Health Partnership
CLINIC

Substance Abuse Services

Handbook

Updated.QI.Approved.4.20.21

WELCOME!

At Health Partnership Clinic (HPC) Substance Abuse Services (SAS), it is our sincere desire that you experience health, hope and community!
We are happy you have decided to take steps toward recovery!
We are here to help you along your journey!
This handbook is designed to provide you with important information.
You are encouraged to ask ***any*** questions you have; no question is too small!
Let's begin our journey, together!

Mission

We are dedicated to improving the health and wellness of the communities we serve. We are committed to providing advocacy, prevention, and treatment to those individuals and families struggling with substance abuse and co-occurring disorders regardless of their ability to pay. Here at HPC Substance Abuse Services we believe in helping individuals achieve recovery as defined by experiencing health, hope and community.

Vision

Our vision is to be the premier recovery home for individuals. We envision helping create a community that understands addiction as an illness of the mind, body and spirit and provide resources for long-term recovery.

Program Contacts

HPC Main…… 913-648-2266
HPC Substance Abuse Services Licensed Addiction Counselor……913-730-3681
HPC Director of Behavioral Health ……913-276-7092

Addresses

Appointment Check in: 407 S. Clairborne Rd. Ste. 104 Olathe KS, 66062
Individual/Group Session: 407 S. Clairborne Rd. Ste. 216 Olathe KS, 66062

Hours of Operation

Monday-Friday……8:00am-5:00pm

Other hours by appointment, as needed

How do I make follow-up appointments?

Your counselor will schedule all follow-up appointments to fit your schedule. If you do not know your schedule, you may call and speak to your counselor directly at 913-730-3681. If you do not reach your counselor, please leave a message and your call will be returned.

How do I reschedule?

Please remember to call at least 24 hours in advance to reschedule a visit. Call your counselor directly at 913-730-3681.

During an Emergency

If you experience a psychiatric emergency and are in need of mental health or substance abuse services, please call your counselor directly at 913-730-3681, during regular business hours.

If the emergency is outside of regular working hours, or you need immediate assistance, please contact the numbers below or call 9·1·1:

Heartland RADAC 24/7……**800-281-0029**
Johnson County Mental Health Crisis Line……**913-268-0156**
SAMSHA National Helpline……**…800-662-4357**
National Suicide Hotline……**800-273-8255**

Patient Rights

As a patient, you have certain rights and privileges without limitations.

Dignity and respect. You have the right to always be treated with dignity and respect and not to be subjected to any physical abuse or exploitation.

Freedom from mistreatment. You have a right to be free from abuse, neglect, exploitation and restraint or seclusion, of any form, used as a means of coercion, discipline, convenience, or retaliation.

Treatment environment. You have a right to a safe, sanitary and humane treatment environment that provides privacy and promotes dignity.

Freedom from discrimination. You have a right to receive treatment services free of discrimination based on your gender identity, sexual orientation, race, religion, ethnic origin, age, disability, medical condition and ability to pay for the services.

Privacy. You have a right to privacy in treatment, including the right not to be fingerprinted, photographed, or recorded without consent, except for photographs used strictly for identification and administrative purposes, or video recordings used for security purposes and maintained only on a temporary basis.

Outside representation and support. You have a right to receive assistance from a family member, designated representative, or other individual in understanding, protecting, or exercising your patient rights.

Personal communication. You have a right to confidential, uncensored, private communications that includes letters, telephone calls and personal visits with an attorney, personal physician, clergy, Kansas Department for Aging and Disability Services (KDADS) / Behavioral Health staff, or other individuals unless restriction of such communications is clinically indicated and is documented in your patient record.

Religious freedom. You have a right to practice individual religious beliefs including the opportunity for religious worship and fellowship as outlined in the program policy. You have the right be free from coercion to engage in or refrain from religious worship or a spiritual activity, practice, or belief.

Participation in treatment planning. You have a right to actively participate in the development of an individualized treatment plan that is reviewed periodically and revised as needed.

Refusal of treatment. You have a right to refuse treatment or withdraw consent for treatment unless such treatment is court ordered or is necessary to save your life or physical health.

Referral. You have the right to be referred to another program if the licensee is unable to provide a treatment service that you request or that is indicated in your assessment or treatment plan.

Confidentiality. You have the right to have your confidential patient information protected and released only in accordance with federal confidentiality regulations (42 CFR Part 2 and HIPAA).

Least restrictive treatment. You have the right to be treated in the least restrictive environment, consistent with your clinical condition and legal status.

Consent to experimental treatment. You have the right to consent in writing, refuse to consent, or withdraw consent to participate in any experimental treatment, clinical trial, or research project without such decision affecting the services available to you.

Grievances. You have the right to submit a grievance to this treatment program, the Kansas Department for Aging and Disability Services (KDADS) / Behavioral Health, or another entity in accordance with established policies and procedures. You have a right to receive a response in a timely and impartial manner. You have a right to be free from retaliation for submitting a grievance to this treatment program, Kansas Department for Aging and Disability Services (KDADS) / Behavioral Health, or another entity.

Benefits and side effects of medication. You have the right to receive information about any personal medical or psychiatric condition; what medications have been prescribed for you, including the risks, benefits and side effects; whether medication is a condition of treatment; and discharge plans for medications.

Medical record. You have the right to see and review your own clinical record and have a copy made at your expense, unless HPC issues a written determination that specific portions should not be disclosed because they would be injurious to you or a close associate.

Fees. You have a right to be informed at time of admission and before receiving treatment services (unless it is a crisis situation) about all charges associated with treatment services, as well as payment and refund policies and procedures.

Discharge planning. You have a right to receive treatment recommendations and referrals, if applicable, at time of discharge.

Program Philosophy

1. HPC Substance Abuse Services works integratively with Primary Care Providers to create a comprehensive treatment team with you to provide a complete medical care to include: Medical, Dental, Behavioral Health, and Substance Abuse Services**.**
2. HPC Substance Abuse Services works with you to help you reach recovery based on the Substance Abuse and Mental Health Services Administration's (SAMSHA) 10 Guiding Principles of Recovery:
    a. **Hope:** To help you become a believer of "recovery is real", helps provide the essential and motivating message for a better future. Helping you realize, people can and do overcome the internal and external challenges, barriers, and obstacles confronting them.
    b. **Person-Driven:** To help you define your own life goals and design the unique path(s) toward those goals. Self-determination and self-direction are foundations for recovery.
    c. **Many Pathways:** To support your pathway to recovery, you are unique with distinct needs, strengths, preferences, goals, culture and backgrounds which can include trauma which affect and determine your pathway(s) to recovery.
    d. **Holistic:** To help and support you in a holistic recovery. Recovery encompasses an individual's whole life: mind, body, spirit, and community.
    e. **Peer Support:** To help and support your growth of your support and social groups; as social learning, mutual support and aid groups and the sharing of experiential knowledge and skills which play an invaluable role in recovery.
    f. **Relational:** To help you build a support network of people who believe in your ability to recover, who offer hope, support and encouragement and who suggest strategies and resources for change.
    g. **Cultural:** To give you culturally grounded, attuned, sensitive, congruent and competent recovery help to meet your unique individual needs, when helping you journey along your unique pathway to recovery.
    h. **Addresses Trauma:** To help you foster safety, trust, promote choice, empowerment and collaboration, we want to provide services and supports which are trauma informed.
    i. **Strengths/Responsibility:** To foster your voice of responsibility and strength in recovery.
    j. **Respect:** To acknowledge the bravery and courage you are taking in making steps towards recovery and achieving recovery. To encourage you along the road to self-acceptance developing a positive and meaningful sense of identity and regaining belief in yourself.

3. HPC Substance Abuse Services understands you may be suffering from multiple diagnoses, and you may be overwhelmed. You will work with your Licensed Addiction Counselor to create a treatment plan that is unique to you, your diagnoses, stage of change and level of functioning, using the disease model of addiction. You will participate in a comprehensive assessment to place you in the most appropriate level of care to meet your individualized treatment needs.

Program Services

HPC Substance Abuse Services provides care for patients ages 12 and older. Interpretation services are available for patients who do not speak English.

Alcohol and Drug Assessment & Referral

HPC Substance Abuse Services provide a comprehensive alcohol and drug assessment. All patients participate in a comprehensive assessment, to assess all areas of life: strengths, stage of change and level of functioning. The comprehensive assessment and referral process is as follows:

During an Integrated HPC Appointment:

Patients may be referred to HPC Substance Abuse Services during an HPC primary care medical visit. An Integrated Behavioral Health visit occurs during a primary care medical appointment. At that visit, a patient will complete a Screening, Brief Intervention and Referral to Treatment (SBIRT) by a Behavioral Health Clinician (BHC). The BHC will provide the patient information on Substance Abuse Services, a referral for treatment and any additional resources as needed. The HPC Substance Abuse Services, Licensed Addiction Counselor (LAC) will contact the patient to introduce services and schedule an intake appointment.

Outside Referrals:

Patients may be referred to HPC Substance Abuse Services by an outside provider. If the referral partner provides the patient contact information, HPC Substance Abuse Services provider will contact the patient directly to introduce services and schedule an intake appointment. Interested patients may also call directly to learn about HPC Substance Abuse Services and schedule an intake appointment.

Evidence-Based Treatment

HPC Substance Abuse Services provide the best quality care possible through the use of evidence-based treatment. HPC Substance Abuse Services use the following evidence-based treatment methods:

- **Motivational Interviewing Therapy**
- **Solution Focused Brief Therapy**
- **Cognitive Behavioral Therapy**
- **Acceptance and Commitment Therapy**
- **Dialectical Behavioral Therapy Skill Building**

If you would like more information on these therapies as they apply to individualized treatment planning, please contact your counselor or the Director of Behavioral Health.

Early Intervention and Interim Treatment

HPC Substance Abuse Services early intervention and interim treatment program is developed to meet recovery needs. Early intervention and interim treatment programs consist of a combination of individual, group and family therapy. The early intervention and interim treatment program include prevention programming and will increase motivation to attend other levels of treatment.

Outpatient Treatment-Adult

HPC Substance Abuse Services Adult Outpatient Treatment Program targets behavior problems, lifestyle changes, positive social support, and increase healthy coping skills, that lead to sustained recovery. Adult outpatient treatment meets the required guidelines to include a maximum of eight hours of programming per week. Program length is determined by patient progress towards treatment goals.

Outpatient Treatment- Adolescent (ages 12-17)

HPC Substance Abuse Services Adult Outpatient Treatment Program targets behavior problems, lifestyle changes, positive social support and increase healthy coping skills, that lead to sustained recovery. Adolescent outpatient treatment meets the required guidelines to include a maximum of five hours of programming per week. Program length is determined by patient progress towards treatment goals.

Intensive Outpatient-Adult

HPC Substance Abuse Services, Adult Intensive Outpatient program, utilizes the evidenced-based "Living In Balance" Program. This program consists of relapse-prevention groups, education groups, social-support groups, individual counseling and family counseling. Each week you will learn about issues critical to addiction and relapse, receive direction and support from our Licensed Addiction Counselor and become familiar with self-help programs. As a participant in this program, you will be provided with a group schedule and individual appointments.

Intensive Outpatient-Adolescent

HPC Substance Abuse Services, Adolescent Intensive Outpatient program, is based in the evidence-based programs of Acceptance and Commitment Therapy, Dialectical Behavioral Therapy Skill Building and Cognitive Behavioral Therapy. This program consists of relapse-prevention groups, education groups, social-support groups, individual counseling and family counseling. As a participant in this program you and your support persons will be attending the multi-family educational groups. Intensive outpatient adolescent treatment meets the required guidelines to include minimum of at least six hours, and length of treatment is determined by patient progress. As a participant in this program, you will be provided with a group schedule and individual appointments.

Treatment Progress

The treatment process is unique to everyone. Progress toward recovery and discharge from treatment depends on behavioral changes toward the goals set forth in your treatment plan. During each individual session, you will review goals and treatment progress. Your treatment plan will be updated throughout the program as based upon progress toward treatment goals. Updated treatment planning will occur every 90 days during treatment.

Discharge Planning

Discharge planning starts your first day during the intake assessment. You will work cooperatively with your counselor to develop a comprehensive discharge plan. You will discuss discharge plans during your time in treatment and to best prepare for the time of discharge. The Discharge Summary is a collaboration between you and your Licensed Addiction Counselor. The Discharge Summary will be completed, and a copy will be provided, at the end of treatment.

Group Schedule

Groups will be scheduled to accommodate all patients served. Group will occur at the time which is most appropriate for the counselor, patients, and clinic. Once the group schedule has been determined, the group members will be informed and given a group schedule, identifying topics, dates and times for groups.

Adolescent Treatment

Adolescents, ages 12-17 years old, are welcome to enter treatment with HPC Substance Abuse Services. The program is designed for peer support and at the level to address the unique needs of teens. Patients under the age of 14 will need a parent/guardian to co-sign paperwork for the program. The attendance policy is the same as the adult program.

The treatment process is unique to everyone. Progress toward recovery and discharge from treatment depends on behavioral changes toward the goals set forth in your treatment plan. During each individual session, you will review goals and treatment progress. Adolescent treatment plans will be developmentally appropriate for each patient. Your treatment plan will be updated throughout the program as based upon progress toward treatment goals. Updated treatment planning will occur every 90 days during treatment.

Adolescent treatment will include techniques and skills to focus on positive changes. During adolescent groups and during breaks, adolescents will learn and practice mindfulness techniques. Program compliance and discipline will follow developmentally appropriate strategies and focus on positive rewards.

Language Access

We offer phone translation services. We are committed to serving those who may not speak our primary language and will provide forms in the language of your choice.

Program Barriers

Not all recovery programs will be the right fit for you and your recovery. If we aren't the right fit for you. That is okay, and we will provide referrals for other treatment options, to find the right place for your recovery. If you want more information about our program's barriers you can call 913-730-3664.

Program Policies

Treatment Service Fees

Service fees often vary with each patient as each person's path to treatment and recovery is different. Therefore, you will meet with our Financial Aid Coordinator prior to the start of treatment. At that appointment we will give you an understanding of the fees associated with treatment and sign an acknowledgement form regarding treatment fees. At that visit your insurance benefits (if applicable) will be reviewed, and you will be provided the opportunity to apply for the sliding fee discount program. Please see the attached HPC Sliding Fee Discount Program for additional details.

If the fees for services change at any time, during the time you are a patient, you will be informed of the changes in writing and sign another acknowledgment form. Refunds for fees are rare but do happen. When they happen, it is upon review of services. After a review, if a refund is deemed necessary you will receive the funds.

Attendance Policy

The treatment program consists of individual, group and family sessions. Individual and family sessions will be scheduled and can be rescheduled, if necessary. It is expected all patients arrive on time for appointments and group sessions. You will be responsible for contacting HPC within 24 hours if you are unable to attend a scheduled individual session or group or it will be considered unexcused.

A maximum of three unexcused absences for family, individual or group sessions is allowed during treatment. After the third absence patients will be discharged from treatment for non-compliance. The program requires attendance as a minimum of one individual session per week for the duration of the treatment program. Typically, patients will attend one individual session or one group per week. Other sessions may be required for program completion and to achieve treatment goals as determined by an individualized treatment plan.

Group appointments cannot be rescheduled. More than three unexcused absences will result in discharge from treatment for non-compliance.

Confidentiality Policy and Procedure

All patients will be provided with the 42 CFR Part 2 Guidelines on the Confidentiality of Alcohol and Drug Use Patient Treatment Records. All patients be provided with the Joint HIPAA privacy policy for HPC and HPC Substance Abuse Services indicating privacy of health records. All patients will be informed about the types of situations that are exceptions to these rules, and what to do if privacy rights have been violated. All patients will be informed about the confidentiality policies and sign an acknowledgment form to document the information has been provided.

Urine Drug Screening Policy

HPC Substance Abuse Services identifies urine drug screening as a necessary therapeutic tool. All patients are required to provide a random specimen as requested during treatment, at the first appointment/start of treatment and upon discharge from treatment. All patients will be provided with HPC Substance Abuse Services' urine drug screening policy and sign an acknowledgement form to document understanding and agreement for compliance.

Grievance/Complaint Policy

All patients are entitled to prompt, impartial review of any alleged or apparent incident, where rights or confidentiality may have been violated. All patients may file a complaint or grievance without the fear of retaliation or discrimination.

At any point, where there is a concern that rights or confidentiality have been violated, a patient may ask for an *HPC Patient Complaint form*. Patients will submit the completed form to the HPC Director of Behavioral Health. The patient will be contacted regarding the complaint within two business days of the filed complaints and all confidentiality guidelines will be followed. The patient will be supplied with a written response regarding the complaint within five business days. At any time, or if a patient is unhappy with the decision by HPC Substance Abuse Services regarding a complaint, the patient may submit a written request for an appeal to the Kansas Department of Aging and Disability Services at the following address:

Kansas Department of Aging and Disability Services
503 S. Kansas Ave.
Topeka, KS 66603-3404
Phone: 785-296-6807

Affiliated Services

HPC works in collaboration with the Heartland Regional Alcohol and Drug Center (RADAC) to provide Substance Abuse Services. Licensed RADAC staff will be onsite at HPC to provide addiction counseling services.

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Important Health Information

Infectious Diseases

Common infectious diseases: **S**exually **T**ransmitted **I**nfections (STIs), HIV/AIDS, Tuberculosis and Hepatitis. (CDC, 2020).

What is an infectious disease? Infectious diseases are caused by germs (such as bacteria, viruses and fungi) that enter the body, multiply and can cause infection. (CDC, 2020)

How do you contract an infectious disease? Some infections are contagious (or communicable), that is spread from one person to another. Other infectious diseases can be spread by germs carried in air, water, food, or soil. They can also be spread by vectors (like biting insects) or by animals. (CDC, 2020)

High-Risk Behavior:
Engaging in high-risk behaviors is a leading cause of infectious disease transmission, especially STIs. To prevent the spread of communicable disease, refrain from the following high-risk Behaviors:

- Intravenous drug use
- Needle sharing
- Unprotected sex
- Anal sex
- Multiple sex partners
- Same gender sex partners
- Sex in exchange of money or drugs
- High-risk sex partners (prostitutes)

Tuberculosis (TB)

TB is caused by airborne bacteria that spread through close contact with an infected person. Transmission occurs when an infected person coughs, shouts, sings or sneezes and the airborne germs are inhaled by another into their lungs. TB is not spread by clothes, handshake, sharing a drink, kissing, sharing a toothbrush or using a toilet. (CDC, 2020).

SIGNS and SYMPTOMS:

- Bad cough (that lasts three weeks or longer)
- Pain in the chest
- Coughing up blood or sputum
- Weakness or fatigue
- Weight loss
- No appetite
- Chills
- Fever
- Sweating at night

Sexually Transmitted Infections (STIs)

The eight most common STIs spread by bodily fluid are: chlamydia, gonorrhea, hepatitis b virus (HBV), herpes simplex virus type 2 (HSV-2), HIV, human papillomavirus (HPV), syphilis and trichomoniasis. (CDC, 2020).

There are many symptoms of STIs, but most often infection is spread when no active symptoms are present. Transmission occurs through infected bodily fluid during unprotect anal, vaginal, and oral sex.

The best protection from STIs are through safe sexual habits:

- **Abstinence:** the most reliable way to avoid exposure and transmission of STIs is to avoid anal, vaginal and/or oral sex.
- **Reduced number of sexual partners:** limiting the number of sexual partners can decrease risk and exposure to STIs. It is still important that all partners get tested and share test results.
- **Mutual monogamy**: when both partners agree to only be sexually active with each other. A long-term, mutually monogamous, sexual relationship with an uninfected partner is a reliable way to reduce exposure and transmission of STIs.
- **Protection (use of condoms):** Consistent and correct use of a latex condom during every sexual encounter is highly effective to reduce the transmission of STIs. Use a condom EVERY TIME for anal, vaginal and/or oral sex.

HIV and AIDS

HIV and AIDS are transmitted by bodily fluid during anal, vaginal and/or oral sex with an infected partner and/or by sharing needles or syringes with an infected person, during pregnancy, birth or breast-feeding from an infected mother. HIV is transmitted through bodily fluids such as semen, vaginal fluid, blood and breast milk.

Substance abuse increases the risk of both of contracting and spreading HIV, also of worsening the consequences of HIV. **NO vaccine exists for HIV, and there is no cure.** However, HIV can be prevented through education, screening, and testing. Currently the CDC recommends certain medications that prevent the spread of HIV and AIDS. The recommended medication regimens for people with HIV today allows them to live long healthy lives. (CDC, 2020) The most effective way to prevent the spread of HIV is to avoid high-risk behaviors, utilizing clean needles every time and a condom for protected sex during EVERY sexual encounter, including oral sex.

CDC National AIDS Hotline: 1-800-342-AIDS or 1-800-342-SIDA

Hepatitis

The CDC (2020) defines "hepatitis" as inflammation of the liver. Toxins, some drugs, heavy drinking and bacterial and viral infections can all cause hepatitis. The body's liver is vital to processing nutrients, filtering blood and fighting infections. When the liver is inflamed and damaged, those functions are affected. There are five types of viral Hepatitis A, B, C, D and E. The cause and transmission of hepatitis can vary, but High-Risk behaviors, including Substance Abuse, are the leading cause of viral Hepatitis. There are vaccinations for both Hepatitis A & B. Hepatitis C is most common with Intravenous Drug Use since transmission occurs through infectious blood or bodily fluids that contain blood.

SIGNS and SYMPTOMS:

- Abdominal pain
- Weakness
- Loss of appetite
- Aching joints
- Jaundice
- Headaches
- Fever
- Nausea
- Dark-colored urine
- Enlarged liver
- Digestive problems

Contact a health care provider for testing if you suspect you have symptoms or exposure via contact through high-risk behaviors.

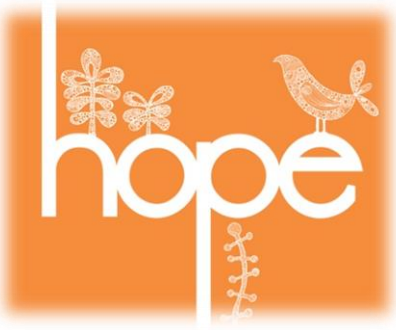
More Information

For more information on any of these diseases, contact The Center for Disease Control (CDC) www.cdc.gov , or call 1-800-3232-4636 (800-CDC-INFO). This line is available in English and Spanish.

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Let's begin your journey toward an experience of





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Patient Acknowledgement

I, _____acknowledge, by my signature below, that the following policies have been explained to me, and that I have been given printed copies of each policy.

- Patient Rights
- Attendance Policy
- Grievance Policy & Procedure
- Confidentiality Policy
- Treatment Service Fees
- Infectious Disease Information (TB, STIs, HIV/AIDS)

I understand that I have been given the opportunity to ask questions and raise concerns related to the above policies and acknowledge that my questions have been satisfactorily addressed by the Substance Abuse Counselor and/or Program Staff.

I understand that I may review these policies, ask questions and/or express concerns to the Substance Abuse Counselor and/or Program staff at any time.

_____

Patient Printed Name Patient Signature Date

_____

Patient Date of Birth

_____

Parent/Guardian Name *(if applicable)* Signature Date

☐ **Patient refused explanation**

☐ **Patient refused printed copies**

_____ _____

SAS Staff Signature Date