

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

*These instructions are for the purpose of completing the PAS-48N form only.
They do not supersede or replace existing regulations.*

PROVIDER IDENTIFICATION NUMBER

Enter the five-digit provider number assigned by OASAS that identifies the treatment service provider.

PROGRAM NUMBER

Enter the five-digit number assigned by OASAS which identifies the program.

PROGRAM NAME

Enter the name of the treatment program.

REPORT MONTH/YEAR

Enter the month and year of the reporting period, e.g., June 2016 = 06/16

Census, Waiting List, and Patient Days Information

Lines 1 through 6 for the following will be automatically calculated based on admission, discharges, transfers, and waiting list reporting:

Line D1: Number in Treatment – Beginning of Month Total

- a. Stabilization
- b. Rehabilitation
- c. Reintegration – Congregate
- d. Reintegration – Scatter-Site

Line D2: Number Admitted/Transferred to this program – This Month Total

- a. Stabilization
- b. Rehabilitation
- c. Reintegration – Congregate
- d. Reintegration – Scatter-Site

Line D3: Number Discharged/Transferred from this program – This Month Total

- a. Stabilization
- b. Rehabilitation
- c. Reintegration – Congregate
- d. Reintegration – Scatter-Site

Line D4: Number in Treatment – End of Month Total

- a. Stabilization
- b. Rehabilitation
- c. Reintegration – Congregate
- d. Reintegration – Scatter-Site

Line D5: Total Applicants on Waiting List – End of Month Total

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

Line D6: Patient Days – Monthly Total

- a. Stabilization
- b. Rehabilitation
- c. Reintegration – Congregate
- d. Reintegration – Scatter-Site

Waiting List

OASAS has established a Waiting List Report (PAS-51) in the Client Data System. Programs must establish and maintain a Waiting List per Local Services Bulletin (LSB) 2019-03 found at: [Local Services Bulletin No. 2019-03](#).

PLEASE NOTE: This item is calculated by the system based on entries to the PAS-51 in the Client Data System.

STAFFING RESOURCES

Each staff role will have an Approved Staffing Plan that will automatically populate and represents the quantity of hiring approval for that staff role. The End of Month Vacancies (EOM) should reflect the number of vacant positions for that specific role to meet the figure displayed in the “Approved Staffing Plan”.

Staffing Roles and Definitions

Physician: a medical doctor lawfully qualified to practice medicine.

Psychiatrist: a medical doctor (physician) lawfully qualified to practice psychiatry.

Registered Professional Nurse (RN): Must be licensed and currently registered by New York State Education Department (NYSED) in order to provide nursing services.

Licensed Practical Nurse (LPN): Must be licensed and currently registered by New York State Education Department (NYSED) in order to provide nursing services.

Licensed Master Social Worker (LMSW): The practice of licensed master social work and the use of the title "Licensed Master Social Worker" and the designation of "LMSW" or derivatives thereof in New York State requires licensure as a licensed master social worker, unless otherwise exempt under the law.

Licensed Mental Health Counselor (LMHC): The practice of Mental Health Counseling and use of the titles "Mental Health Counselor" and "Licensed Mental Health Counselor" or any derivative thereof within New York State requires licensure as a Mental Health Counselor, unless otherwise exempt under the law.

Credentialed Alcoholism and Substance Abuse Counselor (CASAC): Has a current valid credential issued by the Office of Addiction Services and Supports in accordance with Article 19 of the Mental Hygiene Law or a comparable credential, certificate or license from another recognized certifying body as determined by the Office of Addiction Services and Supports.

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC T): The CASAC Trainee Certificate serves as documentation that the individual is working toward becoming a CASAC.

Recovery Coach: Recovery Coach is a trained staff or volunteer with recovery experience. The Recovery Coach helps remove personal and environmental obstacles to recovery and links the recovering person to the recovery community, acting as a personal guide and mentor in the management of personal and family recovery. Recovery Coaches do not provide clinical services.

Certified Recovery Peer Advocate (CRPA): A CRPA holds an OASAS approved certification as a Peer Advocate and is to be supervised by a credentialed or licensed clinical staff member to provide peer support services based on clinical need. For additional information, please consult the information available at <https://oasas.ny.gov/recovery/become-certified-recovery-peer-advocate>.

Education/ Employment Specialist: Includes vocational counselors (may also be called Rehabilitation Counselors, Vocational Rehabilitation Specialists, etc.) that meet minimum qualifications for education and experience. For additional information regarding minimum qualifications, please go to <https://oasas.ny.gov/successful-integration-employment-services-within-nys-chemical-dependency-treatment-system>. It may also include peers and assistants to each.

CHILDREN IN RESIDENCE FOR ELIGIBLE PROGRAMS – Only for those programs that permit primary clients to have their children accompany them into a treatment program.

These items are automatically calculated for Part 820 Residential programs and based on reporting of the checking in and checking out of children.

- Line D9: Number of Children in Residence – Beginning of Month**
- Line D10: Number of Children Checked into this program – This Month**
- Line D11: Number of Children Checked out from this program – This Month**
- Line D12: Number of Children in Residence – End of Month**

ADMISSION ASSESSMENTS COMPLETED

Line D13: Admission Assessments completed – This Month
Enter a count for the number of individuals for which the admission assessment process was completed during the month by program staff.

CLINICAL SUPERVISION SESSIONS

OASAS regulations require programs to have supervision policies and procedures. Supervision is the cornerstone for assuring that clinical best practices are implemented and monitored within a program. Regularly scheduled supervision is strongly encouraged and should be institutionalized as part of the culture of the agency.

Line D14: Number of Individual Clinical Supervision Sessions
Individual Clinical Supervision is a one-on-one session between the clinical supervisor and a clinical staff person. It is **NOT** a session where the focus is reviewing charts for completeness and compliance. It is focused on the development of counseling skills and methods. Clinical Supervision can include case reviews with this focus. It is at least 30 minutes in duration. The clinical supervision sessions should be scheduled on a regular basis and should not be

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

supplanted by other program activities. Individual Clinical Supervision Sessions include direct observation of counseling sessions by clinical staff and coaching.

Line D15: Number of Group Clinical Supervision Sessions

Group Clinical Supervision consists of one or more clinical supervisors with two or more clinical staff. It is **NOT** a session where charts are reviewed for completeness and compliance. It is focused on the development of counseling skills and methods. Group Clinical Supervision can include case reviews with this focus. It is at least 30 minutes in duration. These clinical supervision sessions should be scheduled on a regular basis and should not be supplanted by other program activities.

Line D16: See "EMPLOYMENT/EDUCATIONAL STATUS" section on the following pages. This section ONLY applies to programs that receive vocational funding from OASAS. All other programs, do not complete this section.

EMPLOYMENT/EDUCATIONAL STATUS

Employment/Educational Status - Active Clients

For programs with OASAS-funded vocational counselors or an employment service contractor, enter the number of clients engaged in activities as described below for the following categories based upon the end of the month census (from Line D4).

- Number of clients in Work Related Activities (WRA) for the report month;
- Number of clients in Work Readiness Status (WRS) for the report month;
- Number of clients employed 30-59 days during the report month;
- Number of clients employed 60-89 days during the report month;
- Number of clients employed 90-119 days during the report month;
- Number of clients employed 120 days or more during the report month; and
- Number of clients unavailable for vocational services.

Work-Related Activities (WRA), Total - Those activities in which a client participates that provide a "work" or "work-like" experience, but do not meet the criteria for "employment" as described below. Work-related activities are intended as a transitional phase leading to work-readiness and unsubsidized employment. This total includes all individuals that have initiated a work-related activity plus those who have previously been reported in earlier months. If a client's work-related activity has ceased the client will continue to be reported in this total until they are discharged. Clients who are in a work-related activity at admission can be counted in the "Total" category after one month in the program.

The following represents activities that can be counted in the WRA category:

Education (minimum of 30 consecutive calendar days in order to be reported): Formalized curricula/instruction comprising remedial, elementary, secondary or post-secondary academic levels, aimed at increasing academic achievement levels. The services must be provided by a program licensed, certified, or approved for educational services by the applicable governmental agency (e.g., State Education Department, Bureau of Proprietary Business Schools, NYC Board of Education). The substance use disorder treatment program site is an acceptable location for the delivery of these services so long as the services meet specific educational license or approval.

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

Vocational Skills Training (minimum 30 consecutive calendar days for reporting, with certain exceptions): Formalized instruction for the purposes of acquiring skills for a specific trade or occupation. These services must be provided in a program funded and/ or accredited for skills training by a government agency. Training that is less than 30 days in length can be reported if a certificate of completion has been obtained.

Volunteer Work (no 30-day requirement; minimum five hours per week in order to be reported): The purpose of this activity is to prepare for eventual gainful employment.

Situational Assessment (no 30-day requirement): Paid or unpaid activity (e.g., ACCES-VR) intended to evaluate an individual's work skills and performance in a supervised and structured work setting.

Workfare/Work Experience Program (WEP) (no 30-day requirement): A specific work assignment required of public assistance recipients by a local social services district in exchange for their public assistance, food stamps, and/or Medicaid benefits.

Subsidized Employment (30 consecutive calendar days to be reported): A formalized program consisting of subsidized employment in a "real" work setting, designed to prepare the individual for unsubsidized employment.

Unsubsidized Employment (30 consecutive calendar days to be reported): Less than 20 hours per week, but otherwise meets the criteria for employment below.

Written verification of all work-related activities must be maintained either in the case record or in a centralized location. Verification can be accomplished by receipt of attendance records (from school, training, etc.), instructor letter(s), or other methods, if approved in writing by OASAS.

Work-Readiness Status (WRS), Total- Clients are considered "work-ready" when they are ready to begin unsubsidized employment. This total includes all individuals that are "work-ready" and those who have been previously reported with work readiness status. If a client's work readiness has ceased, a client will continue to be reported in this total until they are discharged. Programs are required to utilize the OASAS Work-Readiness Status Checklist to determine whether a client is work-ready. The 30-day requirement does not apply here; clients can be counted the same month they achieve work-readiness status. The checklist does not apply to clients who are employed at admission or who are unavailable for vocational services.

A completed Work-Readiness Status Checklist (PAS-68) in the client case record serves as a verification of work readiness status. (The Work-Readiness Status Checklist may be found on the OASAS web site in the PAS forms section.)

Employment for 30-59 days - A client who obtains unsubsidized work for which he/ she collects wages, receives a W-2 or 1099 statement from an employer, and is employed between 30 to 59 consecutive calendar days. Employment must be a minimum of 20 hours per week, and earnings must be at least minimum wage. Temporary positions qualify for reporting as long as the above criteria are met. **"Off-the-books" employment is not a reportable work activity.**

NYS Office of Addiction Services and Supports
Monthly Service Delivery Report (PAS-48N)
Part 820 Instructions
For Reports Beginning 4/2017 and Beyond

Employment must be verified. Verification can be accomplished by pay stub collection, other employer documentation, or other methods, if approved in writing by OASAS.

Employment for 60-89 Days - Any individual achieving between 60 and 89 days of consecutive employment during the reporting month. However, employment can be reported if a break in employment is no longer than 14 days (10 work days). **Clients who are employed at admission can be counted here after 30 days in the program.** *Employment must be verified. Verification can be accomplished by following the same documentation procedure described above for "Employed for 30-59 days."*

Employment for 90-119 days - Any individual achieving between 90 and 119 days of consecutive employment during the reporting month. However, employment can be reported if a break in employment is no longer than 14 days (10 work days). **Clients who are employed at admission can be counted here after 45 days in the program.** *Employment must be verified. Verification can be accomplished by following the same documentation procedure described above for "Employed for 30-59 days."*

Employment for 120 Days or More - Clients who are employed for 120 days or more of consecutive employment during the report month. However, employment can be reported if a break in employment is no longer than 14 days (10 work days). *Verification of employment (as described above) is not required for this category. A client is reported in this category after having been reported in the previous category in the prior month.* **Unavailable for Employment Services** - Those clients who are not appropriate for vocational services during the current reporting month. They must fit one of the following categories:

- **Goal is not employment or other work oriented activities:** Examples may include: retired, severely disabled, or caregivers within their own household. *A case note in the client record serves as documentation.*
- **Confined to an Outside Institution (for at least two weeks during the month):** Examples may include hospital, detox, incarcerated. *A case note in the client record serves as documentation.*
- **Brief Admission:** Clients who discontinue treatment during the month they are admitted.
- **Undocumented Client:** Clients who are ineligible for federal public benefits, including Medicaid and public assistance; any individual not legally able to work in the United States. *A case note in the client record serves as documentation.*
- **Recent Admission:** Clients recently admitted who may not yet have been evaluated regarding their availability for employment/vocational services during the month they are admitted.
- **Employed at Admission:** Such persons cannot be credited as "Employed for 30-59 days." However, the individuals will qualify for the employment retention categories, as described in the employment retention categories above.

All other clients are expected to be available for employment/educational services.