NYS Office of Alcoholism and Substance Abuse Services

MONTHLY GAMBLING SERVICE DELIVERY REPORT INSTRUCTIONS

**Provider Number**
Enter the five-digit Provider Number assigned by OASAS that identifies your agency.

**PRU Number**
Enter the assigned five-digit Program Reporting Unit Number (PRU).

**Provider/PRU Name**
Enter name of the treatment program.

**Month/Year**
Enter the month and year of the reporting period, e.g., June 2003 = 06/03

*Lines 1 through 4 for the following will be automatically calculated based on admissions, discharges, and waiting list reporting:*

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Line 1:</td>
<td>Number in Treatment – Beginning of Month</td>
</tr>
<tr>
<td>Line 2:</td>
<td>Number Admitted/Transferred to this PRU – This Month</td>
</tr>
<tr>
<td>Line 3:</td>
<td>Number Discharged/Transferred from this PRU – This Month</td>
</tr>
<tr>
<td>Line 4:</td>
<td>Number in Treatment – End of Month</td>
</tr>
</tbody>
</table>

**Line 5:** Number of Unique Persons Treated – This Month
Enter in Line 5 the number of unique (unduplicated) individuals provided treatment services during the month. A Unique Client is an active patient who received at least one unit of service during the month. The total number of Unique Clients is calculated by adding all active patients that received at least one unit of service during the month. Each patient is counted only once. A patient with two or more treatment episodes in the same PRU in the same month is counted as one unique person treated; a person who is considered active, but did not receive treatment services during the reporting period is not counted as one unique person treated, but is counted on Line 4 “In Treatment – End of Month.” A patient that is seen during the month and is discharged prior to the end of the month is counted as a unique person treated.

**VISITS**

All visits and/or encounters that are reported to OASAS must be of sufficient importance and/or duration to be documented in the patient’s record.

**Line 6:** Treatment Visits
Enter the total number of treatment visits that were provided to patients during the month that were at least 30 minutes in duration.

**Primary Patients**
The number of persons diagnosed as requiring gambling treatment services for their own problem or pathological gambling.

**Significant Others**
The number of persons who are the spouse, relative, close friend or associate of a person suffering from problem or pathological gambling and have suffered adverse effects on their physical or mental health resulting from such relationships. If such a person is a problem or pathological gambler, they are admitted as a primary patient and are not considered a significant other.

**Other Persons**
The number of persons who were assessed and a determination was made that they do not require treatment services and/or cannot be or are not admitted for treatment services in this PRU.
STAFFING RESOURCES

Direct Care Staff, for reporting purposes, includes qualified health professionals (as defined in current CD regulations) and other staff providing direct clinical treatment services. Direct Care Staff may include counselors, social workers, psychologists, psychiatrists, physicians, physician’s assistants, nurses, nurse practitioners, rehabilitation counselors, occupational therapists, and therapeutic recreational specialists and includes aides and assistants to each of them as well as generic non-degreed or non-credentialed staff providing direct care. Administrative, support staff, and overnight aides are not considered Direct Care Staff.

Treatment Services are direct services to one or more patients who have been admitted to a PRU and include examination, diagnosis, evaluation, treatment or rehabilitation. Treatment services do not include the initial assessment prior to admission to treatment.

Primary Counselor is defined as a paid clinical staff member who has an assigned patient caseload and who has primary responsibility for managing the treatment of those patients.

Other Direct Care Staff are paid clinical staff who are not Primary Counselors as defined above.

Line 7: Number of Direct Care Staff on Payroll - End of Month
Determine the total number of direct care staff persons (as defined above) on the payroll at the end of the month to the nearest hundredth (e.g., 2.25 for two and a quarter full-time equivalent staff or 3.00 for three full-time equivalent staff)*. Identify the number of FTEs that are primary counselors and the number of FTEs that are other direct care staff.

Enter the number of Primary Counselor FTE vacancies at the end of the month.

Enter the number of Other Direct Care FTEs at the end of the month.

Line 8: Number of Direct Care Staff Vacancies - End of Month
Determine the total number of direct care staff vacancies (to the nearest hundredth) at the end of the month that, if filled, would have been available to provide treatment services. Include both full-time and part-time vacant staff positions. Identify the number of FTEs vacancies that are for primary counselors and the number of FTEs that are vacancies for other direct care staff.

Enter the number of Primary Counselor FTE vacancies at the end of the month.

Enter the number of Other Direct Care FTE vacancies at the end of the month.

Line 9: Total Direct Care Staff Positions
Add the number of FTE direct care staff on payroll and the number of FTE direct care staff vacant positions at the end of the month.

Add the number of FTE Primary Counselor positions on payroll and the number of FTE Primary Counselor vacant positions at the end of the month.

Add the number of Other Direct Care FTE on payroll and the number of Other Direct Care FTE vacant positions at the end of the month.
* Calculating FTE for part-time staff: Calculate the number of hours worked by the part-time staff person. In this example he/she works 12 hours per week. Divide this number (12), by the number of hours that a full-time staff person in this type of position works (or would work if you had a full-time staff in this position). In our example, a full-time person would be required to work 40 hours per week. The result is the percentage (in decimal format) of an FTE that is worked by the part-time staff person. In our example 12 divided by 40 equals .3.

ASSESSMENTS COMPLETED AND ASSESSMENT VISITS

Line 10: Assessments Completed - This Month
Enter a count for the number of individuals for which the assessment process (primary, significant others, and other persons) was completed during the month by program staff. Assessments completed for other persons are those that were completed for someone who was not admitted as a “primary patient” or “significant other.”

Line 11: Assessment Visits
Enter the total number of Assessment Visits provided during the month. Assessment Visits consist of pre-admission evaluation, level of care determination, and information collection to determine the need for treatment and the appropriate level of care. Ambulatory programs are allowed a maximum of two assessment visits per patient.

SESSIONS

INDIVIDUAL COUNSELING SESSIONS

1. Must be delivered by a counselor with a primary counseling caseload to a patient (primary or significant other) on his/her caseload or on another primary counselor’s caseload in their absence.
2. Must be 30 minutes or more in duration.
3. Must be provided on or after the patient’s admission date and prior to or on the patient’s discharge date.
4. Only one session per day per individual patient may be recorded.
5. Is usually scheduled but may be extemporaneous.
6. May include psychotherapy and post-admission evaluation.
7. May not include pre-admission assessment sessions.

GROUP COUNSELING SESSIONS

1. Must be delivered by a counselor with a primary counseling caseload of primary or significant other patients.
2. Must be 30 minutes or more in duration.
3. Includes general group counseling, specialty group counseling and *family group counseling.
4. Is almost always scheduled.
5. Counselors may report more than one group session per day.
6. Family/Couples counseling sessions where two or more of the participants are active patients in your program are counted as a group counseling session.

* With or without presence of primary patient.

FAMILY/COUPLES COUNSELING SESSIONS

1. Must be delivered by a counselor with a primary counseling caseload to a patient (primary or significant other) on his/her caseload or on another primary counselor’s caseload in their absence.
2. Must be 30 minutes or more in duration.
3. Must be provided on or after the patient’s admission date and prior to or on the patient’s discharge date.
4. Only one session per day per family/couple may be recorded.
5. Is usually scheduled but may be extemporaneous.
6. May include couples counseling and *family counseling.
7. May not include pre-admission assessment sessions.

* With or without presence of primary patient.

**EDUCATIONAL SESSIONS**

1. Must be delivered by a counselor with a primary counseling caseload of primary or significant other patients.
2. Must be 30 minutes or more in duration.
3. Must include 30 minutes or more of discussion.
4. Must be scheduled.
5. Counselors may report more than one educational session per day.
6. May be informational or educational in nature.
7. May not include sessions where counseling is provided.

**CASE CONFERENCE SESSIONS**

1. Must include at least three (3) clinical staff (unless the program has only two clinical staff).
2. Must be 30 minutes or more in duration.
3. Must involve the review of a potential or new admission and/or an existing patient’s case.
4. Is almost always scheduled.
5. Can involve development or review of a patient’s treatment plan.
6. Only one session per day may be reported.

**CLINICAL SUPERVISION SESSIONS**

1. Must include at least one clinical supervisor and at least one clinical supervisee.
2. Must be 30 minutes or more in duration.
3. Must be counted by the clinical supervisor.
4. Clinical supervisors may report more than one clinical supervision sessions per day.
5. Is almost always scheduled.

“**NOT-ON-CENSUS” COUNSELING SESSIONS**

1. Must be delivered face-to-face by a counselor with a primary counseling caseload.
2. Must be 30 minutes or more in duration.
3. Must be provided to a person who has never been admitted into the program or to someone who has already been discharged from the program.
4. Only one session per day per individual may be recorded.
5. Is either extemporaneous or scheduled.
6. Does not include pre-admission assessment sessions.

**Line 12:** Number of Individual Counseling Sessions
Enter the total number of documented individual counseling sessions conducted by primary counselors during the report month.

**Line 13:** Number of Group Counseling Sessions
Enter the total number of documented group counseling sessions conducted by primary counselors during the report month.

**Line 14: Number of Family/Couples Counseling Sessions**
Enter the total number of documented family/couples counseling sessions conducted by primary counselors during the report month.

**Line 15: Number of Educational Sessions**
Enter the total number of documented educational sessions conducted by primary counselors during the report month.

**Line 16: Number of Case Conference Sessions**
Enter the total number of documented case conference sessions conducted during the report month.

**Line 17: Number of Clinical Supervision Sessions**
Enter the total number of documented clinical supervision sessions conducted during the report month.

**Line 18: Total “Not-on-Census” Counseling Sessions**
Enter the total number of documented counseling sessions conducted by primary counselors during the report month provided to persons not on-census (i.e., are not admitted) into the program.