

April 8, 2015

To: CCDTF Providers, Assessors and Placing Authorities

From: Alcohol & Drug Abuse Division (ADAD)  
Minnesota Department of Human Services (DHS)

Re: Resources and answers to commonly asked questions regarding Rule 25 Assessments”

Purpose: Clarification and provision of resource links

Of Concern to: CCDTF Providers, Assessors and Placing Authorities

Action Required: Read E-Memo and ensure awareness of current practices and expectations.

~~~~~  
The assessor must gather the information necessary to determine the application of the criteria in parts 9530.6600 to 9530.6655, and record the information in a format prescribed by the commissioner (9530.6615, Subp 3). Which is MN e-docs form 5204, edition dated 12-13. This is available at: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5204-ENG>

The Rule 25 Assessment and Placement Summary is MN e-docs form 2794, edition dated 12-13. This is available at: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2794-ENG>

The CCDTF Client Placement Authorization (CPA) is MN e-docs form 2780, edition 6-11. This is available at: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2780-ENG>

~~~~~  
**Common questions coming into the Alcohol and Drug Abuse Division regarding Rule 25 assessments:**

- 1) Must the assessment be completed in its entirety?

**Answer:** Yes. 9530.6615, Subp 3 states: “The assessor must gather the information necessary to determine the application of the criteria in parts 9530.6600 to 9530.6655 and record the information in a format prescribed by the commissioner. The assessor must complete an assessment summary as prescribed by the commissioner for each client assessed for treatment services.”

- 2) Does the assessor need to complete BOTH the assessment and the Assessment Summary?

**Answer:** Yes see 9530.6615, Subp. 3: “The assessor must gather the information necessary to determine the application of the criteria in parts 9530.6600 to 9530.6655 and record the information in a format prescribed by the commissioner. The assessor must complete an assessment summary as prescribed by the commissioner for each client assessed for treatment services.

3) Is the Assessor the one who makes the final placement determination?

**Answer:** No. While the Placing Authority, as defined in MN Rule 9530.6615. Subp. 21a ("Placing authority" means a county, prepaid health plan, or tribal governing board governed by parts 9530.6600 to 9530.6655.) may accept an assessment completed according to parts 9530.6600 to 9530.6655 from any other placing authority or designee in order to meet the requirements of this part (9530.6615, Subp. 1, F), the placing authority retains the final decision for placement.

4) Do you need to be an LADC to be a Rule 25 assessor?

**Answer:** No, The qualifications include, but are not limited to, individuals who have a LADC. The complete list of qualification are found in 9530.6615, Subp. 2.

5) Does a Rule 25 assessor have a continuing education requirement?

**Answer:** yes; Admin rule 9530.6615, Sub.p 2, A: "An individual qualified under this item must also annually complete a minimum of eight hours of in-service training or continuing education related to providing chemical use assessments."

6) Does the assessor need to submit all paperwork to the placing authority?

**Answer:** Yes, if the placing authority requests it.

7) How long must the assessment and collateral documents be retained by the placing authority?

**Answer:** MN Admin Rule 9530. 6610, Subp. 2, A: "maintain records that demonstrate compliance with parts 9530.6600 to 9530.6660 for at least three years, except that records pertaining to individual client services must be maintained for at least four years.

8) Does the treatment center of the referent receive a copy of the assessment?

**Answer.** Yes, see 9530.6615, Subp. 5: "The information gathered and assessment summary must be provided to the authorized treatment program."

9) Is the Rule 25 assessment and accompanying documentation protected?

**Answer:** Yes, see 9530.6615, Subp. 6: "Placing authorities must meet the following confidentiality requirements:

§ A.

confidentiality of records as required under Minnesota Statutes, chapter 13, and section 254A.09;

§ B.

federal regulations for the privacy of substance abuse patient information, Code of Federal Regulations, title 42, parts 2.1 to 2.67; and

§ C.

federal privacy regulations under the Health Insurance Portability and Accountability Act, Code of Federal Regulations, title 45, parts 160.101 to 164.534.”

10) Who/What qualifies as a “collateral contact” for the purposes of completing a Rule 25 assessment?

**Answer:** A person or agency defined in 9530.6605, Subp 10: ““Collateral contact” means an oral or written communication initiated or approved by an assessor for the purpose of gathering information from an individual or agency, other than the client, to verify or supplement information provided by the client during an assessment under part 9530.6615. Collateral contact includes contacts with family members, criminal justice agencies, educational institutions, and employers.

**If you are uncertain of Rule understandings or have any questions, please contact the Alcohol and Drug Abuse at [dhs.adad@state.mn.us](mailto:dhs.adad@state.mn.us)**

~~~~~

Alcohol & Drug Abuse Division  
MN Dept. of Human Services  
P.O. Box 64977  
Saint Paul, MN 55164-0977  
Phone: 651/431-2460  
Fax: 651/431-7449  
E-mail: [dhs.ccdtf@state.mn.us](mailto:dhs.ccdtf@state.mn.us)

**Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.**