

**THE ADDICTION
TREATMENT
INVENTORY
MANUAL**



A QUESTION BY QUESTION RESOURCE GUIDE

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Purpose and description of the instrument

The Addiction Treatment Inventory is a comprehensive survey instrument, of use in characterizing addictions treatment service delivery units. Also referred to as SDUs, service delivery units refer to a single treatment modality (either inpatient, outpatient, or methadone maintenance) at a single site delivered by a designated staff. This definition has been developed to operationalize the nebulous heterogeneous concept of treatment services so that individual programs can be more accurately described and more easily classified. For larger multiple-service programs the instrument helps to disentangle the complexity of various services regarding their financial, patient, and staff profiles as well as their specific treatment modalities. Clear, precise depictions of SDUs allow for more precise inter-program comparability and identification of specific levels or types of treatment, and more accurate examinations of treatment efficacy.

Previous efforts

The idea of developing an instrument to describe treatment programs is not new. Instruments including the Uniform Facility Data Set (UFDS), the Service Delivery Unit Questionnaire (from the National Evaluation of Substance Abuse Treatment (NESAT), the administrative interviews from the National Treatment Improvement Evaluation Study (NTIES), the Alcohol and Drug Services National Treatment Center Study, the Drug and Alcohol Program Treatment inventory (DAPTI), and the Policy and Services Characteristics Inventory (PASCI), among others. This wide range of instruments has provided a number of useful program descriptors, however they are generally time consuming, focused on excessive detail, fail to define clear units of service, and are not designed for repeat administration (to measure change).

The Service Delivery Unit (SDU)

The SDU as already defined is a more exacting approach to characterizing treatment. As stated, it refers to a single treatment modality (either inpatient, outpatient, or methadone maintenance) at a single site delivered by a designated staff. As the SDU is the principle

unit to be described by the Addiction Treatment Inventory, and since a separate interview should be completed for each, it is essential that it is clearly understood and enumerated accurately within each program before proceeding with the interview. Below are a list of examples of treatment programs, counts of their SDUs, and rationales for how the number of SDUs were determined.

- (1) A large substance abuse treatment program with over 20 full-time and 10 part-time counselors. The program meets clients at all hours and provides a required set of activities for its patients including weekly outpatient cognitive-behavioral treatment, weekly interpersonal problem solving groups, and monthly relapse prevention groups. Patients are required to attend all components of treatment.**

(1a) This program could be counted as representing a single SDU, because it has only one treatment modality (outpatient), provided at a single location, by a designated staff. This may be somewhat confusing as many of us see the sample program as providing a variety of treatment modalities (e.g. group, individual, relapse prevention). However according to our definition of SDU, modality should not be confused with component. While a program may incorporate a number of therapeutic components, they may all be provided in a common modality (e.g. inpatient, outpatient, or methadone maintenance).

- (2) A small hospital based substance abuse treatment program that provides short-term residential services for individuals addicted to alcohol or opiates. The program also offers weekly relapse prevention groups at another location. This program is run by staff from the residential unit, and accepts patients from the unit as well as patients referred from other agencies following discharge.**

(2a) This program would be counted as having two distinct SDUs because it provides both an inpatient and an outpatient service. While the

two SDUs share the same staff they are very different modalities which are offered at two different locations.

- (3) A large treatment facility that provides a number of services including short-term residential, outpatient individual, and out patient group counseling, one group for men and one for women. All services are offered in the same building. The residential and outpatient programs share the same staff, but the outpatient men's and women's groups are facilitated by different counselors, meeting at different times.**

(3a) This facility has four separate SDUs: the residential, the outpatient individual, the men's group program and women's group program. The residential, and the outpatient individual and groups are obviously distinct SDUs in that one is inpatient and the other the other three are outpatient. The men's and women's group programs are distinguished from the individual outpatient program and from each other because they each have unique staff.

- (4) A methadone maintenance facility providing regular daily dispensing of methadone, biweekly individual counseling sessions, and weekly social skills groups. The program also recommends weekly attendance at outpatient NA 12 step meetings held at the local church. One of the staff members from the clinic also helps facilitate the 12 step meetings.**

(4a) From the brief description it should be concluded that the facility offers only one SDU, methadone maintenance. While the program offers a number of services beyond the mere dispensing of daily methadone, these are clearly part of the methadone maintenance regimen, provided by the same staff, in the same location. While the 12-step meeting is something the program recommends to its patients, and while it is co-facilitated by one of the program's staff, it is not part of the program, held in the same location, or exclusively methadone maintenance.

The above examples are intended to illustrate the wide variety of issues and circumstances that may be experienced when using this interview across various sites. We have found that adhering to the tripartite definition of SDU (same modality, same staff, same location) will help resolve most conflicts. Following this definition of **Service Delivery Unit** is crucial in ensuring proper completion of the interview.

Who should be interviewed?

The purpose of the interview is to get an accurate and comprehensive description of the services provided at a given treatment clinic or facility. To this end it is important to interview someone at the clinic who is knowledgeable about the clinic's operations. This may be a program director, coordinator, or even a receptionist. It is not essential that the one individual complete the entire interview. The staff member who begins the interview may decide to pass you and the interview over to another staff person as the questions require additional information in other areas (e.g. funding/staff issues). At times the individual being interviewed may simply wish to check with someone else at the program to ask about or to double check on certain information. This is not only permissible, but highly recommended. In many cases one individual may be unable to provide all information required to complete the interview. Anything he or she can do to attain and validate the necessary information is strongly encouraged.

Aside from being knowledgeable about the program, availability and motivation on the part of the interviewee are also necessary for a successful interview. When a program is called and an individual asked to participate in the interview, it should be clear that the individual has available time, is not in a rush to finish, and appears somewhat motivated to participate in the interview. If he or she does not have the time, or seems hurried, rushed, or disinterested, it is advisable to either request to speak with someone else, or to reschedule the interview to when the individual has more time. Completing an interview with a disinterested or hurried individual will likely provide invalid, unreliable data, and will result in a waste of time for everyone involved.

How should the interview be presented?

Requesting participation in an interview is usually best done in a straightforward manner that describes (1) the purpose of the interview, (2) how long it will take, (3) the type of questions that will be asked, and (4) the overall importance of the information. Below is an example of an introduction that can be used when presenting the interview.

- (1) “For purposes related to our study/program (expand as necessary) it is necessary for us to have clear descriptions of all services provided by your clinic/program. (2) The Addiction Treatment Inventory is a semi-structured interview that will take about 20-30 minutes to complete. (3) Using the inventory I will ask you about your programs’ organizational structure, treatment modalities, types of service provided, profile of staff and patients, and how your agency supports itself. (4) If you need any additional information to answer certain questions I’d be glad to wait for you to get it, or would be glad to speak with someone else as you see necessary. It is essential that we get information that is complete and accurate.”

Telephone interviews

Depending on the distance of the clinical sites being interviewed, the most practical and cost efficient decision may be to administer the Addiction Treatment Inventory by telephone. To do this, one must be adequately prepared. Saving time in travel may require a bit more planning and time spent on administration. First of all, it has been found that faxing or mailing a blank copy of the instrument to the interviewee prior to the interview facilitates a smoother and more efficient interview process. Secondly, in the event that you will need to speak with more than one person, it may be necessary for you to make multiple calls. It is critical in such cases to keep careful track of the individuals who you will need to contact, and their phone numbers or extensions. Lastly, in some cases it is easier for the interviewee to rush through or become distracted during a phone interview as with an in-person interview. Thus, it will be necessary for the interviewer to use good interview and people skills to keep the interviewee engaged, remind him/her of

their commitment to participate, and to emphasize the importance of reliable and valid information.

How to use this manual

This manual has been designed to give the user step-by-step instruction and support in administering the interview. While the interview is relatively brief and straightforward, the detailed instructions are essential for the interviewer to adequately understand the purpose of each question, the key points to focus on in each section, ways to probe for answers when they are not readily provided, and how to code the instrument in a clear and expeditious manner.

To accomplish these goals the manual proceeds in a question by question manner, with each question being followed by a discussion of (1) the intent of the question; (2) key points and suggested interviewing techniques, and (3) coding procedures.

Question by Question Guide

GENERAL INFORMATION

This SDU provides services in the following modality (*check only one*):

Residential / Inpatient	<input type="checkbox"/>
Outpatient, Non-Methadone	<input type="checkbox"/>
Opiate Replacement/Methadone Maintenance	<input type="checkbox"/>

Facility Name: _____

SDU Name: _____

SDU Address: _____

(City) _____ (County) _____

(State) _____ (Zip Code) _____

(Phone) _____ (Fax) _____

(E-Mail) _____

Name/Title of Individual(s) Completing this Form: _____

SDU Status (check all that apply) _____ Gov't _____ Non-Profit _____ For-Profit
 _____ Public _____ Private

Intent: The purpose of this section is to define the Service Delivery Unit that will be the focus of the interview. The SDU will be defined by the modality in which it provides services, by its name, address, phone, fax, and e-mail, as well as its profit-status. The name of the individual being interviewed is important if further questions or needs for clarification arise following the interview.

Key Points: Since the interview will stem from this initial section, it is critical for that these questions focus on and describe a **single** SDU that meets the tripartite definition reviewed earlier (see page 2). While different SDUs in the same facility may share one or a number of the descriptors in the general information section, care must be taken to include some distinguishing descriptor. For example SDUs may share the same facility, name, addresses, etc., but may have different SDU names, provide services in different modalities, or have different profit-status. These need to be clarified in this preliminary section, so that it is clear to what SDU the rest of the interview applies.

Coding: Complete according to instructions, marking only one modality of service. Print the full name of the treatment facility or clinic, the specific SDU, and the SDU's full address, phone, fax, and e-mail as available. Next, print your name and as well as the names of anyone who assisted you in completing this form. Lastly mark all profit status items that apply to the *SDU under consideration*. Do not mark items that apply to other SDUs in the same facility.

ORGANIZATIONAL STRUCTURE

(Check all that apply)			
Independent/Free Standing (not part of a larger, parent organization)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Part of a Hospital or larger healthcare facility	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Part of a University or School	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Part of a prison or criminal justice facility	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
One of several SDUs directed by a parent organization	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is the SDU accredited by -- Joint Commission on Accreditation of Healthcare Organizations (JCAHO)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
-- Commission on Accreditation of Rehabilitation Facilities (CARF)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If other, specify: _____			

Intent: The purpose of this section is to identify the SDU's organizational composition and its affiliation with other organizations or institutions, as well as to determine its accreditation status. This information will allow for a better understanding of the organizational structure of the SDU and the environment in which the services are provided.

Key Points: While these questions are fairly straightforward, in the days of mergers and corporate takeovers, they may not be as easily answered as one might suppose. The interviewer should read each item and ask whether or not it applies to the SDU. In trying to identify a parent organization it may be useful to ask about the company that issues employee paychecks. If the interviewee is unsure about the SDU's affiliation or accreditation, ask them to check with someone in management who would know.

Coding: Complete section according to instructions, marking "yes" for all items that apply to the SDU under consideration, and "no" for those that do not. Mark each item clearly with an X or a Check mark.

SERVICES PROVIDED

Complete **either** Inpatient **or** Outpatient or OMT section, according to the modality indicated on the front page.

INPATIENT (IP)				
Inpatient Hospital Detox	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Residential/Non-Hospital Detox	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Inpatient Hospital Rehab	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Inpatient Non-Hospital Rehab (Not TC)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Residential/Therapeutic Community Rehab (TC)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Incarceration Based Rehab (CJ Facility)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Half-Way House/Supervised Living Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<u>OUTPATIENT (OP)</u>				
Outpatient Detox Only	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
Partial (Day) Hospital Rehab Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Intensive OP (>7 hrs./week)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Traditional OP (<8 hrs./week)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Drug Court	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other Correctional Facility OP	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<u>OPIATE MAINTENANCE TREATMENT (OMT)</u>				
Methodone Maintenance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A
LAAM	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Intent: The purpose of this section is to specifically delineate the exact types of services provided by the SDU under consideration. With the modality of the SDU (inpatient, outpatient, or opiate maintenance) already decided and identified on page 1 of the interview, this section asks for the range of services provided under that modality.

Key Points: The interviewer must make sure to cover only the section that matches the modality of the SDU listed on page 1 of the interview. The interviewer should then review each of the services listed under that modality and discern whether each service is offered or not. It may be necessary to describe/define the types of services listed. Brief descriptions are listed below.

Coding: Complete section according to instructions, marking “yes” for all items that apply to the SDU under consideration, and “no” for those that do not. Mark each item clearly with an X or a Check mark. Mark the N/A (not applicable) box on the two sections that do not apply to the SDU being considered.

TYPES OF TREATMENT SERVICES

Inpatient hospital detox

Refers to a formal, medically managed detoxification process, typically for Alcohol, Opiates, or Barbiturates, provided in a hospital setting and requiring an admission of 24 hours or longer.

Residential/non-hospital detox

Refers to an informal, and possibly non-medically managed detoxification process offered for a variety of substances, provided in a non-hospital setting and requires an admission of 24 hours or longer.

Inpatient hospital rehab

The program is based in a hospital and typically provides a variety of individual and group services. Usually suited for individuals with co-morbid medical or psychiatric problems.

Inpatient non-hospital rehab

Refers to a residential treatment program. The program is non-hospital based and typically provides a variety of group and individual services. May have medical staff, but is not housed within a medical facility.

Residential / Therapeutic community rehab

Refers to a residential program where patients reside for between 1 and 4 weeks. The program is non-hospital based and typically provides only group and milieu treatments. The focus here is adapting to a drug-free life style.

Incarceration based rehab

Refers to a court/criminal justice mandated program where patients reside for a predetermined length of time. The program typically provides a variety of group services.

Half-way house/ Supervised living program	Refers to a setting that provides supervised housing as a way of transitioning patients back to society. Typically provides little if any formal treatment other than 12-step groups. Usually requires individuals to work part of the day, and holds patients to specific rules, schedules, and curfews.
Outpatient Detox only	Short-term, outpatient detoxification, usually provided in 2 to 6 hours for a variety of substances of abuse. May be medically monitored but not managed, and typically not in a hospital setting.
Partial (day) hospital rehab program	Refers to any outpatient treatment program that provides more than 10 hours of treatment. Typically provides a variety of group services. Usually meets two to three days per week for several hour periods.
Intensive outpatient	Like partial hospital refers to any outpatient program that provides more than 10 hours of treatment. Typically involves a combination of individual and group therapy.
Traditional outpatient	Refers to substance abuse services, typically individual counseling, of less than 10 hours per week. Usually 1-2 hours of treatment 1 to 3 times per week. May also refer to weekly group therapy.
Drug court	Refers to a court-mandated and supervised treatment program where patients are ordered to attend any of a variety of modalities of substance abuse treatment. The program usually involves regular drug testing and court ordered sanctions for noncompliance.

Methadone maintenance

Typically outpatient treatment programs for individuals with physical dependence on heroin or other opiates. Dispenses methadone on a daily basis. Usually includes some combination of individual and group therapy as well as incentives to earn take home doses of methadone.

LAAM

Similar to methadone maintenance LAAM is prescribed and dispensed as a form of opiate replacement therapy. Like methadone maintenance it usually includes some combination of individual and group therapy.

MODALITY PROFILE

FOR SDU'S – ANY MODALITY		CIRCLE ONE				
Total client capacity in this SDU		<input type="text"/>	<input type="text"/>	slots/beds		
What is the planned/standard duration of treatment for the majority of clients in this SDU?		<input type="text"/>	<input type="text"/>	days/weeks/months		
What is the actual average length of time in treatment? (do not include aftercare; not # of visits)		<input type="text"/>	<input type="text"/>	days/weeks/months (do not include aftercare; not # of visits)		
Average number of hours each patient spends in tx		<input type="text"/>	<input type="text"/>	per week/month		
Average number of patients on waiting list		<input type="text"/>	<input type="text"/>			
Average wait for patients on waiting list		<input type="text"/>	<input type="text"/>	days/weeks/month		
Average number of interviews/planned intakes/evaluations		<input type="text"/>	<input type="text"/>	per week/month		
Average number of admissions		<input type="text"/>	<input type="text"/>	per week/month		
Age range of patients accepted:	<input type="text"/>	<input type="text"/>	yrs to	<input type="text"/>	<input type="text"/>	yrs old.
Gender of patients accepted:	Male	<input type="text"/>	Yes	<input type="text"/>	No	
	Female	<input type="text"/>	Yes	<input type="text"/>	No	

Intent: The purpose of this section is gather general descriptive data about the SDU and its services.

Key Points: Again, it is critical in this section as in others to concentrate only on the SDU being described. Sometimes it is difficult to disentangle figures of one SDU from

several run in the same facility. Be clear with the interviewee and all collateral sources about which SDU you are focusing on.

Coding: Complete section according to instructions, printing the SDU capacity/standard and planned duration, average length of time in treatment, average number of hours spent in treatment, average number of patients on waiting list, average number of interviews, planned intakes, evaluations, average number of admissions, age range, and gender of patients that accepted.

PATIENT PROFILE

Do you accept patients with:				
Poly-Drug Problems (may include etoh)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Alcohol Problems Only	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Heroin Problems Only	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cocaine Problems Only	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you Accept Patients:				
Living in shelters?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Living on the street?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Without insurance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Who do not speak English?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
In treatment and taking psychotropic medication?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Under a physician's care and on medication?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
On probation/parole?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
With legal charges pending?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
With psychotic diagnosis (can be managed)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Who are HIV Positive?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Who have AIDS?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Any Other Exclusion Criteria _____				

Intent: The purpose of this section is to provide a general description of the populations for whom the SDU provides services. The section begins with questions geared towards defining the population's major drug problems. It then focuses on the types of patients with special needs that are accepted by the SDU.

Key Points: Careful attention should be paid to each item as not to skim over a specific patient descriptor. Certain staff members may take the position that the program will treat anyone, however, this is rarely the case. Make sure to provide examples and have the interviewee consider each issue before answering yes or no. As with other sections it may be necessary for the individual to check with, or refer you to another staff person.

Coding: Complete section according to instructions, marking “yes” for all items that apply to the SDU under consideration, and “no” for those that do not. Mark each item clearly with an X or a Check mark. Make sure to ask and record any additional exclusion criteria, or reasons for which individuals would not be accepted into the program.

STAFFING SERVICES PROFILE

Estimate the average number of **individual** and **group** sessions a patient has in a **typical week** (excluding intake/evaluation):

	# of Individual Sessions/Week	# of Group Sessions/Week	At Intake
Psychiatrist	<input type="text"/>	<input type="text"/>	<input type="text"/>
Psychologist	<input type="text"/>	<input type="text"/>	<input type="text"/>
MD (non-psychiatric)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurse	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Worker	<input type="text"/>	<input type="text"/>	<input type="text"/>
Case Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>
Addictions Counselor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Therapist	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vocational Therapist	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art/Dance/Music Therapist	<input type="text"/>	<input type="text"/>	<input type="text"/>

Intent: The purpose of this section is to get a clear description of the types of services offered at the SDU on a typical week, as well as the types of professionals that provide them.

Key Points: While patients may see a wide range of professionals during the intake/evaluation process, they typically see only a few designated professionals on a regular basis. The interviewer should make certain to emphasize that the questions regarding individual and group session focus on the “**typical**” week. Under the column headed **At Intake** interviewers should ask for the average number of **times** whether considered a full session or not that patients meet with each professional during the intake process.

Coding: Complete section according to instructions, printing the average number of sessions per “typical” week of individual and group counseling. For questions pertaining

to intake mark number of **times** the patient met with each professional during intake whether considered a full session or not.

OTHER GENERAL /INTAKE SERVICES OFFERED

Crisis Intervention/24-Hr Hot Line	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Central Intake/Intake Department	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Regular Transportation to/from program	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transportation vouchers or tokens	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transportation to/from outside services	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Intent:The purpose of this section is to get obtain a comprehensive list of the type of additional general services and provisions the SDU offers at intake or throughout the program.

Key Points: This section is relatively straight forward. The facility is asked which of these services are provided to the average patient attending the SDU. Is there a Crisis Intervention service or hotline for after-hours emergencies? Does the SDU work with a central intake unit or intake department? Are patients provided with transportation to and from treatment, or with tokens, tickets, or money to pay for transportation? Does the program offer any transportation services to and from outside services?

Coding : Complete section according to instructions, placing a mark in either the yes or no box next to each service provided by the SDU.

OTHER DRUG AND ALCOHOL SERVICES OFFERED AT OR BY SDU

Number of drug/alcohol education groups scheduled	<input type="checkbox"/>	<input type="checkbox"/>	per week/month
Number of (outside) 12-Step group meetings	<input type="checkbox"/>	<input type="checkbox"/>	per week/month
Number of (in-house) 12-Step group meetings	<input type="checkbox"/>	<input type="checkbox"/>	per week/month
Number of relapse prevention groups per week	<input type="checkbox"/>	<input type="checkbox"/>	per week/month
Number of group therapy sessions	<input type="checkbox"/>	<input type="checkbox"/>	per week/month
Number of individual counseling sessions	<input type="checkbox"/>	<input type="checkbox"/>	per week/month

	Yes	No	Via Referral
Acupuncture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications for drug craving (e.g. Desipramine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications for cigarette craving (e.g. Nicotrol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications to reinforce alcohol abstinence (E.g. Antabuse, Naltrexone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathalyzer testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urine testing (collected on site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intent: The purpose of this section is to delineate the entire various drug and alcohol related services provided by the SDU under consideration. While an SDU by definition can only provide a single modality of service, SDUs often provide a wide variety of services within this specific modality.

Key Points: In section A, the major focus is on the typical number of services provided to a patient in the ADU per month. For example, if a program offers 20-30 twelve-step meetings each month, but the typical patient is only scheduled to attend 8 (2 per week), the answer would be 8 per month. This represents the average number of group meetings scheduled per patient per month. In section B, the major focus is simply on whether or not a service is provided. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. For section A print the average number of sessions per patient per “typical” month of each service. For section B, mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU provides off premises, or refers patients to.

OTHER MEDICAL SERVICES OFFERED AT THE SDU

	Yes	No	Via Referral
Physical exam by Physician/Nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIV testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TB testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication prescriptions, not methadone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical monitoring (by nurse or MD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oversee medication compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intent: The purpose of this section is to obtain information on the various medical services provided by the SDU under consideration. This will allow for a more comprehensive profile of type and breadth of treatments and procedures covered by the provider.

Key Points: The major focus is on whether or not each of the services listed is provided by the SDU. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. Mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU only provides off premises, or refers patients to.

OTHER EMPLOYMENT SERVICES OFFERED AT OR BY THE SDU

			Via Referral
Literacy instruction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
GED preparation or testing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Employment readiness/counseling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Job training/referral	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Back to Work conferences	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Intent: The purpose of this section is to obtain information on the various employment services provided by the SDU under consideration. This will allow for a more comprehensive profile of type and breadth of interventions offered by the provider.

Key Points: The major focus is on whether or not each of the services listed is provided by the SDU. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. Mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU only provides off premises, or refers patients to.

OTHER SOCIAL SERVICES OFFERED AT OR BY THE SDU

	Yes	No	Via Referral
Extended Housing/housing assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits assistance (SSI/SSDI/VA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food (Non-inpatient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutritional counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intent: The purpose of this section is to obtain information on the various social services provided by the SDU under consideration. This will allow for a more comprehensive profile of type and breadth of interventions offered by the provider.

Key Points: The major focus is on whether or not each of the services listed is provided by the SDU. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. Mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU only provides off premises, or refers patients to.

OTHER FAMILY SERVICE OFFERED AT OR BY THE SDU

	Yes	No	Via Referral
Child care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Couples counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parenting instruction/classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence education/group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple family groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intent: The purpose of this section is to obtain information on the various family services provided by the SDU under consideration. This will allow for a more comprehensive profile of type and breadth of interventions offered by the provider.

Key Points: The major focus is on whether or not each of the services listed is provided by the SDU. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. Mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU only provides off premises, or refers patients to.

OTHER PSYCHOLOGICAL/PSYCHIATRIC SERVICES OFFERED AT OR BY THE SDU

	Yes	No	Via Referral
Psychiatric evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescriptions for psychiatric medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychological testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relaxation/Stress management group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biofeedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other specialty services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(specify) _____			

Intent: The purpose of this section is to obtain information on the Psychological or Psychiatric services provided by the SDU under consideration. This will allow for a more comprehensive profile of type and breadth of interventions offered by the provider.

Key Points: The major focus is on whether or not each of the services listed is provided by the SDU. This is not to say that each patient must receive these services in order for them to be endorsed, simply that the service exists within the SDU.

Coding: Complete section according to instructions. Mark “yes” for all services that are provided by the SDU. Additionally, place a mark under the column headed “Via Referral” for each service that the SDU only provides off premises, or refers patients to. Please specify any additional Psychological or Psychiatric services offered by the SDU in the lines provided.

STAFFING MIX

STAFF PROVIDING CLINICAL SERVICES AT THIS SDU	CURRENT NUMBER OF FULL-TIME STAFF OR FTE	CURRENT NUMBER OF PART-TIME STAFF	TOTAL HIRED THIS PAST YEAR/ # TERMINATED OR LEFT
	(>30 HRS/WEEK)	(<30 HRS/WEEK)	HIRED/Turnover
Psychiatrists			/
Other Physicians			/
Physicians Assistants			
Pharmacists			
RN Nurses (MA and above)			
RN Nurses (Other degree)			
Other Licensed Nurses			
Doctoral Level Psychologists			/
Master's Level Psychologists			/
Social workers (MSW and above)			/
Social workers (Other degree)			/
Certified Addictions Counselors			/
Non-certified Counselors			/
Other clinical staff -- specify			/
			/
Total Staff this Category:			
# from above total who are:			
Recovering Staff			
Bilingual Staff			
Hispanic Staff			
Native American Staff			
Asian/Pacific Islander Staff			
African American Staff			

Intent: The purpose of this section is to obtain comprehensive information on the number and diversity of professionals staffing the SDU under consideration. This section is also geared towards assessing the overall stability of positions in the SDU, in terms of the hired : turnover ratio. Information gleaned from this section will add depth to the overall interview by providing a more complete understanding of the milieu and staff mix, in terms of number and professional and cultural diversity.

Key Points: Focusing only on the past year, this section is designed to gather data regarding the number and variety of staff that provide service in the SDU. For these purposes it is necessary to exhaustively enumerate all staff members that fall in to each category. Depending on the size of the SDU this may be require more than one individual or personnel records, the latter usually being the most reliable.

Coding: For the first two columns print the number of individuals from each profession who have been employed at the SDU within the last year. The first column is for full-time employees (>30 hours per week), the second column is for part-time

employees (<30 hours per week). Care should be taken not to include individuals in more than one profession or employment status (FT, PT). The third column is for enumerating the number of individuals hired and /or who left voluntarily or involuntarily in the last year. Again, this data may be more easily obtained from the management or personnel records. This should be suggested to the individual being interviewed.

FINANCING:

	TOTAL % OF REVENUES
Private Insurance (non-HMO-PPO)	
Private Insurance (HMO-PPO)	
Medicaid	
Medicare	
VA Benefits	
Federal Programs/Grants	
State / Municipal /Grant Funding	
Public Managed Care	
Criminal Justice	
Self Pay	
Bad Debt/Write-off	
CHAMPUS	
Charitable Contributions	
Other _____	
	100 %

Intent: The purpose of this section is identify the overall financial/reimbursement picture of the SDU. This involves breaking down the percentage of reimbursement received from the sources listed in the table. This section rounds off the overall characterization of the SDU by providing a view of program’s financial status.

Key Points: The main focus here is to obtain the percent of revenues received from each of the payment sources listed. While the data are certainly meant to be estimation, this should not be perceived as meaning a “guess”. As with other sections, information necessary to complete this portion of the interview may be obtained from other staff, or from management records.

Coding: Estimate and print the proportion of the SDUs revenues from each category listed. The total percentage of revenues should be add to 100%. Make sure to print a clear description of any other sources of revenue in the row marked “other”.