



LICENSING ALERT

Cheryl Dondero
Cheryl Dondero
Deputy Secretary for Department
of Drug and Alcohol Programs

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Division of Program Licensure
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OUTPATIENT CLIENTS RECEIVING DIRECT COUNSELING SERVICES LESS THAN TWICE PER MONTH – CLIENT TO COUNSELOR CASELOADS AND DEPARTMENT APPROVED CAPACITY

28 Pa. Code § 701.1 defines the following:

Active client – *“A client in any phase of treatment.”*

Caseload – *“The number of clients who are receiving direct counseling services on a regular basis at least twice per month. The number of clients does not include clients who are seen by a counselor only for intake evaluations.”*

Outpatient activity - *“The provision of counseling or psychotherapeutic service on a regular and predetermined schedule. The client resides outside the facility.”*

The Department of Drug and Alcohol Programs (DDAP) has received various requests for exceptions to 28 Pa. Code § 704.12(a)(6), *Outpatient. Full-time equivalent (FTE) counselor caseload for counseling in outpatient programs may not exceed 35 active clients.* In response to these recent requests for exceptions, DDAP is publishing this Licensing Alert to provide clarification for those projects which are licensed to provide the outpatient activity.

DDAP recognizes there has been an increase in the “other chemotherapy approach” to treatment. Some long-term active clients are receiving regular and predetermined direct counseling services but at a frequency of less than twice per month. These long-term active clients who are not receiving direct counseling services at least twice per month will not be included in the counselor caseload computations relative to 28 Pa. Code § 704.12(a)(6). Since these are still active clients, DDAP will include these active clients into DDAP’s approved maximum capacity for the outpatient activity. The project shall be required to document and make available at any given time a listing of these active clients who are not receiving direct counseling services at least twice per month.

This Licensing Alert does not grant an exception to the requirements in 28 Pa. Code § 704.12(a) (6). The Licensing Alert does provide clarification for projects which offer the outpatient activity.

Questions regarding this Licensing Alert may be directed to the Division of Drug and Alcohol Program Licensure at 717-783-8675.

*****Please visit the Department's web site to access this Licensing Alert and other Division publications
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