



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 a youth 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 youth's circumstances that could impact the diagnostic impression and/or treatment recommendations; or if the youth is beginning services with a provider who did not complete the initial Substance Use Evaluation. A Substance Use Addendum is not needed if a youth is transitioning between levels of care with the same agency/provider.

TARGET POPULATION:

A Substance Use Addendum should be utilized when additional information is needed in order to update or clarify a previous Substance Use Evaluation when:

- Lapse in time between the start of treatment and previous Substance Use Evaluation
- Changes in youth circumstances that could impact diagnostic impression and/or treatment

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:

- Officer shall work with the youth and family to determine a Registered Service Provider (RSP) to conduct the addendum.
- Officer will inform the RSP the reason for the referral for the evaluation (use of substances, type of substances, how does substances interest with charges).
- Officer will send the Simple Screening Instrument (SSI) results to the Registered Service Provider indicating a need for a referral for a Substance Use Evaluation.
- Officer will **verbally communicate** with the RSP to provide all collateral information (assessments) to assist with the completion of the evaluation.
- Officer will verbally communicate with the RSP if the evaluation is a 21 or 30 day evaluation. The RSP must be made aware of the timeline for the court.
- vOfficer will utilize the evaluation worksheets to ensure the following:
 1. All evaluations should lead to an applicable diagnosis.
 2. All evaluations should lead to a clinical recommendation for a **treatment** service, which could include a result of no clinical recommendation

3. Evaluations should NOT recommend non-treatment, out-of-home placement or detention and evaluations should NOT identify or refer to particular agencies offering the recommended service
- Officer will utilize the RSP's clinical recommendations to assist in developing the individualized success plan.
 - Officer will complete engagements outlining information related to the evaluation being completed.