



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Interpretive Guidelines **Substance Use Addendum**

SERVICE DEFINITION:

A Substance Use Addendum is used to clarify/update the treatment needs and recommendations and/or gather information about the timeframe when an individual was not receiving treatment, such as the time between completing an evaluation and beginning recommended services, if enough time has passed that the clinical information needs to be updated; if there are known changes to the client's circumstances that could impact the diagnostic impression and/or treatment recommendations; or if the client is beginning services with a provider who did not complete the initial Substance Use Evaluation. A Substance Use Addendum is not needed if a client is transitioning between levels of care with the same agency/provider.

EXPECTATIONS/REQUIREMENTS:

- The probation/problem-solving court staff member is responsible for reviewing all screenings/risk assessments and updating as appropriate.
- The probation/problem-solving court staff member shall work with the client to determine a Registered Service Provider (RSP) to conduct the addendum.
- The probation/problem-solving court staff member will communicate with the RSP to provide all collateral information to assist with the completion of the addendum.
 1. All addendums should lead to clinical recommendations for treatment services, including justification for the level of care. Addendums could also recommend no treatment with appropriate justification.
 2. Addendums should not focus on non-treatment needs and should not identify or refer to particular agencies offering the recommended service.
- This service will assist clients who have risks and needs related to substance use. The outcome of the addendum is identifying any substance use diagnoses and updating treatment recommendations.
- Probation/problem-solving court staff members will utilize the RSP's clinical recommendations to assist in developing and individualized case management plan.