

**ARTICLE 75-05  
HUMAN SERVICE CENTER LICENSURE STANDARDS**

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**CHAPTER 75-05-00.1  
HUMAN SERVICE CENTER LICENSURE**

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**SECTION 1:** Section 75-05-00.1-05 is amended as follows:

**75-05-00.1-05. Licensure team.**

The chairperson designated under section 75-05-00.1-04 shall develop a licensure team to conduct onsite reviews at each regional human service center. The licensure team must be composed, at a minimum, of the following individuals:

1. A psychologist or a psychiatrist;
2. A psychiatric nurse, clinical nurse specialist, ~~or~~ nurse practitioner, or registered nurse;
3. ~~A representative from the aging services division;~~

4. ~~— A representative from the children and family services division;~~
5. ~~— A representative from the developmental disabilities division;~~
6. ~~— Two representatives from the behavioral health division of mental health and substance abuse services, one representing mental health services and one representing substance abuse disorder services;~~
7. ~~— A representative from the vocational rehabilitation services division; and~~
- 8.4. A regional human service center consumer or a member of the consumer's family.

**History:** Effective February 1, 1996; amended effective January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 2:** Section 75-05-00.1-06 is amended as follows:

**75-05-00.1-06. Programs and services reviewed.**

The licensure team shall review the following major programs and services:

1. Clinical services;
2. ~~Consumer~~Client management; and
3. ~~Specialized services~~Administration and center management.

**History:** Effective February 1, 1996; amended effective January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 3:** Section 75-05-00.1-07 is amended as follows:

**75-05-00.1-07. Licensure team reporting procedures.**

4. ~~—~~ At the conclusion of the review, each team member shall write a report on the programs and services reviewed. Each report must contain:

- a.1. A description of programs and services reviewed;
- b.2. Strengths;
- c.3. Concerns;
- d.4. Conditions; and

e-5. Recommendations.

2. ~~A member not onsite for the core review shall issue a report that coincides with the timeframe of the overall licensure team report. The member's report is due on the date specified by the chairperson of the licensure team.~~

**History:** Effective February 1, 1996; amended effective January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 4:** Section 75-05-00.1-09 is amended as follows:

**75-05-00.1-09. Action on conditions.**

1. A human service center receiving a condition shall submit to the licensure team a corrective action plan within thirty days from receipt identifying how the program will become compliant with the standards contained in this article; and
2. ~~The human service center shall have ninetysixty days to satisfy the cited condition or to develop and after the corrective action plan is submitted to implement a plan to satisfy the cited condition the actions to become compliant with the standards contained in this article.~~

**History:** Effective February 1, 1996; amended effective July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 5:** Section 75-05-00.1-10 is amended as follows:

**75-05-00.1-10. Provisional or restricted license.**

If the human service center, for reasons beyond its control, is unable to satisfy the cited condition, or if the nature of the condition warrants, a provisional or restricted license may be issued. A provisional license allows the human service center to operate while the center makes changes to its operation to satisfy human service center licensing standards. The provisional license may be in effect for a maximum of twelve months. A restricted license allows the human service center to operate for certain functions, but prohibits the center from operating for other functions when those functions do not meet human service center licensing standards and a provisional license would not give the center sufficient opportunity to meet those standards. A restricted license is issued for the same period of time as a nonrestricted license for the functions for which the human service center will be operating. A restricted license is in effect for the period specified in the license not to exceed twenty-four months. Prior to removing a restriction on a license and issuing an unrestricted license, the department ~~shall~~may conduct an onsite review to determine that the licensee is in full compliance with the standards contained in this

article.

**History:** Effective February 1, 1996; amended effective January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 6:** Section 75-05-00.1-11 is amended as follows:

**75-05-00.1-11. Licensure team review followup.**

~~After the human service center has corrected the cited conditions or has developed a plan to correct the cited conditions, at least two members of the original~~The licensure team shall request documentation or conduct followup visits, if deemed appropriate based on the nature of the condition, to verify that the human service center has corrected the conditions or completed its corrected an onsite review, or both, to ensure the program has implemented their corrective action plan. ~~Site compliance with the previous licensing review conditions and recommendations must be reviewed during the next licensing review.~~

**History:** Effective February 1, 1996; amended effective January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**CHAPTER 75-05-01  
ADMINISTRATION AND CENTER MANAGEMENT**

75-05-01-01	Definitions
75-05-01-02	Administration [Repealed]
75-05-01-03	Human Service Council
75-05-01-04	Fiscal Management [Repealed]
75-05-01-05	Personnel Policies and Procedures [Repealed]
75-05-01-06	Staff Orientation and Inservice Training [Repealed]
75-05-01-07	Quality Assurance [Repealed]
75-05-01-08	Utilization Review
75-05-01-09	Emergency Management
75-05-01-10	Consumers' Rights
75-05-01-11	Risk, Safety, and Security Management [Repealed]

**SECTION 7:** Section 75-05-01-01 is amended as follows:

**75-05-01-01. Definitions.**

As used in this article:

1. "Acute treatment services" means a group of core services designed to address the needs of vulnerable children, adolescents, adults, elderly, and families who have problems.
2. "Addiction evaluation" means an assessment ~~by an addiction counselor to determine the nature or extent of possible alcohol abuse, drug abuse, or chemical dependency~~substance use or addictive disorders.
3. "Admission process" means an initial face-to-face contact with the consumer intended to define and evaluate the presenting problem and make disposition for appropriate services.
4. "Adult diagnosed with a serious mental illness" means an adult that meets the definition of "chronically mentally ill" as defined in North Dakota Century Code section 57-38-01.
5. "~~Adult family foster care licensure services~~" means ~~the technical assistance provided by a human service center to a county social service board or adult family foster care provider to implement the adult family foster care law, rules, and policies and procedures and authorization to operate an adult family foster care home through issuance of a license.~~
6. "Aftercare services" means activities provided for an individual who is in an inpatient facility or an intensive outpatient program and ready for discharge. These services assist an individual in gaining access to needed social,

psychiatric, psychological, medical, vocational, housing, and other services in the community.

- ~~7.6.~~ "Case management" means services which will provide or assist an individual in gaining access to needed social, psychiatric, psychological, medical, vocational, housing, and other services in the community.
- ~~8.7.~~ "Client" or "consumer" means an individual who receives services from the human service center and for whom a client or consumer record is maintained.
- ~~9.8.~~ "Client record" or "consumer record" means a compilation of those events and processes that describe and document the evaluation, care, treatment, and service of the client or consumer.
- ~~10.9.~~ "Clinical services" means a variety of services, including acute treatment services, emergency services, extended care services, medications, community consultation and education, psychological services, and regional intervention services to meet the care and treatment needs of consumers.
- ~~11.10.~~ "Community home counselor" means an individual who provides care, supervision, and training for an individual with serious mental illness or serious emotional disturbance in a community residential care facility and assists a resident in reorientation to the community.
- ~~12.11.~~ "Community living supervisor" means a professional who is responsible for the planning and implementation of training and treatment in a community residential care facility for an individual with serious mental illness.
- ~~13.12.~~ "Community residential service" means a variety of residential options which may include transitional living, supported living, crisis residential, in-home residential services, and other residential services necessary to assist an individual in becoming successful and satisfied in the individual's living environment.
- ~~14.13.~~ "Core services" means a minimum set of services that all human service centers provide.
- ~~15.14.~~ "Crisis residential services" means temporary housing to provide crisis intervention, treatment, and other supportive services necessary for an individual to remain in the community.
- ~~16.15.~~ "Department" means the department of human services.
- ~~17.16.~~ "Diagnosis" means the process of identifying specific mental or physical

disorders based on standard diagnostic criteria.

- ~~18.~~ "Educational programs" means planned, time-limited educational programs, including child management or parenting courses.
- ~~19.~~17. "Emergency services" means a service that is available at all times to handle crisis situations.
- ~~20.~~18. "Evidence-based practice" is defined as an intervention that has been demonstrated, by scientific methods and peer review, to be an effective treatment strategy for the individual, family, or group being served.
- ~~21.~~19. "Extended care services" means services provided to an individual with serious mental illness to maintain or promote social, emotional, and physical well-being through opportunities for socialization, work participation, education, and other self-enhancement activities. Extended care services include community residential services, work skills development, community supportive care services, case management and aftercare services, and psychosocial rehabilitation/recovery centers.
- ~~22.~~ "Extended services" means a federally mandated [34 CFR part 363.50(a)(2)] component designed to provide employment-related, ongoing support for an individual in supported employment. Extended services may include job development, replacement in the event job loss occurs, and, except for an individual with serious mental illness, must include a minimum of two onsite job skills training contacts per month and other support services as needed to maintain employment. It may also mean providing other support services at or away from the worksite.
- ~~23.~~20. "Family therapy" means a form of treatment in which the family is treated as a whole.
- ~~24.~~21. "Group counseling" or "group therapy" means a form of treatment in which a group of consumers, with similar problems, meet with a counselor or therapist to discuss difficulties, provide support for each other, gain insight into problems, and develop better methods of problem solving.
- ~~25.~~22. "Human service center" means a facility established in accordance with North Dakota Century Code section 50-06-05.3.
- ~~26.~~23. "Human service council" means a group appointed in accordance with North Dakota Century Code section 50-06-05.3.
- ~~27.~~24. "Individual counseling" or "individual therapy" means a form of treatment in which a counselor or therapist works with a consumer on a one-to-one basis.

- ~~28-25.~~ "Individual plan" means a document which describes an individual plan of treatment or service for each consumer, including a description of the consumer's problems and goals for treatment and the individuals responsible for initiating and implementing the plan.
- ~~29.~~ "Individual service plan (ISP)" means an individual plan that identifies service needs of the eligible consumer and the services to be provided, and which is developed by the mental retardation development disabilities case manager and the consumer or that consumer's legal representative, or both, considering all relevant input.
- ~~30.~~ "Individualized plan for employment (IPE)" means a statement of a consumer's employment goal and a detailed outline of the program to be followed in achieving the goal. The individualized plan for employment is not a contract, but rather a tool in the rehabilitation process used for informational, planning, and assessment purposes. Participatory planning by the counselor and the consumer is required to establish communication and a mutual understanding of the goals and the objectives.
- ~~31.~~ "Long term care ombudsman program" means a program that advocates for the rights and interests of residents in long term care and tenants in assisted living facilities.
- ~~32.~~ "Medication review" means prescription monitoring and consultation, with a consumer, performed by a prescribing professional, regarding the consumer's use of medication. A prescribing professional is one whose license allows the professional to prescribe medications.
- ~~33.~~ "Mental retardation developmental disabilities case management" means services which will assist an individual with mental retardation and related conditions in gaining access to needed medical, social, educational, vocational, and other services, review of consumer outcomes and satisfactions, monitoring and evaluation of services, and includes related paperwork, collateral contacts with significant others and other agencies, phone contacts, and consultation with other staff, supervisors, and peers.
- ~~34.~~ "Mental retardation developmental disabilities case manager" means a qualified mental retardation professional who is responsible for providing a single point of entry, program coordination, monitoring, and review for assigned consumers.
- ~~35-26.~~ "Mental status" means an evaluation of an individual's appearance, posture, mood, affect, attitude toward assessment, orientation, speech, recent and remote memory, abstract reasoning, insight, judgments, preoccupations, hallucinations, delusions, and suicidal or homicidal ideation.

- ~~36.~~ "Minorities" means all individuals who are ethnic black, hispanic, Asian or Pacific islander, American Indian, or Alaskan native.
- ~~37.~~27. "Multidisciplinary team" means at least three staff members representing two different professions, disciplines, or services. At least one of the three must be a psychiatrist or psychologist. As determined appropriate by the human service center, a clinical nurse specialist may substitute for a psychiatrist if neither a psychiatrist nor a psychologist can be in attendance. The exception must be noted on the multidisciplinary case conference note prepared at the time of staffing.
- ~~38.~~ "National family caregiver support program" means a multifaceted system of support services for family caregivers of older adults, and for grandparents or relative caregivers of children not more than eighteen years of age as required in title III E of the Older Americans Act [42 U.S.C. 3030s].
- ~~39.~~ "Older Americans Act" means Public Law 89-73, first enacted in 1965, to improve the lives of America's older individuals, particularly in relation to income, health, housing, employment, long term care, retirement, and community services.
- ~~40.~~28. "Outreach" means the provision of services, including direct services, and information and referral, to areas outside of the main office of a regional human service center.
- ~~41.~~29. "Program" means an organized system of services designed to meet the service needs of consumers.
- ~~42.~~30. "Progress notes" means the documentation in the consumer's record which describes the consumer's progress or lack of progress as it relates to the approved treatment plan.
- ~~43.~~31. "Psychiatric evaluation" means a psychiatric diagnostic interview examination, including a history, mental status, and a disposition, and may include communication with family members or other sources.
- ~~44.~~32. "Psychiatrist" means a physician, with three years of approved residency training in psychiatry, who is American board of psychiatry and neurology eligible, and who is licensed to practice medicine in the state of North Dakota.
- ~~45.~~33. "Psychological evaluation" means the assessment or evaluation of a consumer by or under the supervision of a licensed psychologist.
- ~~46.~~34. "Psychologist" means a professional who holds a doctor's degree in

psychology and who is licensed by the state of North Dakota or who qualifies as a psychologist under North Dakota Century Code section 43-32-30.

~~47. "Psychosocial rehabilitation center" means a facility whose staff provides socialization, social skill building, information and referral, and community awareness for the purpose of enhancing the ability of an individual diagnosed with serious mental illness to live in the community.~~

~~48.~~35 "Qualitative and quantitative indicator" means an expected standard of care or outcome that can be measured.

~~49. "Regional aging services program administrator" means an individual responsible for regional planning and development of aging programs, monitoring and assessment of regional Older Americans Act title III programs, management and supervision of regional vulnerable adult protective services activities, management and supervision of the regional family caregiver support program activities, management and supervision of the regional long term care ombudsman program activities, and advocacy activities on behalf of older individuals, and may include supervision of regional adult family foster care licensure services.~~

~~36. "Recovery center" means a facility whose staff provides socialization, social skill building, information and referral, and community awareness for the purpose of enhancing the ability of an individual diagnosed with serious mental illness to live in the community.~~

~~50.~~37 "Regional director" means the human service professional who is appointed by the executive director of the department to be responsible for the overall management and administration of the human service center.

~~51.~~38 "Regional intervention service" means a service unit within a human service center which provides crisis intervention and support services in a community as an alternative to state hospital admission.

~~52. "Regional mental retardation developmental disabilities program administrator" means a professional designated by the regional director who is responsible for the overall management and administration of the mental retardation developmental disabilities case management system.~~

~~53. "Regional representative of county social services programs" means an individual, designated by the regional director of the human service center, to whom is delegated the responsibility of supervising and assisting with county social service board programs as assigned.~~

~~54.~~39 "Semi-independent living arrangement" means an arrangement that,

through the use of intensive, in-home support services, gives a consumer the ability to reside in the consumer's own home.

- ~~55.40~~ "Seriously mentally ill (SMI) group care" means the provision of meals and lodging-related services to an individual in a twenty-four-hour per day community-based living environment established for an individual who does not need the protection offered in an institutional setting, but is not yet ready for independent living.
- ~~56.~~ "~~Supervision of county social services~~" means the activities of supervision, consultation, evaluation, licensure, certification of various county social service programs, program planning, implementation, monitoring, receiving and reviewing reports, generation of statistical reports, staff development, and inservice training of county social service board staff and board members.
- ~~57.41.~~ "Utilization review" means a program designed to ensure optimal use of center resources to determine if professionally recognized standards are being practiced for service utilization.
- ~~58.~~ "~~Vocational adjustment counseling~~" means assisting the individual and the individual's family to understand and accept any physical or mental limitations placed on activities because of a disability. This includes working with the consumer, teacher, trainer, and employer to help the consumer learn adaptive behavior or techniques to attain the vocational objective and function appropriately in the family and community.
- ~~59.~~ "~~Vocational assessment diagnosis and evaluation~~" means acquisition and analysis of medical, psychological, vocational, educational, and social information to determine the effect of a disability on preparing for or obtaining employment. This also includes the medical and psychological consultations, as well as consultations with social workers, teachers, and employers, on behalf of a specific consumer.
- ~~60.~~ "~~Vocational rehabilitation administrator~~" means the professional responsible for the overall management and implementation of all vocational rehabilitation services within a region.
- ~~61.~~ "~~Vocational rehabilitation counselor~~" means the qualified rehabilitation professional who provides vocational counseling and guidance, and placement services, and who assists an individual with physical or mental disabilities.
- ~~62.~~ "~~Vulnerable adult protective services~~" means remedial, social, legal, health, mental health, and referral services provided for prevention, correction, or discontinuation of abuse or neglect which are necessary and appropriate

~~under the circumstances to protect an abused or neglected vulnerable adult, ensure that the least restrictive alternative is provided, prevent further abuse or neglect, and promote self care and independent living.~~

~~63. "Work skills development" means a range of services designed to assess consumers' vocational strengths and weaknesses, provide prevocational skills training, job exploration, and followup.~~

**History:** Effective November 1, 1987; amended effective December 1, 1991; February 1, 1996; January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**CHAPTER 75-05-03  
CLINICAL SERVICES**

Section

75-05-03-01	Outpatient Services
75-05-03-02	Emergency Services
75-05-03-03	Extended Care Services
75-05-03-04	Medications
75-05-03-05	Psychiatric Services
75-05-03-06	Community Consultation and Education
75-05-03-07	Psychological Services
75-05-03-08	Regional Intervention Services
75-05-03-09	<u>Substance Abuse Treatment Use and Other Addictive Disorders</u>

**SECTION 8:** Section 75-05-03-01 is amended as follows:

**75-05-03-01. Outpatient services.**

Outpatient services. An outpatient service is an organized, nonresidential service or an office practice which provides professionally directed aftercare, individual, group, and other services to consumers.

1. Each human service center shall offer a range of outpatient services to consumers based on consumers' needs regarding emotional, social, and behavioral problems. These outpatient services include services provided or arranged for:
  - a. Individual counseling;
  - b. Group counseling;
  - c. Family counseling;
  - d. Psychological and psychometric evaluations of testing; and
  - e. Psychiatric assessments.
2. Each human service center shall define and provide general outpatient services to vulnerable children, adolescents, adults, elderly, and families who are experiencing psychosocial, psychiatric, or substance ~~abuse~~use issues, including any combination of those issues.
3. Each human service center shall develop written program descriptions of each program provided by the center.
4. Outpatient services must be available to consumers during the day and on

designated evenings or weekends.

5. All significant consumer contacts and treatment provided must be documented in the consumer's record.
6. With the consumer's permission, acute treatment outpatient services must be coordinated with other private and public agencies.

**History:** Effective November 1, 1987; amended effective December 1, 1991; February 1, 1996; January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 9:** Section 75-05-03-03 is amended as follows:

**75-05-03-03. Extended care services.**

1. Community residential services.
  - a. The regional director shall designate a community living supervisor to supervise the community residential services.
  - b. The human service center shall provide or contract for at least two of the following services:
    - (1) SMI group care.
      - (a) SMI group care facilities must:
        - [1] House no more than sixteen consumers;
        - [2] Have the ability to house both male and female consumers while accommodating privacy for individuals;
        - [3] Provide at least one full bathroom, consisting of at least a sink, toilet, and shower, for every four consumers;
        - [4] Have bedrooms which are outside rooms with a window that is in good working order and may operate as a secondary exit from the room, accommodate one or two consumers, provide each consumer with a bed appropriate for the consumer's size and weight, with a clean and comfortable mattress, bedding appropriate for weather and climate, and provide other

appropriate bedroom furniture;

- [5] Comply with the provisions of the chapter governing lodging or rooming houses as outlined in the most recent edition of the national fire protection association's life safety code; and
- [6] Have an annual fire and safety inspection by the state or local fire marshal's office or other accepted local authority.

(b) The staff of the SMI group care facility shall:

- [1] Assure that the consumer's individual plan includes input from the community home counselors and the residential treatment team.
- [2] Maintain an inventory of the consumer's personal belongings when the consumer enters the SMI group care facility.

(c) A brochure of consumers' rights according to section 75-05-01-10 must be given to all new residents for the SMI group care facility upon admission and explained in terms the resident can understand.

(2) Semi-independent living arrangement. A semi-independent living arrangement is one which, through the use of intensive, in-home support services, gives a consumer the ability to reside in the consumer's own home.

(a) The human service center shall develop policies and procedures which facilitate conformance with all local building and fire safety codes to encourage that safe and sanitary conditions are maintained.

(b) Human service center staff shall develop policies and procedures to ensure that semi-independent living services are being provided in the consumer's residence.

(c) An evaluation of the consumer's progress in semi-independent living services must be documented in the consumer's record on at least a monthly basis or in response to a significant event that has an impact on life domains.

- (3) Crisis residential services.
    - (a) Human service center staff shall develop policies and procedures to assure that safe and effective crisis residential services are provided.
    - (b) Human service center staff shall document the consumer's progress, or lack thereof, on a daily basis.
- 2. Work skills development.
  - a. The human service center shall either provide or contract for:
    - (1) Methods to assess the abilities of adults diagnosed with serious mental illness as related to employment;
    - (2) Prevocational skills development and training;
    - (3) Job exploration; and
    - (4) Followup.
  - b. The human service center shall document the consumer's progress in work skills development at least monthly.
- 3. Case management and aftercare services for an adult diagnosed with serious mental illness.
  - a. Case management and aftercare services must be available to adults diagnosed with serious mental illness and ~~who have a global assessment of functioning score less than fifty (unless otherwise clinically indicated, with and without supports)~~ a functional impairment.
  - b. Case management for an adult diagnosed with serious mental illness must be identified on the consumer's individual plan and must be documented in the progress notes.
  - c. Aftercare services must be available to all adults diagnosed with serious mental illness in a treatment or correctional facility who are returning to the community after discharge. The regional director shall designate one or more staff members to provide aftercare services. Services must include the following activities, pursuant to appropriately signed releases and adherence to applicable privacy provisions:

- (1) Regular visits or communication by aftercare staff with the treatment facility to monitor progress of those consumers who are admitted to the facility from the human service center's service area.
  - (2) Regular visits or communication by aftercare staff with the correctional facility when contacted by the facility regarding a consumer's pending release to monitor progress of those consumers who are admitted to the facility from the human service center's service area.
  - (3) Attendance by aftercare staff at meetings established for the purpose of improving communication and coordination between the treatment or correctional facility and the regional human service center.
  - (4) Provision of knowledge and communicating by aftercare staff to other regional human service center staff regarding treatment or correctional facility admission and discharge procedures.
- d. The human service center, through case management services, shall ensure that extended services are provided for an adult diagnosed with serious mental illness who has completed the training and stabilization components of the supported employment program and continues to require ongoing support services to maintain competitive employment.
  - e. If individual plans dictate, case management services must provide or arrange for daily living skills training in the community.
4. ~~Psychosocial rehabilitation~~Recovery centers.
- a. The human service center shall provide or contract for the operation of a ~~psychosocial rehabilitation~~recovery center.
  - b. The ~~psychosocial rehabilitation~~recovery center shall provide services that support adults diagnosed with serious mental illness in their recovery by providing opportunities for learning appropriate socialization and leisure or recreational skills through social and recreational milieu, information and referral, and community awareness activities.
  - c. The ~~psychosocial rehabilitation~~recovery center must be open a minimum of forty hours per week. The hours of operation for the

~~psychosocial rehabilitation~~recovery center must be determined with member participation during a regularly held and announced membership meeting. Documentation of the meeting, including a compilation of consumer comments and votes, must be maintained by the ~~psychosocial rehabilitation~~recovery center and be open for review.

- d. The ~~psychosocial rehabilitation~~recovery center shall employ a full-time director and part-time staff sufficient to provide services.
- e. The ~~psychosocial rehabilitation~~recovery center must have a mechanism for member participation in policy formation. The ~~psychosocial rehabilitation~~recovery center shall maintain documentation of this participation and the documentation must be open for review.
- f. The ~~psychosocial rehabilitation~~recovery center shall develop a calendar of events seven to ten days in advance which must be made available to the membership and the regional human service center.
- g. The regional director shall appoint a human service center staff member as a liaison between the human service center and the ~~psychosocial rehabilitation~~recovery center.

**History:** Effective November 1, 1987; amended effective December 1, 1991; February 1, 1996; March 1, 1997; August 1, 1997; January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 10:** Section 75-05-03-09 is amended as follows:

**75-05-03-09. Substance abuse treatment and other addictive disorders.**

The human service center must have an addiction program which meets the requirements of articles 75-05 and 75-09.1.

**History:** Effective January 1, 2009; amended effective July 1, 2020.

**General Authority:** NDCC 50-31

**Law Implemented:** NDCC 50-31

**CHAPTER 75-05-04  
CLIENT MANAGEMENT**

Section

75-05-04-01	Admission Process
75-05-04-02	Admission [Repealed]
75-05-04-03	Individual Plans
75-05-04-04	Progress Notes
75-05-04-05	Individual Plan Review
75-05-04-06	Completion of Treatment or Service
75-05-04-07	Consumer Referrals
75-05-04-08	Records Maintenance

**SECTION 11:** Section 75-05-04-03 is amended as follows:

**75-05-04-03. Individual plans**

1. Each consumer who has been admitted for service to the human service center shall have an individual plan based on the admission data and needs of the consumer.
2. Overall development and implementation of the individual plan are the responsibility of the professional staff member assigned the consumer.
3. ~~The individual plan must be developed in accordance with the following:~~
  - a. ~~Consumers who are eligible for clinical services must have an individual plan.~~
  - b. ~~Consumers who are eligible for vocational rehabilitation services must have an individual plan for employment (IPE).~~
  - c. ~~Consumers who are eligible for mental retardation developmental disabilities case management must have a case plan and an individual services plan (ISP).~~
4. ~~The individual plan must contain the consumer's name, problems, service strategies to resolve problems, goals, measurable objectives, names of staff members responsible for service strategies, and the signature of the case manager. In the case of consumers who are eligible for medical assistance benefits, and receiving clinic service, the consumer's record must document physician approval.~~
- 5.4. The professional staff member assigned to the consumer shall develop and review the individual plan with the consumer, shall document in the consumer's record the consumer's input in the development and review

indicating the extent of the involvement in developing the individual plan, and shall have the consumer sign the treatment plan. If the consumer refuses or is unable to sign the treatment plan, this must be documented in the consumer's record.

~~6. Upon completion of the admission process, admission personnel shall make a provisional diagnosis and initiate a treatment plan.~~

7.5. Except in the case of emergency services, within twenty working days from the date of admission, which is the time when the consumer and the staff member first meet to begin the admission process, the multidisciplinary team shall hold a case staffing to confirm or to revise the diagnosis and treatment plan, or to reassign the consumer to an appropriate member of the professional staff.

**History:** Effective November 1, 1987; amended effective December 1, 1991; February 1, 1996; January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 12:** Section 75-05-04-05 is amended as follows:

**75-05-04-05. Individual plan review.**

~~1. For clinical services, the consumer, case manager, and case manager's supervisor shall review individual plans at least every six months, except when consumer circumstances necessitate a change to the treatment plan.~~

~~2. For extended care cases, the consumer, case manager, and case manager's supervisor shall review individual plans at least every twelve months, except when consumer circumstances necessitate a change to the treatment plan.~~

~~3. For vocational rehabilitation services, the vocational rehabilitation counselor and the consumer shall review and evaluate the individual plan for employment at least every twelve months.~~

~~4. For developmental disabilities case management, the counselor and the consumer shall review the individual service plan at least every twelve months.~~

**History:** Effective November 1, 1987; amended effective December 1, 1991; February 1, 1996; March 1, 1997; January 1, 2009; July 1, 2020.

**General Authority:** NDCC 50-06-05.2

**Law Implemented:** NDCC 50-06-05.2

**SECTION 13:** Chapter 75-05-05 is repealed

**CHAPTER 75-05-05  
SPECIALIZED SERVICES**

[Repealed effective July 1, 2020]

Section

~~75-05-05-01 — Mental Retardation-Developmental-Disabilities-Program-Case  
Management~~

~~75-05-05-02 — Vocational Rehabilitation~~

~~75-05-05-03 — Supervision and Direction of County Social Services~~

~~75-05-05-04 — Community Correction Program [Repealed]~~

~~75-05-05-05 — Aging Services~~

~~75-05-05-06 — Long Term Care Ombudsman Program [Repealed]~~