

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

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OFFICE WEST VIRGINIA  
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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Bureau of Behavioral Health and Health Facilities TITLE NUMBER: 64

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 98

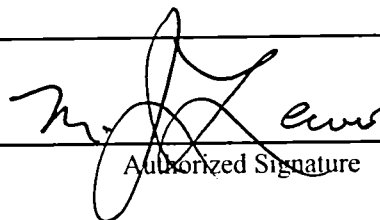
TITLE OF RULE BEING PROPOSED: Safety and Treatment Program

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 295

SECTION W. Va. Code 17A-2-9; 17C-5A-3, PASSED ON March 18, 2011

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: MAY 10, 2011

  
Authorized Signature

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TITLE 64  
LEGISLATIVE RULE  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

OFFICE OF THE VIRGINIA  
SECRETARY OF STATE

SERIES 98  
SAFETY AND TREATMENT  
PROGRAM

§64-98-1. General

- 1.1. Scope. – This legislative rule establishes a comprehensive safety and treatment program for Persons found in initial and subsequent violation of W. Va. Code §17C-5-1 *et seq.* and §17C-5A-1 *et seq.*
- 1.2. Authority. – W. Va. Code §§ 17A-2-9 and 17C-5A-3.
- 1.3. Filing Date. – May 10, 2011
- 1.4 Effective Date.- May 10, 2011

§64-98-2. General.

- 2.1. Application – This legislative rule applies to persons involved in the Safety and Treatment Program Administered by the Department of Health and Human Resources, Division of Alcoholism and Drug Abuse pursuant to §17C-5A-3.
- 2.2. Enforcement – Enforcement of this legislative rule is vested with the Secretary of the Department of Health and Human Resources.

§64-98-3. Definitions.

The following definitions apply in the interpretation and enforcement of this legislative rule.

- 3.1. Centers – the Community Behavioral Health Centers and Guilds regulated by the Department of Health and Human Resources and contracted by the Department of Health and Human Resources as the provider agency for services relating to the Safety and Treatment Program.
- 3.2. Code – The Code of West Virginia of 1931, as amended.
- 3.3. Secretary – The executive officer of the Department of Health and Human Resources appointed by the Governor.
- 3.4. Department – The Department of Health and Human Resources.
- 3.5. DUI – Any act which would constitute a violation of §17C-5-2.
- 3.6. License – Any permit issued by the Commissioner of the Department of Motor Vehicles for the purpose of operating a motor vehicle in this state.
- 3.7. Participant – A person enrolled in the Safety and Treatment Program.

- 3.8. Program – The Safety and Treatment Program established pursuant to §17C-5A-3.
- 3.9. Provider – An entity that provides Safety and Treatment Programs pursuant to a grant, an agreement or a Memorandum of Understanding with the Department.
- 3.10. Sliding Fee Scale – The scale of fees charged by the providers for services rendered over and above the basic Level 1 Program Safety and Treatment Program.

§64-98-4. Program Responsibilities.

- 4.1. The Department of Motor Vehicles is responsible for licensure to operate a motor vehicle and any changes to licensure.
- 4.2. The Department of Health and Human Resources is responsible for establishing a comprehensive safety and treatment program or persons found in violation of W. Va. Code §17C-5-1 *et seq.* and §17C-5A-1 *et seq.* The Department shall fulfill this responsibility by developing a Program and contracting with the Community Behavioral Health Centers and other providers to conduct the Program. The Department is also responsible for ensuring that services rendered through the Program are delivered by competent and qualified professionals. The Department is also responsible for the development of program standards for individuals involved in the service delivery, for approval of program curriculum and for monitoring of compliance by providers with the standards.
- 4.3. Community Behavioral Health Centers and other providers shall offer and operate the Program under contract with the Department of Health and Human Resources.

§64-98-5. Program Levels of Referral.

- 5.1. Initial Notification – When a person is notified of the Commissioner of Motor Vehicles' order of License revocation, the person is advised of the procedures for participation in the Program and the conditions to be met before license reinstatement.
- 5.2. Initial Assessment – The first phase of the Program consists of an enrollment session and a period of Assessment, conducted by the Centers, for determining which Program levels are appropriate for each Participant to complete. The assessment shall use:
  - 5.2.a. Objective information such as the Participant's blood alcohol content; various assessment tests such as the Michigan Alcoholism Screening Test (MAST), the Numerical Drinking Profile (NDP) and McAndrews Scale of the Minnesota Multiphasic Personality Inventory; and prior driving under the influence, public intoxication, and other substance abuse related arrests;
  - 5.2.b. Subjective information based on the Participant's problems involving family, employment, education or training, financial, medical, recreational, emotional, legal and substance abuse problems; and
  - 5.2.c. Information on the participant's interpersonal relationships, and his or her own observation of his or her present status; the evaluator's observations of the Participant, and any other significant information that is available.
- 5.3. Level 1. Prevention and Education Component – The Center shall refer a Participant who through the assessment phase is evaluated as not having a significant substance abuse problem to Level 1. This level is informational and educational in nature and is intended to create an awareness of the

misuse of alcohol and other drugs, particularly as the use relates to the operation of a motor vehicle. The Level 1 component consists of a minimum of nineteen hours and shall include the following:

- 5.3.a. Defensive Driving Instruction;
- 5.3.b. Substance Abuse Education, of which at least one hour shall be an orientation to Alcoholics Anonymous, Narcotics Anonymous or other similar entity provided by a member of one of those organizations; and
- 5.3.c. One individual counseling session after the classroom instruction.
  - 5.3.c.1. This session shall be used to evaluate the Participant's need for further services. If the counselor determines in the counseling session that the Participant has not benefited significantly or has demonstrated a lack of involvement, additional prevention and education activities may be required to fulfill the completion criteria for Level 1.

- 5.4. Level II, Intervention and Treatment Component – The Center shall refer a Participant who it considers as having a potential, probable, early stage or middle stage substance abuse problem to Level II of the Program. This level consists of individual or group outpatient counseling on a frequency correspondent to the determined need. The Participant shall Complete Level 1, Prevention and Education program. A Participant shall attend meetings of Alcoholics Anonymous, Narcotics Anonymous or other similar entity, verification of attendance shall also be required.
- 5.5. Level III, Intensive Care Component – The Center shall refer a Participant who is assessed as having a late stage substance abuse problem to Level III. A Participant at this level shall participate in an intensive treatment program which will have total abstinence as its goal. The intensive treatment component consists of residential treatment or partial hospitalization designed specifically for substance abuse treatment. A Participant shall attend meetings of Alcoholics Anonymous, Narcotics Anonymous or other similar entity verification of attendance shall also be required. Completion of Level 1, Prevention and Education and Level II, Intervention Treatment Component for aftercare purposes is also required.

§64-98-6. Staff Qualifications.

- 6.1. Center Responsibilities – Each Center is responsible for ensuring that the services provided through the Program are delivered by competent and qualified professionals who meet requirements as established in the Program Standards published by the Department. Each Center shall provide the Department with the names, training and job functions performed of all persons providing services for the Program.
- 6.2. Assessment, Evaluation and Treatment – A person providing services for the Assessment, Evaluation, and Treatment aspects of the Program shall have at least one year work experience in the field of substance abuse treatment, or have attained the necessary skills through training, education, experience and supervision.
- 6.3. Prevention and Education – A person providing services for the Prevention and Education component of the program shall have at least one year of work experience in the field of substance abuse prevention and education and/or treatment or have attained the necessary skills through training, education, experience and supervision.
- 6.4. Defensive Driving – a person providing services for the course of defensive driving shall be a qualified instructor.

- 6.5. Program Coordinator – Each Center shall designate a D.U. I. Program Coordinator whose function is to supervise the performance of the terms of the contract between the Center and the Department. The Program Coordinator shall also work with the Department for the purposes of program Development and procedural refinement. The Program Coordinator shall, at a minimum, be a Clinical Certified Addictions Counselor.

§64-98-7. Program Participant Evaluation.

- 7.1. Referral Evaluation Report – Based on the information gathered during the initial assessment as described in subsection 5.2 of this legislative rule, the Center shall make a referral evaluation report on each Participant on the form prescribed by the Department. The Center shall forward each report to the Department.
- 7.2. Change in Status – The Centers may change a Participant’s Program level status following the initial assessment. When a Center changes a Participant’s status, it shall notify the Department by submitting a revised Referral Evaluation Report.
- 7.3. Status Evaluation Report – the Center shall submit a Status Evaluation Report on each Participant to the Department, on the prescribed form, upon completion of the Program.
- 7.4. Overall Responsibility – By virtue of its legislative mandate relative to the Safety and Treatment Program, overall responsibility for the level and quantity of treatment provided by the Center for any Participant rests with the Secretary.
- 7.5. Appeal of Referral – Each Center shall establish procedures for resolving Participant questions concerning referral level and status evaluation.

§64-98-8. Fiscal Procedures.

- 8.1. Program Enrollment and Level 1 Component Fee – The initial fee for enrollment in the Program shall be Four Hundred Dollars (\$400.00). This fee covers the provision of the Level 1 Prevention and Education treatment component as described in Subsection 5.3 of this legislative rule. The Participant shall pay the fee upon enrollment at the Center, unless he or she is found to be indigent.
- 8.2. Additional Services – The cost for all counseling and treatment services provided in addition to the Level 1 component as described in Subsection 5.3 of this legislative rule is the responsibility of the Participant. Each Center shall charge for additional services in accordance with its prevailing fee schedule for comparable services. If a Participant cannot afford the full fee for additional services a sliding fee scale shall be used.
- 8.3. Indigent Participant – A person who is determined to be indigent by the Center may be eligible for a waiver of the fees or a reduction in the fees for the participation in the Program.
  - 8.3.a. A person (or Participant) with family income equal to or below one hundred per cent of the federal poverty standard, adjusted for family size, shall be determined to be indigent, qualifying that person for sponsorship for the full amount of fees related to enrollment in the Level 1, Prevention and Education Component as set forth in 5.3 of this rule.
  - 8.3.b. A person (or Participant) with family income between one hundred and two hundred per cent of the federal poverty standard, adjusted for family size, shall be determined to be indigent, qualifying for discounts from fees related to enrollment fees and participation in

the Program in accordance with the established sliding fee schedule and policies regarding individual financial circumstances.

- 8.4. The Department of Health and Human Resources Safety and Treatment Fund –Upon enrollment in the Program, the Participant shall pay to the provider the sum of Four Hundred Dollars (\$400.00) except for those Participants which are determined under 8.3 to be indigent. The provider shall remit to the Department the sum of Two Hundred Twenty-Five Dollars (\$225.00) and the provider shall retain One Hundred Seventy-Five Dollars (\$175.00). The Department shall deposit One Hundred Twenty-Five Dollars (\$125.00) of this sum in the Department of Health and Human Resources Safety and Treatment fund, to be used to reimburse providers for their portion of the Enrollment fee for persons qualifying for indigent status.

§64-98-9. Reinstatement of License.

- 9.1. Completion of Program – In order to successfully complete the program, the participant shall complete the prescribed level or levels of treatment, receive a favorable Status Evaluation Report and pay all applicable costs for program participation.
- 9.2. Payment of Reinstatement Fees – The Program Participant must satisfy all financial obligations to the Department and the Division of Motor Vehicles before the reinstatement of his or her license will be considered.
- 9.3. Final Decision – Subject to the provisions of §17C-5A-3(b)(2), the final decision on license Reinstatement is vested with the Commissioner of Motor Vehicles.