepting referral for SARF services.
- (b) Procedures governing the assessment process.
- (c) Procedures to be used in follow-up.

History: 1981 AACCS.

R 325.14603 Client records.

Rule 603. The following information shall be collected and recorded on all individuals assessed for referral:

- (a) Name, address, and telephone number, when applicable.
- (b) Date of birth and sex.
- (c) Family and social history.
- (d) Educational history.
- (e) Occupation.
- (f) Legal and court-related history.
- (g) Present substance abuse problem.
- (h) Date the information was gathered.
- (i) Signature of the staff member gathering the information.
- (j) Name of referring agency, when appropriate.
- (k) Address, telephone number, and name of nearest relative to contact in case of emergency.
- (l) History of current and past substance abuse or other counseling services received. The agency, type of service, and the date the service was received shall be indicated.
- (m) Name, address, and telephone number of the most recent family or private physician.
- (n) A substance abuse history, including information about prescribed drugs and alcohol, which indicates, at a minimum, all of the following information:
 - (i) Substances used in the past, including prescribed drugs
 - (ii) Substances used recently especially those used within the last 48 hours.
 - (iii) Substances of preference.
 - (iv) Frequency with which each substance is used.
 - (v) Previous occurrences of overdose, withdrawal, or adverse drug or alcohol reactions.
 - (vi) History of previous substance abuse treatment received.
 - (vii) Year of first use of each substance.
- (o) Results of an assessment for referral shall be entered in the client record and shall include a summary of presenting problems, a needs assessment, and any referral resources deemed appropriate to meet the individual's needs.
- (p) Outcome of the referral shall be documented in the client record.

History: 1981 AACCS.

SUBPART 2. ORGANIZATIONAL DEVELOPMENT

R 325.14621 Rescinded.

History: 1981 AACCS; 2006 AACCS.

R 325.14622 Rescinded.

History: 1981 AACCS; 2006 AACCS.

R 325.14623 Rescinded.

History: 1981 AACCS; 2006 AACCS.