

**Georgia Department of Community Health
Healthcare Facility Regulation
Specialized Care Unit/Narcotic Treatment Programs
2 Peachtree Street NW, Suite 31-447
(404)-657-5550**

APPLICATION FOR A LICENSE TO OPERATE A NARCOTIC TREATMENT PROGRAM

**Effective August 3, 2010, a fee must be paid for each new application, change of ownership, change of location, or renewal of license. Before you apply for any new application or changes, please download the payment coupon and submit the correct payment to the mailbox on the coupon form. Then, please follow the directions for the application below.* Pursuant to provisions of O.C.G.A. Section 26-5-2 et seq., application is hereby made to operate a Narcotic Treatment Program in Georgia.

1. Name of Program (primary dispensing location): _____

2. Street Address: _____

(City) _____ (State) _____ (Zip) _____

3. Mailing Address (if different): _____

(Street or P.O. Box)

(City) _____ (State) _____ (Zip) _____

Telephone #: (____) _____ FAX#: (____) _____

Email Address: _____

5. Name of Governing Body: _____

- | | | | |
|--|--|------------|-------------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Corporation | <u>and</u> | <input type="checkbox"/> For Profit |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietor | | <input type="checkbox"/> Non Profit |

6. Program Director: _____

7. Medical Director: _____

8. Is this the first application of this governing body for a narcotic treatment program in Georgia?

- YES NO If no, previous applications were: Approved
 Denied (Date) _____ Withdrawn

9. List names and addresses of all owners with five percent (5%) or more interest: (attach additional sheets if necessary)

10. For corporations, list names, titles and addresses of the officers of the corporation: (attach additional if necessary)

11. For partnerships, list names and addresses of all partners: (attach additional sheets if necessary)

12. Does the governing body, program director, or medical director have an ownership interest in any other? Narcotic Treatment Program in Georgia or any other state: YES NO

If yes, give name(s) of program(s) and state(s), dates, and explain who had ownership interest:

12a. If there is not currently an ownership interest as asked in (12) above, has there ever been such an ownership interest in the past: YES NO

If yes, give name(s) of program(s), state(s), dates, and explain who had ownership interest:

13. Has any program that this governing body, program director, or medical director has had an ownership interest in, ever been fined, suspended, or closed by any state narcotic authority, or by FDA or DEA:

YES NO

If yes, please attach a detailed explanation.

14. Has the program director ever been the program director of a narcotic treatment program in Georgia? or any other state: YES NO

If yes, list name(s) of program(s), state(s), and dates:

15. Has the medical director ever been, or is she/he currently, the medical director at another program in Georgia or any other state? YES NO

If yes, list name(s), dates, state(s), and indicate if currently the medical director.

16. Has any owner, partner, officer of the corporation, the program director, or the medical director ever been convicted of, or pled nolo contendere to, any crime in connection with controlled substances under any state or federal law? YES NO

If yes, please attach a detailed explanation, including the person's current status with the criminal justice system (e.g. sentence completed, probation, parole)

17. **Please attach the following items to your application:**

1. Two (2) copies of your completed Food and Drug (FDA) application and all attachments required by that

Application.

2. A complete description of your program including:

a) a staff organizational chart;

b) a brief job description for each position;

c) a brief summary of the qualifications, experience, and credentials of each staff;

d) copies of all current licenses and /or credentials for all applicable staff;

e) diagram (floor plan) and description of the program's facilities;

f) a description of the program's range of services, days, and hours of operation, maximum number of clients to be served at full operation, expected census for each quarter of the first year of operation, and fee schedule for all services.

18. **The following items must be available for inspection at the pre-licensing on-site visit:**

a) The laboratory contract for drug screens and other required or optional lab test.

b) All policies and procedures as outlined in DHR rules and regulations, Chapter 290-9-12 including:

1. Program Purpose

2. Program Description

3. Confidentiality of Patient Records

4. Employee Drug Screens

5. Screening, Admission and Orientation of Patients

6. Individual Treatment Planning

7. Matching Patient Needs to Treatment

8. Narcotic Drugs

9. Drug Screens

10. Quality Improvement

c) A written statement of your arrangements for referral of patients to other programs that offer different treatment modalities.

d) Business license

e) Fire Safety Report/Certificate of Occupancy.

f) County and / or city statement of compliance with zoning and American's With Disabilities Act requirements.

g) Personnel files for each staff showing all items required in Rule 290-9-12.09(8), and the results of each staff person's pre-employment drug screen.

19. Note:

a) Before a DHR license can be issued, DHR must receive the written approval of the FDA application.

b) You must submit a copy of your DEA Controlled Substance Registration Certificate, as soon as you receive it after opening.

20. APPLICANT'S STATEMENT OF RESPONSIBILITY:

I certify that this program will comply with Department of Community Health rules and regulations, Chapter 290-9-12, governing Narcotic Treatment Programs. I further certify that I will operate this program in compliance with all state and federal laws and regulations. I certify that the information contained on this application and the attached documents are true and correct.

SIGNATURE OF PRINCIPAL OFFICER OF GOVERNING BODY

Sworn to before me this _____ day of _____, 20_____.

Notary

(Seal Required)

NARCOTIC TREATMENT PROGRAM RULES

TAGS	RULE
0000 INITIAL COMMENTS	
0100 LEGAL AUTHORITY 290-9-12-.01	These rules are adopted and published pursuant to the Official Code of Georgia Annotated Sec. 26-5-2 et seq. Authority O.C.G.A. Sec. 26-5-2 et seq.
0200 TITLE AND PURPOSE 290-9-12-.02	These rules shall be known as the Rules and Regulations for Narcotic Treatment Programs. The purpose of these rules is to provide for the licensing and inspection of narcotic treatment programs. Authority O.C.G.A. Sec. 26-5-2 et seq.
0300 DEFINITIONS 290-9-12-.03(a)	Definitions. Unless the context otherwise requires, as used in these rules the term: (a) "Administrator" means the individual designated by the program's governing body who is responsible for the on-going and day-to-day operations of the program, for overall compliance with federal, state, and local laws and regulations regarding the operation of narcotic treatment programs, and for all program employees including practitioners, agents, or other persons providing services at the program; ...
0301 DEFINITIONS 290-9-12-.03(b)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (b) "Clinical director" means the individual designated by the program's governing body who is responsible for the on-going and day-to-day clinical aspects of treatment for those patients admitted to the program; ...
0302 DEFINITIONS 290-9-12-.03(c)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (c) "Clinical staff" means registered nurses, licensed practical nurses, and registered pharmacists, all operating within their respective scope of practice as authorized by law and regulation, as well as those members of the medical staff as such term is defined by these rules; ...
0303 DEFINITIONS 290-9-12-.03(d)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (d) "Counselor" means an individual who is qualified by education, training, and experience to provide substance abuse counseling and who is licensed or certified if required by state practice acts; ...
0304 DEFINITIONS 290-9-12-.03(e)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (e) "Department" means the Department of Human Resources or its successor; ...
0305 DEFINITIONS 290-9-12-.03(f)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (f) "Final administrative decision" means the issuance of a ruling by the Commissioner of the Department of Human Resources or his or her designee or any appeal from a decision of an administrative law judge pursuant to a contested case involving the imposition of a sanction; a decision of an administrative law judge finalized by operation of law where no appeal is made to the Commissioner of the Department of Human Resources; the disposition of a contested case through settlement by the parties; or a sanction imposed by the Department that is uncontested by a facility within the allotted time period; ...
0306 DEFINITIONS 290-9-12-.03(g)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (g) "Governing body" means the county board of health, the partnership, the corporation, the association, or the person or group of persons who maintains and controls a narcotic treatment program, who is legally responsible for its operation, and who holds the license to operate that program; ...

TAGS	RULE
0307 DEFINITIONS 290-9-12-.03(h)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (h) "Individual treatment plan" means a comprehensive plan that outlines for each patient attainable short-term and long-term treatment goals that are mutually acceptable to the patient and the narcotic treatment program and that specify the services to be provided and the frequency and schedule for such provision; ...
0308 DEFINITIONS 290-9-12-.03(i)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (i) "Inspection" means any examination by the Department or its representatives of a provider, including, but not limited to, the premises, staff, persons in care, and documents pertinent to initial and continued licensing so that the Department may determine whether a provider is operating in compliance with licensing requirements or has violated any licensing requirements. The term inspection includes any survey, monitoring visit, complaint investigation, or other inquiry conducted for the purposes of making a compliance determination with respect to licensing requirements; ...
0309 DEFINITIONS 290-9-12-.03(j)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (j) "License" means the official permit issued by the Department that authorizes the holder to operate a narcotic treatment program for the term provided therein; ...
0310 DEFINITIONS 290-9-12-.03(k)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (k) "Medical director" means a physician licensed by the Georgia Composite State Board of Medical Examiners who has been designated by the governing body of the narcotic treatment program to be responsible for the administration of all medical services performed by the narcotic treatment program, including compliance with all federal, state, and local laws and rules regarding medical treatment of narcotic addiction; ...
0311 DEFINITIONS 290-9-12-.03(l)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (l) "Medical staff" means the physicians licensed in the State of Georgia who are responsible for the medical treatment being provided to patients through a licensed narcotic treatment program. In limited circumstances, as defined in these rules, medical staff may also include a nurse practitioner, operating under an approved written protocol, and a physician's assistant, operating under an approved job description, supervised by either the program physician or medical director; ...
0312 DEFINITIONS 290-9-12-.03(m)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (m) "Methadone" means an opioid agonist treatment medication as approved by the Food and Drug Administration under Section 505 of the Federal Food, Drug, and Cosmetic Act, 21 U.S.C. 355, for use in the treatment of opiate addiction; ...
0313 DEFINITIONS 290-9-12-.03(n)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (n) "Narcotic treatment program" means any system of treatment provided for chronic heroin or opiate-like drug-dependent individuals that administers narcotic drugs under physicians' orders either for detoxification purposes or for maintenance treatment in a rehabilitative context offered by any county board of health, partnership, corporation, association, or person or groups of persons engaged in such administration; ...
0314 DEFINITIONS 290-9-12-.03(o)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (o) "Patient" means any individual who undergoes treatment in a narcotic treatment program; ...
0315 Definitions 290-9-12-.03(p)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (p) "Program physician" means any physician licensed in the State of Georgia, including the medical director, who is employed by a narcotic treatment program to provide medical services to patients; and...

TAGS	RULE
0316 Definitions 290-9-12-.03(q)	Definitions. Unless the context otherwise requires, as used in these rules the term: ... (q) "State Board of Pharmacy" means the board created to regulate the practice of pharmacy pursuant to Article 2 of Chapter 4 of Title 26 of the Official Code of Georgia Annotated and the Rules of the Georgia State Board of Pharmacy, Chapter 480-18. Authority O.C.G.A. Sec. 26-5-2 et seq.
0400 GOVERNING BODY 290-9-12-.04	Each licensed program shall have a clearly identified governing body that accepts responsibility for operating the narcotic treatment program in accordance with applicable laws, rules, and regulations. Authority O.C.G.A. Sec. 26-5-2 et seq.
0500 LICENSES 290-9-12-.05	No governing body may operate a narcotic treatment program in the state without first obtaining a license from the Department.
0501 LICENSES 290-9-12-.05(a)	License. A license will be issued, upon presentation of evidence satisfactory to the Department, that the program is in compliance with these rules and all applicable federal and state laws for the handling and dispensing of drugs and all state and local health safety, sanitation, building, and zoning requirements. Unless suspended or revoked by the Department, a license shall remain in force and effect for a period determined by the Department based upon outcomes and a program's compliance history with these rules.
0502 LICENSES 290-9-12-.05(b)	Compliance with Requirements of Other State and Federal Agencies. To obtain a license, a program must submit evidence satisfactory to the Department that it will operate in compliance with the requirements of the Substance Abuse and Mental Health Services Administration (SAMHSA), the Drug Enforcement Administration (DEA), the Georgia State Board of Pharmacy, and any other applicable federal or state agency.
0503 LICENSES 290-9-12-.05(c)	License is Nontransferable. A license to operate a narcotic treatment program is nontransferable for a change of location or governing body. Each license shall be returned to the Department in cases of changes in location or governing body or if suspended or revoked. When a licensee intends to relocate or there is change in governing body, it must notify the Department and submit an application in accordance with these rules. The program may be subjected to an on-site visit by the Department prior to the issuance of a license at the discretion of the Department. Authority O.C.G.A. Sec. 26-5-2 et seq.
0600 PROVISIONAL LICENSES 290-9-12-.06(1)	Provisional licenses may be issued for a period not to exceed 90 days to the governing body of a new narcotic treatment program that is in substantial compliance with these rules or of an existing program that is in substantial compliance with these rules as a result of having submitted an acceptable plan of correction to the Department.
0601 PROVISIONAL LICENSES 290-9-12-.06(2)	A provisional license shall not be issued to a narcotic treatment program in which there are conditions that present an immediate hazard to the life, health, or safety of patients or staff.
0602 PROVISIONAL LICENSES 290-9-12-.06(3)	Provisional licenses shall be renewed at the discretion of the Department only in cases of extreme hardship and in no case for longer than 90 days. Authority O.C.G.A. Sec. 26-5-2 et seq.
0700 APPLICATIONS 290-9-12-.07(1)	Information. An application for a license to operate a narcotic treatment program must be submitted by the governing body to the Department on forms provided by the Department, must contain all information and documents designated by the Department, and must include assurances satisfactory to the Department that the program is in compliance with all applicable federal and state laws for the handling and dispensing of drugs and all state and local health, safety, sanitation, building, and zoning requirements. The application must also include a comprehensive outline of the program to be operated by the applicant, including written operating standards that demonstrate an organizational capability to meet these rules.
0701 APPLICATIONS 290-9-12-.07(2)	Approval by SAMHSA, the DEA, and the Georgia State Board of Pharmacy. An application must include assurances satisfactory to the Department that the program will meet the requirements for approval by SAMHSA or other applicable federal agency, the DEA, and the Georgia State Board of Pharmacy.

TAGS	RULE
0702 APPLICATIONS 290-9-12-.07(3)	False or Misleading Information. An application for a license must be truthfully and fully completed. In the event that the Department has reason to believe that an application has not been completed truthfully, the Department may require additional verification of the facts alleged. The Department may revoke a license or refuse to issue a license where material false statements have been made on or in connection with an application.
0703 APPLICATIONS 290-9-12-.07(4)	History of Compliance. When an existing licensee applies to operate another program, the Department will consider the licensee's history of compliance in Georgia and may consider the licensee's compliance in any other state when determining the applicant's eligibility for another license. When an applicant that has previously operated a program applies to operate a new program, the Department will consider the compliance history of the applicant in Georgia and may consider the compliance history of the applicant in any other state.
0704 APPLICATIONS 290-9-12-.07(5)	No license shall be issued to any governing body that has been denied a license by the Department during the previous 12 months. No license shall be issued to any governing body that has had a license revoked by the Department during the previous 12 months. Authority O.C.G.A. Sec. 26-5-2 et seq.
0800 INSPECTIONS AND PLANS OF CORRECTION 290-9-12-.08(1)	The Department is authorized to conduct on-site inspections of any program to verify compliance with these rules and all relevant laws or regulations at any time. A program shall permit any authorized representative of the Department to enter upon and inspect any and all program premises which, for the purpose of those rules, shall include access to all parts of the facility, staff, persons in care, and all records pertinent to initial and continued licensure. For the purpose of conducting any investigation, inspection, or survey, the Department shall have the authority to require the production of any books, records, papers, including all patient records, or other information related to the initial or continued licensing of any program. Failure to permit entry and inspection is a violation of these rules and may result in the denial of any license applied for or in the suspension or revocation of a license.
0801 INSPECTIONS AND PLANS OF CORRECTION 290-9-12-.08(2)	If, as a result of an inspection, violations of these rules requiring corrective action are identified, the Department shall issue a written inspection report that identifies the rules violated and requires the program to submit a written plan of correction that states what the program will do to correct each of the violations identified. The program may offer an explanation or dispute the findings of violations in the written plan of correction so long as an acceptable plan of correction is submitted within 10 days of the receipt of the inspection report. Failure to submit an acceptable plan of correction may constitute cause for the Department to deny a license or suspend or revoke a license. Upon the discovery of any violation of these rules, the Department may proceed to suspend or revoke a program's license in accordance these rules. In determining whether to suspend or revoke a license, the Department may consider whether the violations can be corrected, the program's history of compliance, the nature and seriousness of the violations, the impact of the violations on the safety and welfare or the program's patients and the surrounding community and any other relevant circumstances. Authority O.C.G.A. Sec. 26-5-2 et seq.
0900 ADMINISTRATION 290-9-12-.09(1)	Program Purpose. A licensed program shall operate, in accordance with these rules, under written policies and procedures that define its philosophy, purpose, program orientation, and procedures. Such policies and procedures must identify the types of drug-dependent individuals and the ages of the patients that the program serves, including referral sources.
0901 Administration 290-9-12-.09(2)	Program Description. A licensed program shall develop and fully implement written policies and procedures that describe the range of treatment and services provided by the program. These policies and procedures must describe how identified treatment and services will be provided and how such treatment and services will be assessed and evaluated. A program description must show what services are provided directly by the program and what treatment and services are provided in cooperation with available community or contract resources.

TAGS	RULE
0902 Administration 290-9-12-.09(3)	Finances. The governing body shall provide for the preparation of an annual budget and approve such budget. Copies of the current year's budget and expenditure records must be made available to the Department for examination and review by the Department upon request.
0903 ADMINISTRATION 290-9-12-.09(4)	Fees. The program shall develop and implement a written schedule of patient fees. The schedule must identify all fees that are chargeable to patients and a copy of the current schedule shall be posted in a conspicuous place so as to inform patients and their parents, guardians, or responsible parties of such schedule of fees.
0904 ADMINISTRATION 290-9-12-.09(5)	Patient Records. The patient record must accurately reflect the course of appropriate treatment provided to the patients. Programs must organize and coordinate patient records in a manner that demonstrates that all pertinent patient information is accessible to all appropriate staff and to the Department. The patient's Central Registry I.D. number must be maintained in each patient record and some form of a patient identification must appear on each page of the record. ...
0905 ADMINISTRATION 290-9-12-.09(5)(a)	Patient Records. ... Each patient record must contain, at a minimum, the following: (a) Basic identifying information including name, current address, current telephone number, date of birth, sex, and race; ...
0906 ADMINISTRATION 290-9-12-.09(5)(b)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (b) If applicable, the names, addresses, and telephone number of parents, or guardians, or responsible parties; ...
0907 ADMINISTRATION 290-9-12-.09(5)(c)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (c) Persons to notify in case of an emergency if different from above; ...
0908 ADMINISTRATION 290-9-12-.09(5)(d)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (d) Appropriate evidence of a history of opiate addiction prior to entry into the program; ...
0909 ADMINISTRATION 290-9-12-.09(5)(e)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (e) Records of screening and assessment, including information about expected charges for services; ...
0910 ADMINISTRATION 290-9-12-.09(5)(f)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (f) If applicable, documentation of why the patient was not admitted for treatment and suggested referrals given to patient; ...
0911 ADMINISTRATION 290-9-12-.09(5)(g)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (g) Written consents, signed by the patient and dated and witnessed, as required in Rule 290-9-12-.12(1)(c)1.; ...
0912 ADMINISTRATION 290-9-12-.09(5)(h)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (h) Documentation of Central Registry clearance as required in Rule 290-9-12-.19; ...
0913 ADMINISTRATION 290-9-12-.09(5)(i)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (i) Documentation of orientation as required in Rule 290-9-12-.12(1)(c)3.; ...
0914 ADMINISTRATION 290-9-12-.09(5)(j)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (j) The individual treatment plan and documentation of patient involvement in the development of the individual treatment plan; ...
0915 ADMINISTRATION 290-9-12-.09(5)(k)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (k) Medical reports, nursing notes, laboratory results including reports of drug screens, progress notes, and documentation of current dose and other dosage data, with all entries signed and dated by the appropriate professional staff; ...

TAGS	RULE
0916 ADMINISTRATION 290-9-12-.09(5)(l)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (l) Dated and signed case entries of all significant contacts with or concerning patients, including a record of each counseling session in chronological order, as well as dated and signed forms and assessments; ...
0917 ADMINISTRATION 290-9-12-.09(5)(m)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (m) Correspondence with the patient, his or her family members, and other individuals and record of each referral for service and the results thereof; ...
0918 ADMINISTRATION 290-9-12-.09(5)(n)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (n) Documentation by appropriate professional staff that supports the course of treatment being provided; and ...
0919 ADMINISTRATION 290-9-12-.09(5)(o)	Patient Records. ... Each patient record must contain, at a minimum, the following: ... (o) Discharge summary, including reasons for discharge and any referral.
0920 ADMINISTRATION 290-9-12-.09(6)	Confidentiality of Patient Records. Written policies and procedures shall be established and implemented for the maintenance and security of patient records specifying who shall supervise the maintenance of such records, who shall have custody of such records, ... and to whom records may be released. ...
0921 ADMINISTRATION 290-9-12-.09(6)	Confidentiality of Patient Records. ... Confidentiality of patient records and release of such records ... must comply with 42 CFR, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records. Patients shall be informed that all clinical records are subject to inspection by the Department in connection with the initial and on-going licensure of the program.
0922 ADMINISTRATION 290-9-12-.09(7)	Drug Records. Medication orders and dosage changes must be written or printed on a physician's order sheet or a form that clearly displays the physician's signature and tracks orders over time. Dosage dispensed, prepared, or received must be recorded and accounted for by written or printed notation in a manner that reflects an accurate inventory at all times. Every dose shall be recorded in the patient's individual medication record at the time the dose is dispensed or administered and shall be properly authenticated by the licensed person administering such dose. Where computerized systems are used, authentication procedures will be strictly enforced. If initials are used, the full signature and credentials of the qualified person administering or dispensing must appear at the end of each page of the medication sheet. The perpetual inventory must be totaled and recorded in milligrams daily. Methadone and related drugs shall be counted and reconciled with the written inventory at the beginning and end of each dosing day with all discrepancies satisfactorily resolved.
0923 ADMINISTRATION 290-9-12-.09(8)	Personnel Records. A program shall maintain written and verified records for each employee. Each employee file shall include: (a) Identifying information including name, current address, current telephone number, and emergency contact persons; (b) A five-year employment history or a complete employment history if the person has not worked five years; (c) Evidence of a criminal record check obtained from law enforcement authorities that reflects the individual does not have a recent criminal history within the previous two years and that does not disqualify the individual from providing care to patients; (d) Records of educational qualifications if applicable; (e) Date of employment; (f) The person's job description or statements of the person's duties and responsibilities; (g) Documentation of training and orientation required by these rules; (h) Any records relevant to the employee's performance, including an appropriate health status of the employee; and (i) Evidence that any professional license required as a condition of employment is current and in good standing.

TAGS	RULE
0932 ADMINISTRATION 290-9-12-.09(9)	Referral to Other Programs. Each program shall have arrangements for referral of patients to other programs that offer different treatment modalities.
0933 ADMINISTRATION 290-9-12-.09(10)	Closing of a Program. A program that intends to close the program voluntarily shall notify the Department no later than thirty days prior to closure. Any program that closes shall submit satisfactory evidence to the Department that the program has developed a plan for the continuity of care for its patients.
0934 ADMINISTRATION 290-9-12-.09(11)	Hours of Operation. Program hours of operation shall accommodate persons involved in activities such as school, homemaking, childcare, and variable-shift work. Programs shall offer comprehensive services, including, but not limited to, individual and group counseling, medical services, and referral services, at least five days per week. A program may close on Sundays and state and federal holidays provided appropriate treatment arrangements are made for patients. In order to accommodate patients for whom take-home medication has not been authorized, the program shall dispense medication at least seven days per week when necessary. Programs shall further develop a plan for contingencies, emergencies, etc., including 24 hour emergency services during non-operating hours to assist patients in crisis situations.
0935 ADMINISTRATION 290-9-12-.09(12)	Community Liaison and Concerns. A program shall schedule and provide services to its patients in such a manner as to minimize the impact on local community services. Authority O.C.G.A. Sec. 26-5-2 et seq.
1000 STAFFING 290-9-12-.10(1)	Staff Ratios and Responsibilities. The program shall have sufficient and appropriate types and numbers of staff to provide the treatment and services as required by applicable state law and regulation and as outlined in its program description. When the program is open to provide treatment, there shall be a minimum of one clinical staff member and at least one additional staff member on site at all times. Patient-staff ratios shall be adjusted to ensure reasonable and prompt access to medical staff and counselors by patients and to provide the frequency and intensity of medical and counseling services required by the patients.
1001 STAFFING 290-9-12-.10(1)(a)	Administrator. The governing body of each program shall designate in writing an administrator. The administrator shall be responsible for the on-going and day-to-day operations of the program, for overall compliance with federal, state, and local laws and regulations regarding the operation of narcotic treatment programs, and for all program employees including practitioners, agents, or other persons providing services at the program. Programs must notify the Department in writing within 10 calendar days whenever there is a change in administrator.
1002 STAFFING 290-9-12-.10(1)(b)	Clinical Director. The governing body of each program shall designate in writing a clinical director. The clinical director shall be responsible for the day-to-day and on-going clinical aspects of the program and of the treatment for those patients admitted to the program. Programs must notify the Department in writing within 10 calendar days whenever there is a change in clinical director.
1003 STAFFING 290-9-12-.10(1)(c)	Medical Director. The governing body of each program shall designate in writing a medical director to be responsible for the administration of all medical services, including compliance with all federal, state, and local laws and regulations regarding the medical treatment of narcotic addiction. No physician may serve as medical director of more than one narcotic treatment program unless all such programs are in substantial compliance with these rules. Programs must notify the Department in writing within 10 calendar days whenever there is a change in medical director.
1004 STAFFING 290-9-12-.10(1)(d)	Program Physician. Programs are required to provide sufficient physician coverage to provide the medical treatment and oversight necessary to serve patient needs. A program physician's responsibilities for each patient include, but are not limited to, performing medical history and physical exams, determination of diagnosis under current DSM criteria, determination of narcotic dependence, reviewing treatment plans determining dosage and all changes in doses, ordering take-home privileges, discussing cases with the treatment team, and issuing any emergency or verbal orders relating to patient care. ...

TAGS	RULE
1005 STAFFING 290-9-12-.10(1)(d)	Program Physician. ... At all times a program is open and a physician is not present on site, a program physician must be available on call for consultation and emergency orders. Programs must be able to document a referral agreement with a local hospital or health care facility. Any program physician who is not a medical director must work under the supervision of the program's medical director.
1006 STAFFING 290-9-12-.10(1)(e)	Physician's Assistants and Nurse Practitioners. Licensed physician's assistants and certified nurse practitioners may be employed by programs and perform any functions permitted under Georgia law.
1007 STAFFING 290-9-12-.10(1)(f)	Nurses. Programs shall ensure that appropriate nursing care is provided at all times the program is in operation and that an appropriately licensed and qualified health care professional is present at all times medication is administered at the program. ...
1008 STAFFING 290-9-12-.10(1)(f)	Nurses. ... Programs that do not employ a registered nurse to supervise the nursing staff must ensure that licensed practical nurses adhere to written protocols and are supervised by the medical director to ensure that nursing services are being appropriately delivered.
1009 STAFFING 290-9-12-.10(1)(g)	Counselors. There must be at least one full-time counselor for every 50 patients.
1010 STAFFING 290-9-12-.10(2)(a)	Medical Director. All medical directors shall be licensed to practice medicine in Georgia, shall maintain their licenses in good standing and shall have had, at a minimum, 12 hours of training in narcotic-addiction treatment within the 12 months preceding the date of hire when hired after the effective date of these rules.
1011 STAFFING 290-9-12-.10(2)(b)	Program Physician. All program physicians must be licensed to practice medicine in the State of Georgia, must maintain their licenses in good standing, and must have had, at a minimum, 12 hours of training in narcotic-addiction treatment within the 12 months preceding the date of hire when hired after the effective date of these rules. If the program physician has not had such training, he or she must be working under the direction of a qualified medical director with an acceptable training plan, completed within 12 months of the date of hire, that consists of a combination of continuing education in addiction medicine and in-service training by the program's medical director.
1012 STAFFING 290-9-12-.10(2)(c)	Medical staff. All medical staff must be licensed and in good standing to practice their respective professions in the State of Georgia, have 12 hours of training in narcotic-addiction treatment within the 12 months preceding the date of hire when hired after the effective date of these rules, and practicing within the scope authorized by law. If any member of the medical staff has not had such training, he or she must be working under the direction of a qualified medical director with an acceptable training plan, completed within 12 months of the date of hire, that consists of a combination of continuing education in addiction medicine and in-service training by the program's medical director.
1013 STAFFING 290-9-12-.10(2)(d)	Nurses. All registered nurses and licensed practical nurses must be licensed to practice in Georgia in compliance with Chapter 26 of Title 43 of the Official Code of Georgia Annotated, the "Georgia Registered Professional Nurse Practice Act," and must maintain their licenses in good standing.
1014 STAFFING 290-9-12-.10(2)(e)	Counselors. All counselors must be qualified by training, education, and experience to provide addiction-counseling services to persons who are addicted to narcotics and must be in compliance with Chapter 10A of Title 43 of the Official Code of Georgia Annotated.
1015 STAFFING 290-9-12-.10(2)(f)	Clinical Directors. All clinical directors must be licensed to practice medicine in the State of Georgia, licensed as a practitioner to provide treatment, therapeutic advice, or counseling for the rehabilitation of drug-dependent persons in compliance with state practice acts, or certified as an addiction counselor, must be at least 21 years of age, and must have at least one year of supervisory and administrative experience in the field of substance abuse treatment.

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1016 STAFFING 290-9-12-.10(2)(g)	Professional Practice. All professional staff members, including, but not limited to, physicians, pharmacists, physicians' assistants, nurse practitioners, registered nurses, licensed practical nurses, and counselors, may perform only those duties that are within the scope of their applicable professional practice acts and Georgia licenses.
1017 STAFFING 290-9-12-.10(3)	Staff Training and Orientation. Prior to working with patients, all staff members who provide treatment and services must be oriented in accordance with these rules and must thereafter receive additional training in accordance with these rules.
1018 STAFFING 290-9-12-.10(3)(a)	... [Staff Training and] Orientation must include instruction in: 1. The program's written policies and procedures that are relevant to the employee's range of duties and responsibilities; 2. The employee's assigned duties and responsibilities; 3. Reporting patient progress and problems to supervisory personnel and procedures for handling medical emergencies or other incidents that affect the delivery of treatment or services; and 4. Customer service.
1022 STAFFING 290-9-12-.10(3)(b)	Staff Training and Orientation. ... Additional training consisting of a minimum of 16 hours of training or instruction must be provided annually for each staff member who provides treatment services to patients. Such training must be in subjects that relate to the employee's assigned duties and responsibilities and in subjects about current clinical practice guidelines for narcotic treatment, such as dosage based on a physician's clinical decision making and an individual patient's needs; drug screens; take-home medication practices; phases of treatment; treating abusers of multiple substances; narcotic treatment during pregnancy; HIV and other infectious diseases; co-morbid psychiatric conditions; and referring patients for primary care or other specialized services. Programs shall maintain records documenting that each staff member has received the required annual training.
1023 STAFFING 290-9-12-.10(4)	Employee Drug Testing. Programs shall establish and implement written policies and procedures for pre-employment and on-going random drug testing of all program employees. Each sample must be collected and handled in accordance with accepted standards of clinical laboratory practice and tested for opiates, methadone and related drugs, amphetamines, cocaine, benzodiazepines, THC, and other drugs with satisfactory documentation of the results retained by the program. Authority O.C.G.A. Sec. 26-5-2 et seq.
1100 PHYSICAL PLANT AND SAFETY 290-9-12-.11(1)	A program shall be in compliance with all applicable local health, safety, sanitation, building, and zoning requirements.
1101 PHYSICAL PLANT AND SAFETY 290-9-12-.11(2)	A program shall be in compliance with all applicable laws and rules issued by the state fire marshal and the proper local fire marshal or state inspector and shall have a certificate of occupancy, if required.
1102 PHYSICAL PLANT AND SAFETY 290-9-12-.11(3)	All buildings and grounds must be accessible by the disabled and constructed and maintained in a safe manner in accordance with these rules.
1103 PHYSICAL PLANT AND SAFETY 290-9-12-.11(4)	A program shall have appropriate and sufficient space to meet the programmatic needs of its patients, and carry out the program's array of services. Such space must include areas conducive to privacy for dosing, counseling and group activities, reception/waiting areas, and bathrooms that ensure privacy for collection of urine specimens.
1104 PHYSICAL PLANT AND SAFETY 290-9-12-.11(5)	Medications shall be separately and appropriately stored. Medical specimens and food will be stored separately and appropriately to prevent cross-contamination.

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1105 PHYSICAL PLANT AND SAFETY 290-9-12-.11(6)	Facilities shall have NARCAN, or other medically appropriate emergency narcotic antagonists, available on site when care is being provided to patients. Authority O.C.G.A. Sec. 26-5-2 et seq.
1200 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)	A program may only admit and retain patients whose known needs can be met by the program in accordance with its program purpose and description and applicable federal and state laws and regulations. Written policies and procedures for patient referral, intake, screening, assessment, and admission must be established and implemented and must include the following provisions or requirements.
1201 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(a)	Screening. All applicants for admission must be initially screened by program staff to determine eligibility for admission. No applicant may be admitted until it has been verified that he or she meets all applicable criteria and that the sources and methods of verification have been recorded in the applicant's case folder. ...
1202 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(a)	... The [applicant] screening process must include: 1. Verification, to the extent possible, of an applicant's identity, including name, address, date of birth, and other identifying data; 2. Drug history and current status, including determination and substantiation, to the extent possible, of the duration of substance dependence; 3. If an applicant has been previously discharged from treatment at another narcotic treatment program, the admitting program must initiate an investigation into the applicant's prior treatment history, inquiring of the last program attended the reasons for discharge from treatment; 4. If an applicant is 18 years of age or older, verification of dependence on opium, morphine, heroin or any derivative or synthetic drug of that group for a period of one year; and 5. If an applicant is under 18 years of age, verification that the applicant has had two documented unsuccessful attempts at short-term detoxification or drug-free treatment within a 12 month period to be eligible for maintenance treatment. No person under 18 years of age may be admitted to maintenance treatment unless a parent, legal guardian, or responsible party consents in writing to such treatment.
1207 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)	Assessment. Each patient admitted to the program must be assessed by the medical director, the program physician, or an appropriately licensed and qualified member of the medical staff who has been determined to be qualified by law, education, training, and experience to perform or coordinate the provision of such assessments. ...
1208 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)	Assessment. ... Before any medication is prescribed or administered, a patient who is admitted to a program shall be assessed by the medical director, the program physician, or an appropriately licensed and qualified member of the medical staff who has been determined to be qualified by law, education, training, and experience to perform or coordinate the provision of such assessments. ...
1209 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)1.	Assessment. ... The [patient] assessment must include: 1. Medical history, including HIV status, pregnancy, current medications (prescription and non-prescription), and active medical complications; ...
1210 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)2.	Assessment. ... The [patient] assessment must include: 2. Psychiatric history and current medical status examination; ...
1211 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)3.	Assessment. ... The [patient] assessment must include: 3. Determination if the applicant needs special services, such as treatment for alcoholism, or psychiatric services, and determination that the program is capable of addressing these needs either directly or through referral; ...

TAGS	RULE
1212 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)4.	Assessment. ... The [patient] assessment must include: 4. Explanation of treatment options, detoxification rights, and program charges, including fee agreement, signed by the applicant; and ...
1213 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(b)5.	Assessment. ... The [patient] assessment must include: 5. A physical examination in accordance with current and accepted standards of medical practice, complete with laboratory tests, including drug screens, HIV status (if the applicant consents to be tested), CBC and chemistry profile, and pregnancy, STD, and Mantoux TB tests, to determine dependence on opium, morphine, heroin, or any derivative or synthetic drug of that group and to determine current DSM diagnosis. The purpose of such assessments shall be to determine whether narcotic substitution, short-term detoxification, long-term detoxification, or drug-free treatment will be the most appropriate treatment modality for the patient and to establish additional educational, vocational, and treatment needs of the patient. In lieu of a complete physical examination being performed by the program physician, the individual may present a complete physical examination, dated within 90 days of admission, performed by a physician licensed in good standing in the State of Georgia. Such examination shall be updated as necessary to reflect the individual's current condition at the time of admission, including updated laboratory tests.
1214 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)1.	Consent. Except as otherwise authorized by law, no person may be admitted for treatment without written authorization from the patient and parent, guardian, or responsible party, if applicable. ...
1215 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)1.	Consent. ... The following information must be explained by a trained staff person to the patient and other consenters, signed by the patient and such other consenters, and documented in the patient file: (i) The program's services and treatment; (ii) The specific condition that will be treated; (iii) The expected charges for service including any charges that might be billed separately to the patient or other parties; and (iv) The program's rules regarding patient conduct and responsibilities.
1219 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)2.	Admission Clearance. No person may receive medications unless the program first conducts an inquiry with the Central Registry in accordance with Rule 290-9-12-.19 and receives clearance from the Central Registry that the person is not simultaneously enrolled in another program.
1220 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)3.	Orientation. The program shall provide orientation to patients who are admitted for treatment within 24 hours of admission. Orientation must be done by a staff person who has been determined to be qualified by education, training, and experience to perform the task. Patients must be reoriented as needed to ensure an understanding of the program. ...

TAGS	RULE
1221 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)3.	<p>... Programs shall ensure that each patient signs a statement confirming that the following has been explained to the patient:</p> <ul style="list-style-type: none"> (i) The expected benefits of the treatment that the patient is expected to receive; (ii) The patient's responsibilities for adhering to the treatment regimen and the consequences of non-adherence; (iii) An explanation of individual treatment planning; (iv) The identification of the staff person who is expected to provide treatment or coordinate the treatment; (v) Program rules including requirements for conduct and the consequences of infractions, including involuntary discharge; (vi) Patient's rights and responsibilities; (vii) Procedures for complaining to the program and to the Department of Human Resources; (viii) Drug screening policies and procedures; (ix) HIV education; and (x) Community awareness.
1231 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(1)(c)4.	<p>Programs shall ensure that patients receive a written copy of the orientation information.</p>
1232 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(2)	<p>Drug dependent pregnant females must be given priority for admission and services when a program has a waiting list for admissions and it is determined that the health of the mother and unborn child is more endangered than are the health of other patients awaiting services. The program must coordinate the treatment of the pregnant female with appropriate health care providers monitoring the progress of the pregnancy. Pregnancy tests for females must be conducted at admission, unless otherwise indicated.</p>
1233 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(3)	<p>No program may provide a bounty, free services, medication, or other reward for referral of potential patients to the program.</p>
1234 PATIENT SCREENING, ASSESSMENT, & ADMISSION 290-9-12-.12(4)	<p>Non-Admissions. The program shall maintain written logs that identify persons who were considered for admission or initially screened for admission but were not admitted. Such logs must identify the reasons why the persons were not admitted and what referrals were made for them by the program. Authority O.C.G.A. Sec. 26-5-2 et seq.</p>
1300 INDIVIDUAL TREATMENT PLAN 290-9-12-.13	<p>Individual Treatment Plan. A program must develop a preliminary individual treatment plan for each patient within 10 days of admission, which includes an initial treatment recommendation. A complete individual treatment plan for each patient must be developed within 30 days of admission. Patients must be involved in the development of their treatment plans. Treatment plans must document a consistent pattern of substance abuse treatment services and medical care appropriate to individual patient needs.</p>
1301 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(a)	<p>Medical care, including referral for necessary medical service, and evaluation and follow-up of patient complaints must be compatible with current and accepted standards of medical practice. All patients must receive a physical examination by the medical director, the program physician, or an appropriately licensed and qualified member of the medical staff at least annually. All other medical procedures performed at the time of admission must be reviewed by the medical staff on an annual basis, and all clinically indicated tests must be repeated. The medical director or program physician shall evaluate the results of this annual medical examination and review of patient medical records and document such evaluation in each patient's record.</p>

TAGS	RULE
1302 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(b)	In recognition of the varied medical needs of patients, the case history and individual treatment plans must be reviewed at least every 90 days for patients in treatment less than one year and at least annually for patient in treatment more that one year. This review will be conducted by the medical director or program physician along with the primary counselor and other appropriate members of the treatment team for general quality controls and evaluation of the appropriateness of continuing the form of treatment on an on-going basis. This review must also include an assessment of the current dosage and schedule and the rehabilitative progress of the patient, as part of determination of whether additional medical services are indicated. If such review results in a determination that additional or different medical services are indicated, the program must ensure that such services are made available to the patient and appropriate referrals for additional care are made.
1303 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(c)	When the program physician prescribes other controlled substances to patients in the program, the program physician shall ensure that such prescriptions are in accordance with all applicable statutes and regulation and with current and accepted standards of medical practice. Such prescriptions shall not be issued to any patient unless the medical director, the program physician, or a member of the medical staff first sees the patient and assesses the patient's potential for abuse of such medications.
1304 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(d)	As part of the rehabilitative services provided by the program, each patient must be provided with individual or group counseling appropriate to his or her needs. The frequency and duration of counseling provided to patients must be determined by appropriate program staff and be consistent with the individual treatment plan. Individual treatment plans must indicate a specific level of counseling services needed by the patient as part of the rehabilitative process.
1305 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(e)	All patients shall receive HIV risk reduction education appropriate to their needs.
1306 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(f)	When appropriate, each patient must be enrolled in an education program, or be engaged in a vocational activity (vocational evaluation, education, or skill training), or make documented efforts to seek gainful employment. Deviations from compliance with these requirements must be explained in the patient's record. ...
1307 INDIVIDUAL TREATMENT PLAN 290-9-12-.13(f)	... Each program shall take steps to ensure that a comprehensive range of rehabilitative services, including vocational, educational, legal, mental health, alcoholism, and social services are made available to patients who demonstrate a need for such services. The program can fulfill such responsibility by providing support services directly or by appropriate referral. Support services recommended and utilized must be documented in the patient record.
1308 Individual Treatment Plan 290-9-12-.13(g)	All programs will develop and implement policies for matching patient needs to treatment and providing treatment in accordance with current and accepted standards of medical practice. These policies shall include treatment phasing in which the intensity of medical, counseling, and rehabilitative services provided to a patient varies depending upon the patient's phase of treatment. Phases of treatment may include intensive stabilization for new patients and those in need of acute care, graduated rehabilitation phases, and medical maintenance or appropriate treatment-tapering phases for long-term stable patients. Authority O.C.G.A. Sec. 26-5-2 et seq.
1400 DISCHARGE AND AFTERCARE PLANS 290-9-12-.14(1)	A program must complete, in accordance with accepted standards of practice, an individual discharge and aftercare plan prior to discharge for patients who leave the program with notice. The patient and, as applicable, his or her parents, guardian, or responsible persons must participate in discharge and aftercare planning.
1401 DISCHARGE AND AFTERCARE PLANS 290-9-12-.14(2)	A discharge summary must be completed within seven days of discharge of a patient and must include a final assessment of the patient's status at the time of discharge and a description of aftercare plans for patients. Authority O.C.G.A. Sec. 26-5-2 et seq.
1500 NARCOTIC DRUGS 290-9-12-.15	Programs shall develop and implement written policies and procedures for prescription and administration of narcotic drugs and their security. ...

TAGS	RULE
1501 NARCOTIC DRUGS 290-9-12-.15(a)1.	Administration. The program physician shall determine the patient's initial and subsequent dose and schedule. If the program physician did not perform the medical assessment required in Rule 290-9-12-.12, the program physician must consult with the person who performed the assessment before determining the patient's initial dose and schedule. The program physician shall communicate the initial and subsequent doses and schedule to the pharmacy or the person supervising medication. The program physician may assign such dose and schedule by verbal order; however, the program physician must confirm all such orders in writing within 72 hours.
1502 NARCOTIC DRUGS 290-9-12-.15(a)2.	Individual doses shall be based on the clinical judgment of the program physician who has personally reviewed the patient's record and who has considered all available relevant information, including, but not limited to, drug screens, quantitative levels of methadone and related drugs, patient interview, and specific circumstances pertaining to the individual patient.
1503 NARCOTIC DRUGS 290-9-12-.15(a)3.(i)	A program shall maintain current procedures that are adequate to ensure that the following dosage form and initial dosage requirements are met: (i) Methadone shall be administered or dispensed only in oral form and shall be formulated in such a way as to reduce its potential for parenteral abuse; ...
1504 NARCOTIC DRUGS 290-9-12-.15(a)3.(ii)	A program shall maintain current procedures that are adequate to ensure that the following dosage form and initial dosage requirements are met: ... (ii) For each new patient enrolled in a program, the initial dose of methadone shall not exceed 30 milligrams and the total dose for the first day shall not exceed 40 milligrams, unless the program physician documents in the patient's record that 40 milligrams did not suppress opiate abstinence symptoms; and ...
1505 NARCOTIC DRUGS 290-9-12-.15(a)3.(iii)	A program shall maintain current procedures that are adequate to ensure that the following dosage form and initial dosage requirements are met: ... (iii) For the use of any other approved opioid agonist treatment medication, the program shall ensure that the dosage form and initial dosage requirements are in accordance with currently accepted standards of treatment.
1506 NARCOTIC DRUGS 290-9-12-.15(a)4.	Patients are stabilized on methadone or a related drug when they are receiving a therapeutic dose that is sufficient to stop opioid use and sufficient to keep the patient comfortable for at least 24 hours with no need to resort to illicit opiates to satisfy opiate cravings.
1507 NARCOTIC DRUGS 290-9-12-.15(a)5.	The dose must either be administered by a licensed professional authorized by law to do so or be self-administered by the patient while under the supervision of a licensed professional. ...
1508 NARCOTIC DRUGS 290-9-12-.15(a)5.	... No methadone or any other drug may be administered unless the applicant has undergone all of the screening and admission procedures required, unless there is an emergency situation that is fully documented in the records. In that case, intake procedures must be completed on the next working day. No take-home medication may be given in such an emergency.
1509 NARCOTIC DRUGS 290-9-12-.15(a)6.	The program shall be responsible for ensuring that all dosages are within therapeutically acceptable limits;
1510 NARCOTIC DRUGS 290-9-12-.15(b)	Any narcotic drug prescribed and administered shall be documented on an individual medication administration record that is maintained on site and stored when complete in the patient's clinical record. ...

TAGS	RULE
1511 NARCOTIC DRUGS 290-9-12-.15(b)	<p>... The [individual medication administration] record must include:</p> <ol style="list-style-type: none"> 1. Name of medication; 2. Date prescribed; 3. Dosage; 4. Frequency; 5. Route of administration; 6. Date and time administered; and 7. Signed documentation of staff administering medication or supervising self-administration;
1516 NARCOTIC DRUGS 290-9-12-.15(c)	<p>Take-home doses of methadone shall be handled in accordance with applicable rules of SAMHSA or other applicable federal agency. ...</p>
1517 NARCOTIC DRUGS 290-9-12-.15(c)1.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions:</p> <ol style="list-style-type: none"> 1. During the first 90 days of treatment for a patient, the take-home supply shall be limited to a single dose per week, not to include any single take-home supply given to the patient for a day that the clinic is legitimately closed for business, including Sundays and state and federal holidays; ...
1518 NARCOTIC DRUGS 290-9-12-.15(c)2.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions: ...</p> <ol style="list-style-type: none"> 2. During the second 90 days of treatment for a patient, the take-home supply shall be limited to two doses per week, not to include any single take-home supply given to the patient for a day that the clinic is legitimately closed for business, including Sundays and state and federal holidays; ...
1519 NARCOTIC DRUGS 290-9-12-.15(c)3.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions: ...</p> <ol style="list-style-type: none"> 3. During the third 90 days of treatment for a patient, the take-home supply shall be limited to three doses per week, not to include any single take-home supply given to the patient for a day that the clinic is legitimately closed for business, including Sundays and state and federal holidays; ...
1520 NARCOTIC DRUGS 290-9-12-.15(c)4.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions: ...</p> <ol style="list-style-type: none"> 4. During the remaining months of the first year of treatment for a patient, the take-home supply shall be limited to no more than a six-day supply; ...
1521 NARCOTIC DRUGS 290-9-12-.15(c)5.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions: ...</p> <ol style="list-style-type: none"> 5. After one year of continuous treatment for a patient, the take-home supply shall be limited to no more than a two-week supply; and ...
1522 NARCOTIC DRUGS 290-9-12-.15(c)6.	<p>... A narcotic treatment program shall permit take-home doses of methadone according to these rules [SAMHSA or other applicable federal agency] and the following restrictions: ...</p> <ol style="list-style-type: none"> 6. After two years of continuous treatment for a patient, the take-home supply shall be limited to no more than a one-month supply, provided that the patient makes at least one visit per month;

TAGS	RULE
1523 NARCOTIC DRUGS 290-9-12-.15(d)	Adverse drug reaction and errors must be reported to a program physician immediately and corrective action initiated. The adverse reaction or error must be recorded in the drug administration record, the nurse progress notes and the individual treatment plan, and all persons who are authorized to administer medication or supervise self-medication must be alerted;
1524 NARCOTIC DRUGS 290-9-12-.15(e)	All medications must be appropriately stored in a locked safe when not being administered or self-administered; ...
1525 NARCOTIC DRUGS 290-9-12-.15(f)	Emergency medications, such as NARCAN or other medically appropriate emergency narcotic antagonists, must be kept available for appropriate use. Authority O.C.G.A. Sec. 26-5-2 et seq.
1600 DRUG-SCREEN TESTS 290-9-12-.16	The program shall develop and implement written policies and procedures for random drug-screen tests. These policies and procedures will be for the purposes of assessing the patient abuse of drugs and making decisions about the patient's treatment. ...
1601 DRUG-SCREEN TESTS 290-9-12-.16(a)	... These [random drug-screen test] policies and procedures must include the following provisions: (a) Clinically appropriate drug-screen tests done in accordance with current and accepted standards of medical practice must be conducted initially upon admission and on a random basis bi-weekly for new patients during the first 30 days of treatment and at least monthly thereafter. However, patients on a monthly schedule who fail the drug-screen tests will be returned to a bi-weekly schedule for at least two weeks or longer if clinically indicated;
1602 DRUG-SCREEN TESTS 290-9-12-.16(b)	... These [random drug-screen test] policies and procedures must include the following provisions: ... (b) Each sample collected must be screened for opiates, methadone, amphetamines, cocaine, benzodiazepines, THC, and other drugs as indicated by individual patient use patterns or that are heavily used in the locale of the patient; and ...
1603 DRUG-SCREEN TESTS 290-9-12-.16(c)	... These [random drug-screen test] policies and procedures must include the following provisions: ... (c) Programs shall develop and enforce policies for the proper collection and handling of drug-screen test samples to ensure that samples collected from patients are properly handled, are actually collected from the patient being tested, and are unadulterated. Such policies may include random direct observation, which shall be conducted professionally, ethically, and in a manner that respects patients' privacy. Authority O.C.G.A. Sec. 26-5-2 et seq.
1700 QUALITY IMPROVEMENT 290-9-12-.17(1)	Programs shall develop and implement a written quality improvement plan that provides for the delivery of care in accordance with accepted standards of practice. ...
1701 QUALITY IMPROVEMENT 290-9-12-.17(1)(a)	... At a minimum, the [written quality improvement] plan must include the following areas: (a) A service delivery assessment that evaluates appropriateness of treatment plans and services delivered, completeness of documentation in patient records, quality of and participation in staff training programs, linkage to and utilization of primary care and other out-of-program services, patient grievance procedures, and availability of services and medications for other conditions; and ...
1702 QUALITY IMPROVEMENT 290-9-12-.17(1)(b)	... At a minimum, the [written quality improvement] plan must include the following areas: ... (b) An assessment of medication-related issues including take home procedures, security, inventory, and dosage issues.

TAGS	RULE
1703 Quality Improvement 290-9-12-.17(2)	Such [written quality improvement] plan shall serve to continuously monitor the program's compliance with the requirements set forth in these rules. Responsibility for administering and coordinating the quality improvement plan must be delegated to a staff person who has been determined to be qualified by education, training, and experience to perform such tasks. The medical director shall be actively involved in the development of the plan and its full implementation. Authority O.C.G.A. Sec. 26-5-2 et seq.
1800 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)	Programs shall develop and implement written policies and procedures regarding the rights and responsibilities of patients and the handling and resolution of complaints. These policies and procedures must include a written notice of rights and responsibilities provided to each patient at orientation. ...
1801 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(a)	... The required notice [of rights and responsibilities] must contain the following items: (a) Right to humane treatment that affords reasonable protection from harm, exploitation, and coercion; ...
1802 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(b)	... The required notice [of rights and responsibilities] must contain the following items: ... (b) Right to be free from physical and verbal abuse; ...
1803 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(c)	... The required notice [of rights and responsibilities] must contain the following items: ... (c) Right to be informed about the individual treatment plan and to participate in the planning, as able; ...
1804 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(d)	... The required notice [of rights and responsibilities] must contain the following items: ... (d) Right to be promptly and fully informed of any changes in the plan of treatment; ...
1805 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(e)	... The required notice [of rights and responsibilities] must contain the following items: ... (e) Right to accept or refuse treatment; ...
1806 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(f)	... The required notice [of rights and responsibilities] must contain the following items: ... (f) Right to confidentiality of patient records; ...
1807 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(g)	... The required notice [of rights and responsibilities] must contain the following items: ... (g) Right to be informed of the program's complaint policy and procedures and the right to submit complaints without fear of discrimination or retaliation and to have them investigated by the program within a reasonable period of time; ...
1808 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(h)	... The required notice [of rights and responsibilities] must contain the following items: ... (h) Right to receive a written notice of the address and telephone number of the state licensing authority, i.e. the Department, and the right to file a complaint with the Department; ...
1809 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(i)	... The required notice [of rights and responsibilities] must contain the following items: ... (i) Right to obtain a copy of the program's most recent completed report of licensing inspection from the program upon written request. The program is not required to release a report until the program has had the opportunity to file a written plan of correction for the violations as provided for in these rules; and ...

TAGS	RULE
1810 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(1)(j)	... The required notice [of rights and responsibilities] must contain the following items: ... (j) Right to an informal review and appeal of any involuntary discharge.
1811 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(2)	These policies and procedures shall also include provisions for patients and others to present complaints to the program, either orally or in writing, and to have their complaints addressed and resolved as appropriate in a timely manner.
1812 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(3)	The program shall provide services in a manner that respects the rights and responsibilities of patients.
1813 PATIENT RIGHTS, RESPONSIBILITIES & COMPLAINTS 290-9-12-.18(4)	The program shall post the name and phone number of the Complaint Intake Line for the Department of Human Resources and the most recent inspection report issued by the Department in an area visible to the patients. Authority O.C.G.A. Sec. 26-5-2 et seq.
1900 CENTRAL REGISTRY 290-9-12-.19(1)	To prevent simultaneous enrollment of a patient in more than one program, all programs shall participate in the Central Registry approved by the Department and operated by the Division of Mental Health, Developmental Disabilities, and Addictive Diseases. The Central Registry shall require each program to provide the social security number and other identifying information of each patient. ...
1901 CENTRAL REGISTRY 290-9-12-.19(1)	... Patients must be informed of the program's participation in the Central Registry, and prior to initiating a Central Registry inquiry, the program must obtain the patient's signed consent. Within 72 hours of admission, the program shall initiate a clearance inquiry by submitting to the approved Central Registry the patient's name, date of birth, social security number, anticipated date of admission, and any other relevant information required for the clearance procedure. All such information shall be considered confidential. ...
1902 Central Registry 290-9-12-.19(1)	... No individual shall receive medication from a program if that individual is reported by the Central Registry to be participating in another such program. In the event a dual enrollment is discovered, the patient must be discharged from one program in order to continue enrollment at another program. ...
1903 Central Registry 290-9-12-.19(1)	... Reports received by the Central Registry shall be treated as confidential and shall not be released except to a licensed program or as required by law. Information made available by the Central Registry to programs shall also be treated as confidential.
1904 Central Registry 290-9-12-.19(2)	To prevent simultaneous enrollment of persons in different programs located in different states, if a program operates within 125 miles of any adjoining state and that state also has a Central Registry, the program shall participate in the Central Registry of the adjoining state, if available. Authority O.C.G.A. Sec. 26-5-2 et seq.
2000 REPORTING TO THE DEPARTMENT 290-9-12-.20(1)	A narcotic treatment program shall report to the Office of Regulatory Services and also follow Division of MHDDAD reporting protocol whenever any of the following incidents involving patients occurs or the program has reasonable cause to believe that such an incident involving a patient has occurred: (a) Any death of a patient; (b) Any rape that occurs in the program; (c) Any serious injury to a patient while at the program that requires medical attention; (d) Any assault on a patient, any battery on a patient, or any abuse, neglect, or exploitation of a patient by program staff; and (e) An external disaster or other emergency situation that affects the continued safe operation of the program.

TAGS	RULE
2001 REPORTING TO THE DEPARTMENT 290-9-12-.20(2)	The report shall be received by the Department, operating through the Office of Regulatory Services, in confidence and shall include at least: (a) The name of the program and the name of the administrator or clinical director; (b) The date of the incident and the date the program became aware of the incident; (c) The type of incident suspected, with a brief description of the incident; and (d) Any immediate corrective or preventative action taken by the program to ensure against the replication of the incident.
2002 REPORTING TO THE DEPARTMENT 290-9-12-.20(3)	Where the Department's Office of Regulatory Services determines that a rule violation related to the incident has occurred, the Department, through the Office of Regulatory Services, will initiate a separate complaint investigation of the incident. The complaint investigation report and the report of any rule violation compiled by the Office of Regulatory Services on behalf of the Department arising either from the initial report received from the program or an independent source shall be subject to disclosure in accordance with applicable laws. Authority O.C.G.A. Sec. 26-5-2 et seq.
2100 ENFORCEMENT AND PENALTIES 290-9-12-.21(1)	When the Department finds that an applicant for a license fails to fulfill the requirements of these rules, the Department may, subject to notice and opportunity for a hearing, refuse to grant the license. The Department is not required to hold a hearing prior to taking such action.
2101 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)	When the Department finds that any licensed program violates any requirements of these rules, the Department may, subject to notice and opportunity for a hearing, suspend or revoke the license.
2102 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(a)1.	License Suspension. The Department may suspend any license for a definite period calculated by the period necessary for the facility to implement long-term corrective measures and for the facility to be deterred from lapsing into noncompliance in the future. As an alternative to suspending a license for a definite period, the Department may suspend the license for an indefinite period in connection with the imposition of any condition or conditions reasonably calculated to elicit long-term compliance with licensing requirements that the program must meet and demonstrate before it may regain its license.
2103 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(a)2.	In lieu of a full suspension, the Department, in its discretion, may suspend the authority of the narcotic treatment program to operate a portion of the program, e.g. granting take-home medication privileges or admitting new patients.
2104 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(a)3.	If the sanction of license suspension is finally imposed, as defined by a final administrative decision, the program must return its license to the Department. Upon the expiration of any period of suspension, and upon a showing by the program that it is capable of achieving compliance with licensing requirements, the Department shall reissue the program license. Where the license was suspended for an indefinite period in connection with conditions for the re-issuance of a license, once the program can show that any and all conditions imposed by the Department have been met, the Department shall reissue the program license.
2105 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(b)	License Revocation. If the sanction of license revocation is finally imposed, as defined by a final administrative decision, the program must return its license to the Department.

TAGS	RULE
2106 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(c)1.	<p>Notice. The Department shall provide notice of its actions to revoke the license or seek an emergency suspension of the program's license to operate to patients and to their legal guardians, if any, as follows:</p> <p>1. The notice, together with the Department's complaint intake phone number and website, shall be provided to patients and to their legal guardians, if any, through the following methods:</p> <p>(i) The posting of the official notice of the revocation or emergency suspension action and any final resolution at the program by Departmental staff in an area that is visible to the patients and to their legal guardians, if any;</p> <p>(ii) The posting of the official notice of the revocation or emergency suspension action and any final resolution on the Department's website; and</p> <p>(iii) The distribution by Departmental staff of a brief notice of the initial filing of actions to revoke or suspend the program's license to the patients and to their legal guardians, if any, who are receiving services at the program location at the time that the notice of revocation or emergency suspension is posted by the Department; ...</p>
2107 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(c)2.	<p>The Department shall provide notice of its actions to revoke the license or seek an emergency suspension of the program's license to operate to patients and to their legal guardians, if any, as follows: ...</p> <p>2. The Department may share any notice of the revocation or emergency suspension action and any information pertaining thereto with any other agencies that may have an interest in the welfare of the patients in care at the program; ...</p>
2108 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(c)3.	<p>The Department shall provide notice of its actions to revoke the license or seek an emergency suspension of the program's license to operate to patients and to their legal guardians, if any, as follows: ...</p> <p>3. When the Department has posted a notice of the revocation and/or emergency suspension actions in the program, the program shall ensure that the notice at the program continues to be visible to the patients and to their legal guardians, if any, throughout the pendency of the revocation and emergency suspension actions including any appeals; ...</p>
2109 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(c)4.	<p>The Department shall provide notice of its actions to revoke the license or seek an emergency suspension of the program's license to operate to patients and to their legal guardians, if any, as follows: ...</p> <p>4. The program shall have posted at the program in an area that is readily visible to the patients and to their legal guardians, if any, any inspection reports that are prepared by the Department during the pendency of any revocation or emergency suspension action; and ...</p>
2110 ENFORCEMENT AND PENALTIES 290-9-12-.21(2)(c)2.	<p>The Department shall provide notice of its actions to revoke the license or seek an emergency suspension of the program's license to operate to patients and to their legal guardians, if any, as follows: ...</p> <p>5. It shall be a violation of these rules for the program to permit the removal or obliteration of any notices of revocation, emergency suspension action, resolution, or inspection survey reports posted by the Department on the premises of the program during the pendency of any revocation or emergency suspension action.</p>
2111 ENFORCEMENT AND PENALTIES 290-9-12-.21(3)	<p>The Department is authorized to take emergency actions against any program when it determines that the public health, safety, or welfare requires such action.</p>
2112 ENFORCEMENT AND PENALTIES 290-9-12-.21(4)	<p>All enforcement actions shall be administered in accordance with Chapter 13 of Title 50 of the Official Code of Georgia Annotated, the "Georgia Administrative Procedure Act." Any requests for hearings in response to enforcement actions must be in writing and must be submitted to the Department no later than 10 calendar days from the date of receipt of any notice of intent by the Department to impose an enforcement action. Authority O.C.G.A. Sec. 26-5-2 et seq.</p>

TAGS	RULE
2200 SEVERABILITY 290-9-12-.22	<p>In the event that any rule, sentence, clause, or phrase of any of these rules and regulations may be construed by any court of competent jurisdiction to be invalid, illegal, unconstitutional, or otherwise unenforceable, such determination or adjudication shall in no manner affect the remaining rules or portions thereof. The remaining rules or portions of rules shall remain in full force and effect, as if such rule or portions thereof so determined, declared, or adjudged invalid or unconstitutional were not originally a part of these rules.</p> <p>Authority O.C.G.A. Sec. 26-5-2 et seq.</p>
9999 CLOSING COMMENTS	

POLICIES/ PROCEDURES REQUIRED BY RULES AND REGULATIONS FOR NARCOTIC TREATMENT PROGRAMS

NAME OF FACILITY _____ DATE _____ SURVEYOR _____

TAG #:	PERTAINS TO:	POLICY/ PROCEDURE:
Z 0900	Program Dependent	Program Purpose- Defines: Philosophy, Purpose, Program Orientation, Policies and Procedures. Identifies Scope: Who the program serves, Types of Drug Individual, Ages, & Referral Sources
Z 0901	Program	Program Description- Identifies: Range of TX & Services. How TX/Services will be provided (directly &/or referrals). Referrals-How assessed/Evaluated (QI)
Z 0904	Program	Medical Records CONSENT SIGNED BY PT. RE: INQUIRY
Z 0913	Patient	Orientation of Patient SIGNED BY PT.
Z 0914	Patient	ITP with Pt. Participation
Z 0915	Patient	Urine Drug Screens/ Collection Procedure
Z 0920	Program	Confidentiality of Patient Records-Maintenance, Security, Who Supervises/Custodian of Who can be released to?
Z 0921	Program	Confidentiality /Complies w/ CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records

Z 1000	Employee	Staffing Requirements- On Call Schedule/Back-up Procedure
Z 1005	Physicians	Physician Coverage- On Call Schedule, Case Load Assignments
Z1007	Program	Nurses/medication
Z 1008	Nurse	If no RN, LPN's Protocol/ Supervision Documentation
Z 1009	Program	Counselors/ Case Loads 50:1
Z 1017	Employee	Staff Training and Orientation
Z 1018	Employee	Staff Orientation Requirements
Z 1022	Employee	Mandatory Annual Updates (16 hours)
Z 1023	Employee	Employee Drug Testing
Z 1104	Physical Environment	Medication/ Medical Specimens/Food Storage
Z 1200	Patient	Screening
Z 1207	Medical Staff	Assessment (Z 0311 & 1207-1213)
Z 1215	Consents	Sign (& Date)
Z 1219	Program	Central Registry Clearance/ CR- (Z0912 & 1900-1904)
Z 1220	Patient	Patient Orientation-(Z 1222 & 1231) SIGNED ACKNOWLEDGEMENT
Z 1232	Program	Pregnant Woman
Z 1233	Program	No Bounty/Free Services

Z 1300	Patient	ITP
Z 1302	Program	Case Review Schedule/ Annual Reviews
Z 1301	Goal #1	Medical Care Goal
Z 1303	Goal #2	Other Prescribed Substances
Z 1304	Goal #4	Counseling- Individual &/or Group- Frequency and Duration
Z 1305	Goal #5	HIV Risk Reduction Education- ON GOING
Z 1306	Goal #6	Education/ Vocational/ Employment (Active Programming)
Z 1307	Goal #7	Social Service and other support needs
Z 1308	Program	Treatment Phasing
Z 1400	Patient	Discharge/ Aftercare (completed w/in 7 days)
Z 1500	Program	Narcotic Drugs-Prescriptions/Administration/Security
Z 1501	Physicians	Initial Orders
Z 1504	Program	Initial Dosage (through Z 1509)
Z 1510	Program	Medication Administration Record (MAR)
Z 1511	Program	MAR Contents
Z 1516	Program	TAKE HOME SCHEDULE (through 1522)
Z 1523	Incident Reports	Adverse Drug Reactions or Errors

Z 1600	Patient	Patient Drug Screen Tests
Z 1601	Patient	Drug Screen Schedule
Z1602	Program	Tested For + Oxycodone (required)
Z 1603	Program	Proper Sample Collection Procedure/ Handling of/ Direct Observation
Z 1700	Program	QI Plan (through 1703)
Z 1800	Patient	Patient Rights/Resolution of Complaints
Z 1811	Patient	Complaint Investigation Time Frame
Z 1900	Program	Central Registry (CR) (through Z 1904) CONSENT TO BE SIGNED PRIOR TO INITIATING
Z 1904	Program	CR of Adjoining States
Z 2000	Program	Reporting Serious and Unusual Occurrences (through 2001)

Narcotic Treatment Programs
State of Georgia Rules and Regulations

ORGANIZATIONAL CHART (to include each position)

-For all positions refer to: **Z 0923, 1016, 1017, 1018, 1022 1023;**

In Addition,

-For Governing Body refer to: **Z 0306, 0400, 0900-0902;**

-For Administrator refer to: **Z 0300, 0900-0902, 1001;**

-For Quality Improvement Coordinator refer to: **Z 1700-1703;**

-For Medical Director refer to: **Z 0310, 0315, 1003, 1008, 1010, 1016, 1207-1213, 1501, 1502, 1523, 1700-1703;**

-For Program Physician refer to: **Z 0311, 0315, 1004, 1005, 1011, 1016, 1501, 1502, 1523;**

-For Medical Staff/to include PA, NP, refer to: **Z 0311, 1006, 1011, 1012, 1016, 1207-1213;**

-For Clinical Staff /RN, LPN, RPh, refer to: **Z 0302, 1007, 1008, 1013, 1016, 1507, 0922 & 1511-7;**

-For Clinical Director refer to: **Z 0301, 1002, 1014, 1015, 1016;**

-For Counselor refer to: **Z 0303, 1009, 1014, 1016;**

INITIAL NARCOTIC TREATMENT PROGRAMS CHECKLIST

FACILITY: _____

Please check that you have each of the required items below. Please have a copy of each item ready for the initial licensure inspection. Include this checklist with your application.

- ___ 1. A copy of the Business License (if required by local Government)
- ___ 2. Certificate of Occupancy (if required by local Government)
- ___ 3. Fire Safety Inspection. (if required by local Government)
- ___ 4. Program description
- ___ 5. Governing Board
- ___ 6. Current Budget
- ___ 7. Current Organizational Chart
- ___ 8. Pest Control Contract
- ___ 9. Pharmacy Contract
- ___ 10. Lab Contract
- ___ 11. Biohazardous Waste Contract
- ___ 12. Lease Agreement
- ___ 13. Sanitation Contract
- ___ 14. DEA Application—do not send copies of individual, professional licenses
- ___ 15. C-SAT Application—do not send copies of individual, professional licenses
- ___ 16. Staff list with title

SIGNATURE _____

By signing this form, I verify that the above items are ready for inspection.

TITLE _____

DATE _____