



Additional Required Documents

Detoxification Services (Rule 32) - Minnesota Rules, part 9530.6405 through 9530.6505

All applicants must develop a written manual that includes required policies, procedures, and forms. The required documents must be submitted with the application for licensure. The following checklist is provided to help license applicants develop these documents. Each statute or rule requirement listed on the checklist must be addressed.

It is expected that applicants will read and understand the applicable statutes and rules, and develop policies, procedures, and forms that reflect how the requirements in the applicable statutes and rules will be incorporated into their programs. License holders will be held accountable to these policies and procedures. It is recommended that the applicant review updates on standards and issues specific to Detoxification services that are provided at least annually via the Chemical Dependency Treatment Program [License Renewal Information](#) letter. License holders are notified annually when these documents are available.

Use the checklist as a guide for developing the required policies, procedures, and forms applicable to the services that will be provided by the program. Identify on the checklist where each requirement is addressed in the documents submitted to DHS as part of the licensing application.

1. In the column labeled **Document Identifier**, for each applicable subject, enter the title, number, or other clearly visible identifier used by the program to show which of the submitted documents meets the requirements of that subject.
 Note: Do not leave rows in the document identifier column blank. If the requirement is not applicable please indicate that by entering "N/A." Applicants are not required to have a separate policy, procedure, or form for each statute or rule requirement on the checklist. When a policy, procedure, or form meets more than one requirement, identify this on the form.
2. Submit the finished checklist and a copy of all of the documents listed in the Document Identifier column with your application; and
3. Retain a copy of the submitted finished checklist and all submitted documents for your records.

Understanding the checklist:

- Column 1, labeled **Item** is a reference number.
- Column 2, labeled **Statute or Rule requirement** is the legal citation where the requirement is located in rule or statute. Where applicable, links to sample policies are provided.
- Column 3, labeled **Subject** very briefly describes the rule or statute requirement.
- Column 4, labeled **Document Identifier** is the section of the checklist to be completed by the applicant, as described above.

Checklist

POLICIES AND PROCEDURES			
Item	Statute or Rule Requirement	Subject	Document Identifier
A.	Minnesota Rules, part 9530.6580 .	A written policy and procedures manual, alphabetically indexed with table of contents.	
B.	Minnesota Rules, part 9530.6530 , subpart 4, and 9530.6580 (A).	Description of client education services.	

C.	Minnesota Rules, parts 9530.6525 , subparts 1 and 2, (A through F), 9530.6580 , (C), and 9530.6560 , subpart 5, (A).	Written admission policy and admission criteria that has been approval by the medical director.	
D.	Minnesota Rules, parts 9530.6525 , subpart 3, 9530.6580 , (C) part 9530.6560 , (A).	Written plan for addressing the needs of individuals denied admission because of medical or behavioral issues.	
E.	Minnesota Rules, parts 9530.6525 , subpart 4, 9530.6580 item (C), and 9530.6560 , subpart 5(A).	Written discharge or transfer policies with documented annual approval by the medical director.	
F.	Minnesota Rules, part 9530.6525 , subpart 5.	Establishing custody procedure.	
G.	Minnesota Rules, part 9530.6535, 9530.6580 (E), and 9530.6560 , subpart 5(G).	Protective procedures policies and plan (if the program elects to use protective procedures) with signed and dated annual approval by the program director and the medical director.	
H.	Minnesota Rules, part 9530.6540 .	Grievance procedures.	
I.	Minnesota Rules, part 9530.6545 and Minnesota Statutes, section 245A.04, subdivision 13 .	Client property management policies and procedures.	
J.	Minnesota Rules, parts 9530.6550 , item B, 9530.6560 , subpart 5, (C), and 9530.6580 , item (D).	Written procedures, approved by the medical director annually, for assessing and monitoring client health, including physical indicators for consultation with a registered nurse or physician and that require transfer to acute care medical facility, the procedures for a hospital referral.	
K.	Minnesota Rules, parts 9530.6555 , 9530.6580 , item (I), and 9530.6560 , subpart 5, (H).	Policies and procedures for administration and control of medications, developed by a registered nurse that is employed by or contracted with the license holder. The medication administration and medication control plan must be approved annually by the medical director.	
L.	Minnesota Rules, part 9530.6560 , subpart 5, (E).	Formulation of condition-specific protocol in accordance with MN Board of Nursing practice standards regarding medications that require a withdrawal regimen that will be administered to clients. These protocols must be approved annually by the medical director.	
M.	Minnesota Rules, part 9530.6560 , subpart 5, (F).	Infection control program that is approved annually by the medical director.	
N.	Minnesota Rules, part 9530.6560 , subpart 5, (D), and Minnesota Statutes, section 245A.04, subdivision 16 .	Written policy requiring that the death of an individual served by the program be reported to the commissioner within 24 hours, and procedures to follow in case of accident, injury, or death of a client, approved annually by the medical director.	

O.	Minnesota Rules, part 9530.6565 , subpart 6.	Written policy addressing personal relationships between clients and staff who have direct client contact.	
P.	Minnesota Rules, parts 9530.6560 , 9530.6565 , 9530.6570 , 9530.6575 , and 9530.6580 , item (B).	Personnel policies and procedures.	
Q.	Minnesota Rules, part 9530.6560 , subpart 7, and 9530.6580 , item (F).	Written policy for documenting staff-to-client ratios for each shift and actions to take when staffed capacity is reached.	
R.	Minnesota Statutes, section 245A.65, subdivision 2 , (a), (1 through 6), and (b), and	Policies and procedures for the prevention and reporting of maltreatment of vulnerable adults that include: a. A written Program Abuse Prevention Plan, and	
S.	Minnesota Rules, part 9530.6580 , item (G).	b. Policies and procedure for assessing and documenting the susceptibility for risk of abuse and using that assessment as the basis for developing and implementing an Individual Abuse Prevention Plan for each vulnerable adult served.	
T.	Minnesota Statutes, sections 245A.65, subdivision 1 , and 626.557, subdivision 4 , and Minnesota Rules, part 9530.6580 , item (H).	Vulnerable Adult Maltreatment Reporting Policies and Procedures, and NOTE: Applicants are encouraged to use this sample Maltreatment of Vulnerable Adults Reporting Policy for DHS Licensed Programs.	
U.	Minnesota Statutes, sections 626.556 and 245A.66 , and Minnesota Rules, part 9530.6580 , item (H).	Policies and procedures for reporting, reviewing, and responding to reports of Maltreatment of Minors. NOTE: Programs are encouraged to use the sample Maltreatment of Minors Mandated reporting policy for DHS Licensed Programs.	
V.	Minnesota Statutes, section 245A.19 , (d), and Minnesota Rules, part 9530.6580 , item (J).	Policies and procedures that meet HIV minimum standards and treatment Improvement Protocol #37 in the SAMHSA Substance Abuse Treatment for Persons with HIV/AIDS TIP Series 37 .	
Program Staffing Requirements Documentation			
W.	Minnesota Rules, part 9530.6560 , subpart 1.	A full time program director, and a description of the position's qualifications and responsibilities.	
X.	Minnesota Rules, part 9530.6560 , subpart 2.	Qualifications and description of responsibilities for staff member designated to be responsible staff person on duty.	
Y.	Minnesota Rules, part 9530.6560 , subpart 3.	Qualifications and job description for a technician.	

Z.	Minnesota Rules, part 9530.6560 , subpart 4.	A registered nurse (RN) is employed or contracted. A job description or contract describes the position's qualifications and responsibilities.	
AA.	Minnesota Rules, part 9530.6560 , subpart 5, and 9530.6510 , subpart 9.	A medical director is employed or contracted by the license holder to direct and supervise health care for program clients. A job description or contract describes the position's qualifications and responsibilities.	
BB.	Minnesota Rules, part 9530.6560 , subpart 6.	Equivalent of one full time assessor for every 15 clients served by the program. A job description or contract describes the position's qualifications and responsibilities.	
Additional Documentation Requirements			
CC.	Minnesota Rules, part 9530.6520 , subpart 1.	The program is located in a hospital licensed according to Minnesota Statutes, section 144.50 to 144.581, or is a supervised living facility with a class B license from the Minnesota Department of Health .	
Forms			
DD.	Minnesota Rules, part 9530.6550 , item A.	Standardized data collection tool for collecting health related information about each client. The form must be approved and signed by the medical director,	
EE.	Minnesota Rules, part 9530.6535 , subpart 3.	Form used to meet the documentation requirements for the use of protective procedures.	