



Illinois Department of Human Services, Division of Substance Use Prevention and Recovery (IDHS/SUPR)

DUI Service Provider Orientation

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Substance Use Prevention and Recovery



UIS/SUPR DUI Service Provider Orientation

- Day One Training Agenda
 - Provide an overview of the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery (IDHS/SUPR)
 - Mission and Purpose
 - Bureaus and Contacts
 - Introduce and discuss the Illinois Administrative Code – Part 2060
 - Treatment Services
 - Intervention Services
 - Review basic functions of the electronic DUI Services Reporting System (eDSRS)
 - Registration and Security Roles
 - IDHS/SUPR – Forms
 - eDSRS Manual
 - Contacts for technical or policy inquiries

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DUI Service Provider Orientation

*Getting to know
today's group*

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DUI Service Provider Orientation





Division of Substance Use Prevention and Recovery (SUPR)

- The Illinois Department of Human Services' system addresses the needs of at risk or individuals with substance use disorder (SUD) and their families.
- As the single state authority for SUD in Illinois, IDHS delegates these responsibilities to the Division of Substance Use Prevention and Recovery (SUPR).
- SUPR's mission:
 - To provide a recovery-oriented system of care where individuals with SUD, those in recovery and those at risk are valued and treated with dignity and where stigma, accompanying attitudes, discrimination and other barriers to recovery are eliminated.

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DUI Service Provider Orientation






Division of Substance Use Prevention and Recovery

- Four bureaus designed to reflect SUPR's mission, planning goals and objectives:
 1. Business and Fiscal Operations
 2. Licensure, Compliance and Monitoring
 3. Planning, Performance Assessment and Federal Programs
 4. Prevention Services
- Services are supported through state and federal funds
- Primary responsibilities include developing, maintaining, monitoring and evaluating a statewide SUD recovery-oriented system of care.
 - Designed to provide screening, assessment, intervention, person-centered treatment and continuing care for individuals with SUD(s).

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DUI Service Provider Orientation



Bureau of Licensure, Compliance and Monitoring

- Primary Responsibilities:
 - ✓ Regulatory oversight of the license application process
 - ✓ Initiates and completes compliance reviews for all licensed treatment and intervention organizations in the state
 - ✓ Investigate complaints
 - ✓ Serves as a resource for providers, clients/patients/residents, the community, the Secretary of State and the judicial system
- Contacts
 - Help Desk – DoIT.SUPRHelp@illinois.gov
 - Office of the Director
 - Director - Laura Garcia
 - Medical Director – Nicole Gastala, MD
 - Licensure, Compliance and Monitoring
 - Deputy Director – Yahitza Nuñez
 - Administrator – Kim Fornero

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IDHS/SUPR's Extensive Provider Network

- Illinois Helpline
 - 833-2FINDHELP
 - Call (833) 234-6343
 - Text "HELP" to 833234
 - <https://helplineil.org/>
- Illinois Helpline for Gambling
 - 1-800-GAMBLER
 - Call 1-800-426-2537
 - Text "GAMB" to 833234
 - <https://e.helplineil.org/areyoureallywinning/>

Marketing materials available for purchase



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IDHS/SUPR Sponsored Trainings

- Coordinated by Prevention First
- Supports compliance and encourages the use of best practices in SUD treatment
- Calendars distributed quarterly
 - Includes registration instructions, and training descriptions, dates and times
- Free of charge; first come first serve
- CEUs offered for CADCs, social workers and licensed professional counselors
- Topics include The ASAM Criteria, Recovery Support Services, Trauma, Harm Reduction, Tele behavioral best practices
- Register with Prevention First
 - <https://www.prevention.org/training/treatment-training/>
 - Registration will remain open until all slots are full

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Essential Resources

- Illinois Administrative Code – Part 2060
 - Effective October 3, 1996; last amended August 8, 2003
 - Applies to all persons engaged in substance use disorder (SUD) treatment and intervention services as defined in Section 301/15-5 of the Substance Use Disorder Act.
- The Diagnostic and Statistical Manual of Mental Disorders, 5th edition, Text Revision (DSM-5-TR)
 - Published March 2022 with fully revised text and references, updated diagnostic criteria and ICD-10-CM codes
- The American Society of Addiction Medicine (ASAM) Criteria, 3rd edition (2013)
- The National Fire Protection Association's Life Safety Code (2021)
- IDHS/SUPR's Website <https://www.dhs.state.il.us/page.aspx?item=29759>
 - Smart Alert Bulletins and Newsletters <https://www.dhs.state.il.us/page.aspx?item=42567>

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Illinois Administrative Code – Part 2060

- Subpart A: General Requirements
 - ✓ Important Definitions
- Subpart B: Licensure Requirements
- Subpart C: Requirements – ALL Licenses
- Subpart D: Requirements - Treatment Licenses
- Subpart E: Requirements – Intervention Licenses
 - ✓ 2060.503 DUI Evaluation
 - ✓ 2060.505 DUI Risk Education (DRE)
 - ✓ 2060.507 Designated Program
 - ✓ 2060.509 Recovery Homes



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Subpart A: General Requirements



Section 2060.103 Incorporation by Reference and Definitions

Admission	Alcohol and Drug Evaluation Uniform Report
Assessment	Authorized Organization Representative
Client	Clinical Services
Continuing Recovery Plan	Department
Discharge	DUI Evaluation
Early Intervention	Intervention
Patient	Professional Staff
Recovery Home	Risk

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Subpart A: General Requirements



Previous Terminology

- Alcoholism and Other Drug Abuse and Dependency Act
- Substance abuse
- Substance dependence
- ASAM Patient Placement Criteria
- Assessment for patient placement
- Detoxification
- Medication Assisted Treatment
- DUI Services Reporting System

Current Terminology

- Substance Use Disorder Act
- Substance misuse
- Substance use disorder
- The ASAM Criteria
- Assessment for level of care placement
- Withdrawal Management
- Medication Assisted Recovery
- Electronic DUI Services Reporting System (eDSRS)

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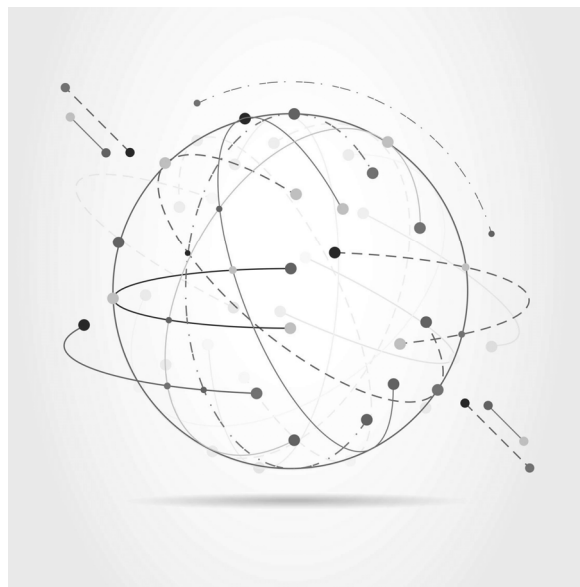
Subpart B: Licensure Requirements

- 2060.201 Types of Licenses
 - Treatment
 - Authorizes substance use disorder services as established in The American Society of Addiction Medicine (ASAM) Criteria (2013)
 - ✓ Level 1 – Outpatient Services
 - Level .5 – Early Intervention
 - ✓ Level 2 – Intensive Outpatient/Partial Hospitalization Services
 - ✓ Level 3 – Residential/Inpatient Services
 - ✓ Level 4 – Medically Managed Intensive Inpatient Services
 - Intervention
 - ✓ DUI Evaluation
 - ✓ DUI Risk Education
 - ✓ Designated Program
 - ✓ Recovery Home

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Delivery of Services Poll

Treatment
Intervention
Adult
Adolescent



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Subpart B: Licensure Requirements

- 2060.203 Off-Site Delivery of Services
 - Licensable services delivered at a location separate from the licensed facility
 - An exception must be applied for and approved by The Department
 - The exception process for off-site delivery of services is not required for services listed in 2060.203 b) 1-5)
 - The rationale and location must be documented in the patient record
- 2060.207 Organization Representative
 - **One** individual designated as the authority for all operations and communications with IDHS/SUPR

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Applying for a license?

Authorized Organization
Representative?



Poll



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Subpart B: Licensure Requirements

2060.211 License Application Forms

➤ <https://www.dhs.state.il.us/page.aspx?item=32256>

- All original completed forms mail to:
Illinois Department of Human Services
Division of Substance Use Prevention and Recovery
Licensing and Certification
401 South Clinton Street, 2nd Floor
Chicago, IL 60607-3800
- New license, renewal, relocation and add/remove a license service applications must be made on Department forms

2060.213 Application Fees

- \$200 for each facility license



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Subpart B: Licensure Requirements

- 2060.215 Period of Licensure
 - Each license issued is effective for a period of three years unless otherwise specified.
- 2060.219 Renewal of Licensure
 - SUPR emails a license renewal application at least 60 days prior to the expiration of the license
 - SUPR must receive the renewal application at least 30 days prior to the expiration of the license.
- 2060.221 Change of Ownership/Management
 - Licensure is not transferable
- 2060.223 Dissolution of the Corporation
 - A license is null and void upon any dissolution of the corporation
- 2060.225 Relocation of Facility
 - The Department must receive written notification at least 30 days prior to the relocation of any facility.
- 2060.227 License Certificate Requirements
 - Displayed and visible to all clients/patients

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When to notify SUPR's Licensing Team?

- 2060.203 – Off-Site Delivery of Services
 - ✓ The Department shall also be notified of any change in the provision of offsite services at least 10 calendar days prior to any change in such services.
- 2060.207 – Organization Representative
 - ✓ The Department must be notified, in writing, within ten calendar days, when there is a new designation of an organization representative.
- 2060.211 - License Application Forms
 - ✓ An application for a license, an application to renew a license, an application to relocate a facility or an application to add an additional level of care or category (adolescent/adult) must be routed through IDHS/SUPR's licensing team.
- 2060.221 – Change of Ownership/Management
 - ✓ The Department must receive written notification at least 10 calendar days prior to any change in premises and/or ownership.
- 2060.225 – Relocation of Facility
 - ✓ The Department must receive written notification at least 30 calendar days prior to the relocation of any facility.

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Review & Recap – Part 2060 – Subpart A and Subpart B

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Break Time

Back in
15 minutes



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Subpart C: Requirements – All Licenses

- 2060.301 Federal, State and Local Regulations and Court Rules
 - ✓ The Illinois Human Rights Act
 - ✓ The Americans with Disabilities Act
 - ✓ The Environmental Barriers Act and The Illinois Accessibility Code
 - ✓ The Age Discrimination Act
 - ✓ The 1991 Civil Rights Act
- 2060.303 Rule Exception Request Process
 - Requests must be submitted to and approved by IDHS/SUPR
 - Requests must be in writing and include the specific basis, rationale and need
 - Requests must be made by the authorized organization representative and on organization letterhead

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Subpart C: Requirements – All Licenses

- 2060.303 Rule Exception Request Process
 - Submit formal exception request/letter to the attention of:
 Laura Garcia, Director
 Illinois Department of Human Services
 Division of Substance Use Prevention and Recovery
 401 South Clinton, 2nd Floor
 Chicago, IL 60607
 - The letter should also be emailed to Trina Diedrich
 - Trina.Diedrich2@illinois.gov
 - Jazelyn.Cerda@illinois.gov
- 2060.305 Facility Requirements
 - Schedule C and *Schedule C Attestation* (Virtual Compliance Review/VCR)
 - Confirms compliance with applicable provisions with the following:
 - ✓ all local and state health, safety, sanitation, building and zoning codes
 - ✓ the National Fire Protection Association's (NFPA) Life Safety Code
 - ✓ the facility requirements specified in the Environmental Barriers Act and the Illinois Accessibility Code
 - ✓ the facility requirements specified in Section 12181 of the Americans with Disabilities Act

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Subpart C: Requirements – All Licenses

- 2060.307 Service Termination/Record Retention
 - Notify SUPR at least 30 calendar days prior to the service termination date.
 - Notify SUPR of the location where records will be maintained and stored within 10 calendar days after the cessation of service.
 - SUPR prefers that organizations closing operations share the name of the licensed organization accepting patient and client records for maintenance as well as the accepting organization's address, phone for the organization as well as the contact and their phone and email address.
 - Records must be maintained for 5-6 years from the date of cessation of service.

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Subpart C: Requirements – All Licenses

- 2060.309 Professional Staff Qualifications
 - Professional staff providing clinical services
 - ✓ Meet one of the qualifications specified in 2060.309 a)
 - Except as set forth in 2060.309 b) 2)
 - Providing only clinical assessments or DUI evaluation intervention services
 - ✓ Meet one of the qualifications specified in 2060.309 a)
 - ✓ Hold assessor certification as a Certified Assessment and Referral Specialist (CARS) from the Illinois Certification Board (ICB)/IAODAPCA
 - Withdrawal Management Services
 - ✓ Meet one of the qualifications specified in 2060.309 c)
 - New professional staff and interns not meeting 2060.309 a)
 - ✓ Meet requirements of 2060.309 a) or b) within two years after hire date
 - ✓ Work under direct, verifiable supervision
 - ✓ Remaining requirements of 2060.309 e)
 - DUI Risk Education
 - ✓ Meet requirements of 2060.309 a) or hold an Alcohol and Other Drug (AODA) certification from the Illinois Certification Board (ICB)/IAODAPCA)

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Subpart C: Requirements – All Licenses

- 2060.311 Staff Training Requirements
 - Provide Initial employee orientation (IEO) within the first seven days after employment
 - IEO topics shall include an overview of the following information:
 - ✓ All organization operations
 - ✓ Administrative Rule – Part 2060
 - ✓ Bloodborne pathogens and universal precautions
 - ✓ HIV and AIDS
 - ✓ Principles of patient confidentiality
 - All staff providing a DUI evaluation service must attend one complete DUI Service Provider Orientation (DUI SPO) training session within the first six months after employment
 - All staff providing a DUI evaluation service must attend one complete DUI SPO training session within the first six months after employment

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2060.313 Personnel Requirements and Procedures

- ✓ All professional staff must be at least 18 years old
- ✓ No convictions of any felony or any subsequent incarceration for at least two years prior to the date of employment
- ✓ No suspension or revocation of driving privileges for an alcohol or other drug related driving offense for staff providing DUI intervention services
- ✓ Schedule L for professional staff
- ✓ Treatment licenses only - Schedule E for medical director, additional physicians and physician extenders
- ✓ CANTS background check results (adolescent licenses)
- ✓ Treatment for special populations delivered by appropriate professional staff
- ✓ Written personnel policies and procedures
- Personnel file requirements detailed in Section 2060.313 h) 1-7)
 - ✓ Personnel files maintained for five years from the date of termination

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2060.315 Quality Improvement (QI)

- Develop and utilize a quality improvement plan
 - The QI plan must include a method of evaluation to assess achievement of the mission and the functioning of the organization and its service delivery systems and utilization review process
- The QI plan must contain:
 - ✓ A mission statement
 - ✓ Specific and measurable goals, objectives, activities and outcome standards
 - ✓ A description of how the organization will review and implement needed changes based on results
 - ✓ A method to review use of medication in any level of care
 - ✓ A method of risk management
- The QI plan must be approved by management or the board of directors and annually reviewed and revised as necessary
- Utilization review
 - Treatment – conducted in accordance with current ASAM Criteria (2013)
 - Intervention – DUI evaluation and DUI risk education - conducted in accordance with criteria established in Section 2060.503 and 2060.505 respectively
- Develop and maintain an organization-specific, written policy and procedure manual.
 - Approved by AOR or, if applicable BOD
 - Annual review and revision as necessary

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Subpart C: Requirements – All Licenses

- 2060.317 Service Fees
 - Must specify fees charged for all treatment and intervention services and any other related services
 - Provide prior to the beginning of any service and estimate the amount the patient/client is responsible to pay
- 2060.319 Confidentiality – Patient Information
 - Confidentiality of Alcohol and Drug Abuse Patient Records
 - Access to and use of protected health information governed by the Health Insurance Portability and Accountability Act (HIPPA)
- 2060.321 Confidentiality – HIV Antibody/AIDS Status
 - AIDS Confidentiality Act and the AIDS Confidentiality and Testing Code
 - Protects the identity of a person upon whom a test for HIV is performed
 - Protects the results of a test for HIV for an individual

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Subpart C: Requirements – All Licenses

- 2060.323 Patient Rights
 - Posted in an area accessible to all patients/clients
 - Must include rights detailed in Section 2060.323 a) 1-8)
 - Attest by signature that the patient/client received a copy
- 2060.325 Patient/Client Records
 - A written or electronic record must be maintained for each patient/client
 - Any written entry shall be in ink, dated and include the signer's signature/initials and credentials
 - All signatures or initials, whether written or electronic, must include the signer's credentials
 - Upon request, any patient/client record must be made available in hard copy for IDHS/SUPR
- 2060.327 Emergency Patient Care
 - In the event of unforeseen interruption of services to patients/clients

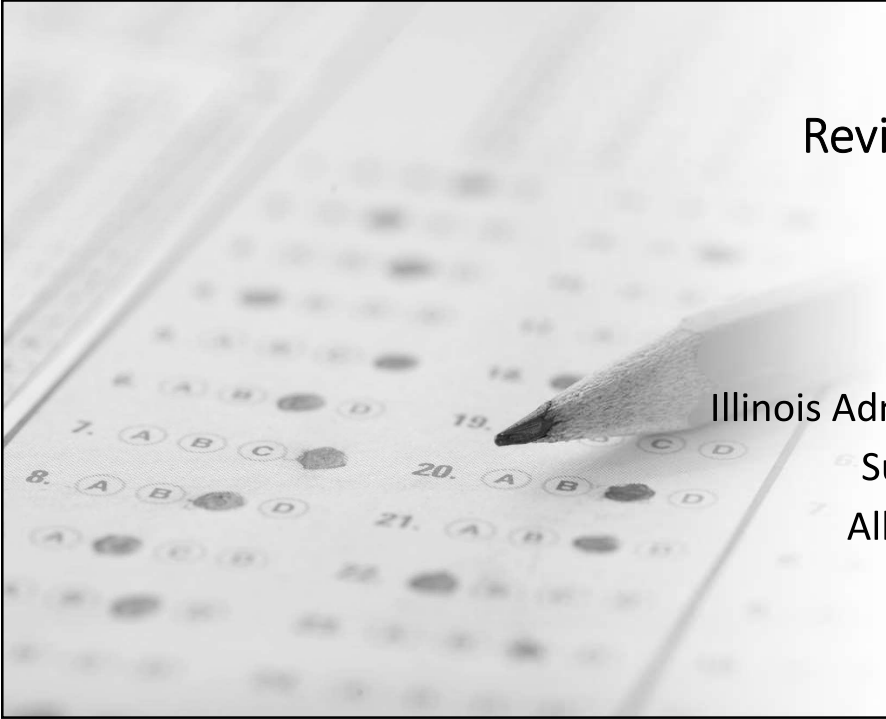
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Subpart C: Requirements – All Licenses

- 2060.329 Referral Procedure
 - Written referral procedures
 - Community resource directory
- 2060.331 Incident and Significant Incident Reporting
 - Incident – any action that leads to, is likely to lead to an adverse effect on services
 - Significant incident – services of the coroner or renders facility inoperable
- 2060.333 Complaints
 - Non-compliance with Part 2060 by any organization or about any person suspected of providing unlicensed services
 - SUPR's complaint poster always posted in an accessible area
- 2060.335 Inspections
 - Routine compliance reviews – Virtual and/or On-Site

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Review and Recap



Illinois Administrative Code
Subpart C
All Licenses

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Subpart D: Requirements – Treatment Licenses

- 2060.401 Levels of Care (LOC)
 - ✓ In accordance with The ASAM Criteria – 3rd Edition
 - Level .5: Early Intervention
 - Level 1: Outpatient Services
 - Level 2: Intensive Outpatient/Partial Hospitalization Services
 - Level 2.1: Intensive Outpatient Services
 - Level 2.5: Partial Hospitalization Services
 - Level 3: Residential/Inpatient Services
 - Level 3.1: Clinically Managed Low-Intensity Residential Services
 - Level 3.5: Clinically Managed High-Intensity Residential Services (Adult)
 - Level 3.5: Clinically Managed Medium-Intensity Residential Services (Adolescent)
 - Level 3.7: Medically Monitored Intensive Inpatient Services (Adult)
 - Level 3.7: Medically Monitored High-Intensity Inpatient Services (Adolescent)
 - Level 4: Medically Managed Intensive Inpatient Services

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Subpart D: Requirements – Treatment Licenses

- 2060.403 Court Mandated Treatment
 - Treatment to any individual under a specific court order that mandates treatment
 - Medical director develops admission criteria and associated clinical protocol allowing confirmation for admission and LOC placement without a SUD diagnosis
 - Deliver treatment per court order if there is clinical justification for intensity and duration of such treatment
- 2060.405 Detoxification (Withdrawal Management)
 - Medical director develops protocols and authorize procedures
 - Delivered in accordance with The ASAM Criteria – 3rd Edition (2013)
- 2060.407 Group Treatment
 - Didactic/education groups should not exceed an average of 24 people
 - Counseling/process groups should not exceed 16 patients

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Subpart D: Requirements – Treatment Licenses

- 2060.409 Patient Education
 - Provided individually or in a group
 - Must be documented in the patient record
 - Mandatory patient education must include:
 - Benefits and risks of all medication prescribed and/or laboratory tests performed by the organization's medical director/physician/physician extender
 - Initial AIDS risk reduction counseling and education services and tuberculosis information
- 2060.411 Recreational Activities
 - May be provided if identified in the treatment plan as an assessed need
 - Conducted under staff supervision and cannot average more than 1/4th of the treatment services received for any patient in any ASAM LOC

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Subpart D: Requirements – Treatment Licenses

- 2060.413 Medical Services
 - Medical director (MD) to oversee all medical procedures
 - Notify IDHS/SUPR within 10 calendar days of any change in medical director
 - MD develops and authorizes a medical screen form minimally including 2060.413 b) 1) A-J) and designate factors that require physician review
 - Physical examinations
 - Linkage agreement with a licensed hospital for the provision of required services
- 2060.415 Infectious Disease Control
 - Tuberculosis (TB) control and services
 - TB risk assessment of the facility (CDC worksheet)
 - Employee skin testing and management
 - Patient testing

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Subpart D: Requirements – Treatment Licenses

**2060.417 Assessment for Level of Care Placement)**

- Conducted prior to admission to any LOC
- Current version - The ASAM Criteria, 3rd Edition (2013)
- Admission to Level .5 - Early Intervention:
 - Review of specific court supervision or probation conditions including prior substance use disorder screenings or evaluations
 - Sufficient assessment to screen for, or rule out, substance use related disorders.
- Admission to Levels 1 – 4 care:
 - An evaluation of the severity of the six dimensions established in The ASAM Criteria
 - A recommendation for LOC placement
 - A diagnostic impression as defined in the Diagnostic and Statistical Manual for Mental Disorders – 5th Edition (DSM-5-TR)
- Physician confirmation of diagnosis and initial level of care placement
 - No later than 24 hours after admission to Level 4, 72 hours Level 3, and 7 working days after admission to Level 1 and 2 care

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DUI Service Provider Orientation

**Subpart D: Requirements – Treatment Licenses**

- 2060.419 Assessment for Treatment Planning
 - Upon admission and LOC placement in Levels 1-4 care, the clinical assessment continues to develop the treatment plan
 - Patient needs are determined through specific inquiry and analysis in the six dimensions established in The ASAM Criteria
- 2060.421 Treatment Plans
 - At a minimum, based on the patient's presenting concerns documented in biopsychosocial assessment
 - Confirmed by MD with 24 hours after admission to Level 4, 7 calendar days for Level 3 or Level 2 care, and 14 calendar days after admission for any patient in Level 1 care
 - Confirmation includes MD, professional staff and patient signature, date and credentials, if applicable
 - Written gender and culturally appropriate to each patient

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Subpart D: Requirements – Treatment Licenses

- 2060.421 Treatment Plans (continued)
 - Treatment plans must list the following:
 - ✓ Problems - an injury, dysfunction or loss
 - NOT a diagnosis or "DUI"
 - ✓ Goals - a statement to guide resolution or reduction of the problem
 - ✓ Objectives - observable and measurable signposts on the way to achieving goals
 - ✓ Methods - treatment services to be provided
 - ✓ Site (location), intensity and duration of services
 - ✓ Timetable for achieving the goals and objectives of treatment
 - ✓ Type of measurement (hours or days) specified in the initial treatment plan and each subsequent treatment plan (CSR)
- 2060.423 Continued Stay Review
 - Ongoing assessment of the patient's progress using The ASAM Criteria's adult and adolescent continued service and transfer/discharge criteria

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Subpart D: Requirements – Treatment Licenses

- 2060.425 Progress Notes and Documentation of Service Delivery
 - Reflect patient progress and be consistent with the clinical assessment, LOC and expectation of progress
 - Can include summary of services delivered prior to each CSR
 - Progress notes must specify the name and credentials of staff providing the service be signed or initialed and dated by staff making the entry
 - Each service delivered should be documented in the patient record
 - Include specific type of service, location, date, time and duration of service
- 2060.427 Continuing Recovery Planning and Discharge
 - Required for patients no longer actively receiving treatment in, or no longer require, an ASAM LOC
 - Continuing recovery plan details – see 2060.427 b) 1-4)
 - Organization must identify discharge and exclusionary criteria consistent with customary clinical standards
 - After discharge, the discharge summary is completed within 15 days
 - Discharge summary requirements – see 2060.427 c) 1-3)

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Review and
Recap

Part 2060 -
Subpart D

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Subpart E: Requirements – Intervention Licenses

- Section 2060.503 DUI Evaluation
- Section 2060.505 DUI Risk Education
- Section 2060.507 Designated Program
 - Organizations licensed to provide assessment and case management services for the Illinois Courts
 - Must have a written agreement with the Chief Judge of each circuit court receiving services from the program
- Section 2060.509 Recovery Homes
 - Alcohol and drug free housing components that structure operations directed toward maintenance of sobriety for persons
 - A full-time Recovery Home Operator oversees daily operations
 - An onsite Recovery Home Manager oversees all recovery home activities

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2060.503 DUI Evaluation

- Purpose of the DUI evaluation:
 - Conduct an initial screening to obtain significant information from a DUI offender about the nature and extent of substance use/misuse
 - Identify the offender's risk to public safety
 - Recommend an initial intervention to the DUI offender and to the circuit court of venue or the Secretary of State
- Indigent DUI Offender
 - Drunk and Drugged Driving Prevention Fund (DDDPF)
 - DUI evaluation services must be provided regardless of ability to pay
- Each DUI Offender must be given a copy of the following:
 - The Department's Informed Consent
 - The Department's Brochure – Guide to the DUI Process

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2060.503 DUI Evaluation

- The DUI Evaluation Structure
 - Collection of a comprehensive chronological history of substance use
 - A determination of the extent to which the substance use has caused impairment(s) in major life areas
 - Marital, family, legal, social, emotional, vocational, physical and/or economic
 - An analysis of the offender's verbal description of alcohol and drug related history, including family history of substance use
 - An analysis of objective test results, the offenders driving record and the Law Enforcement Sworn Report
 - Adult Substance Use Driver Survey – Revised for Illinois (ASUDS-RI)
 - Driver Risk Inventory (DRI-II)
 - Determination of the offender's risk to public safety
 - High Risk, Significant Risk, Moderate Risk, Minimal Risk
 - All sections of the Alcohol and Drug Evaluation Uniform Report must be completed and signed by the offender and evaluator

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DUI Evaluation – Client File Requirements

- Fee schedule prior to DUI services
- The following signed documents:
 - ✓ Patient rights statement
 - ✓ Consent to serve agreement
 - ✓ SUPR's Informed Consent
 - ✓ SUPR's Referral List Verification
- DUI Evaluation with all required components:
 - ✓ Substance use history from first use to present
 - ✓ Determination of the extent that substance use has caused impairment in major life areas
 - ✓ Analysis of client's description of the driving, legal, past treatment history and family history of substance use
 - ✓ Analysis of objective tests
- Documentation of the offender's driving records and chemical test results
- Completed Alcohol and Drug Uniform Report (eDSRS)
 - ✓ Signed and dated by the evaluator and client
- Additional documents when applicable:
 - ✓ Copy of the Notification of Incomplete/Refused DUI Evaluation form
 - ✓ Notification regarding a change in risk level classification and intervention recommendations

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2060.505 DUI Risk Education

- The purpose of DUI Risk Education (DRE):
 - Orient offenders regarding the impact of alcohol and other drugs on individual behavioral and driving skills
 - Explore the personal ramifications of their own substance use
- DUI Risk Education Format
 - Courses must include a minimum of 10 hours of classroom instruction, divided into at least 4 sessions held on different days
 - No session can exceed 3 hours in length
 - Pre and post-test designed and administered
 - The offender must attend each session in its entirety and in proper sequence and achieve a score on the post-test of at least 75%
 - Audio-visual no more than 25% of the total class
 - No more than 24 participants in any one class

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2060.505 DUI Risk Education

- DUI Risk Education curriculum must include the following:
 - 1) Information on alcohol as a drug
 - 2) Physiological and pharmacological effects of alcohol and other drugs, including residual impairment on normal levels of driving performance
 - 3) Other drugs, legal and illegal, and effects on driving when used separately and/or in combination with alcohol
 - 4) Substance use disorder(s) and the effect on individuals and families
 - 5) Blood alcohol concentration (BAC) level and its effect on driving performance
 - 6) Information about Illinois driving under the influence laws and associated penalties
 - 7) Factors that influence the formation of patterns of alcohol and drug use/misuse
 - 8) Information about referrals for additional services addressing future risks
- The Change Companies – Illinois DUI Risk Education
 - Optional – meets requirements of 2060.505 c) 1-8)
 - Copyrighted curriculum – available in English and Spanish

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DUI Risk Education – Client File Requirements

- Fee schedule prior to DUI services
- The following signed documents:
 - ✓ Patient rights statement
 - ✓ Consent to serve agreement
 - ✓ SUPR's Informed Consent
 - ✓ SUPR's Referral List Verification
- Alcohol and Drug Evaluation Uniform Report
- Pre- and post-test with percentage scores
- DUI Risk Education Certificate of Completion
 - ✓ Signed and dated by DUI risk education instructor
- Additional documents when applicable:
 - ✓ Notice of Involuntary Termination from DUI Risk Education form
 - ✓ Notification regarding a change in risk level classification and intervention recommendations

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Drunk and Drugged Driving Prevention Fund (DDDPF)

- Clients who meet criteria for indigent are eligible for DDDP funds to obtain evaluation and risk education services.
 - Reimbursement limited to one DUI evaluation service and one completed DUI risk education course per DUI episode (arrest).
- Serves indigent evaluation and risk education clients
- Eligibility established by income guidelines set forth by the US Dept of Health and Human Services
- Income verification documentation required:
 - ✓ Paycheck stubs, social security statements, Medicaid documents, unemployment security documentation, pension/retirement information, or a notarized affidavit of assets and liabilities
- Funding as available - DUI Evaluation \$135 / DUI Risk Education \$110
- Funded by the driver's license reinstatement fee for DUI arrests
- All completed through the eDSRS system
- At least one staff member registered for the fiscal operations role

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Electronic DUI Services Reporting System (eDSRS)

- DUI Evaluation
 - Create the Alcohol and Drug Uniform Report
- DUI Risk Education
 - Create the DUI Risk Education completion certificate
- DDDPF Billing
 - Billing indigent clients
- Access and print IDHS/SUPR forms
 - Informed Consent, Referral List Verification, Processes and Evaluations (Guide to the DUI Process)
- Collect and report statistics
- Must register for access

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eDSRS Security Roles

Security Role	Worker Responsibilities	Approving Entity
Provider Representative	Responsible for the overall operations at the provider	IDHS/SUPR
Provider Administration	Responsible for daily business operations. A list of workers awaiting approval will be displayed on the home page. Manages provider entrants (change status to active/inactive, update credentials, etc)	Initial: Provider Representative Final: IDHS/SUPR
Provider Fiscal Operations	Responsible for the financial aspect and approving DDDPF bills for submission to IDHS then tracking vouchers	Initial: Provider Administration Final: IDHS/SUPR
Provider Entrant	Responsible for entering Evaluation and/or Risk Education data (evaluator/instructor)	Initial: Provider Representative Final: IDHS/SUPR

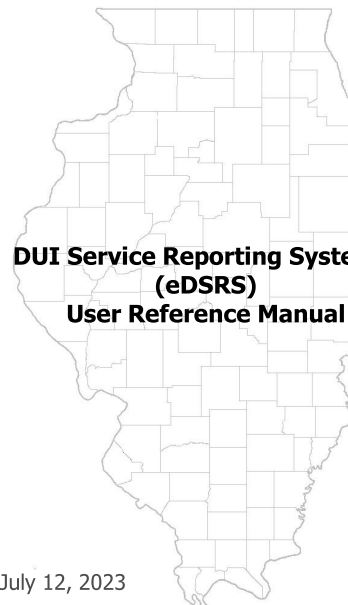
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eDSRS

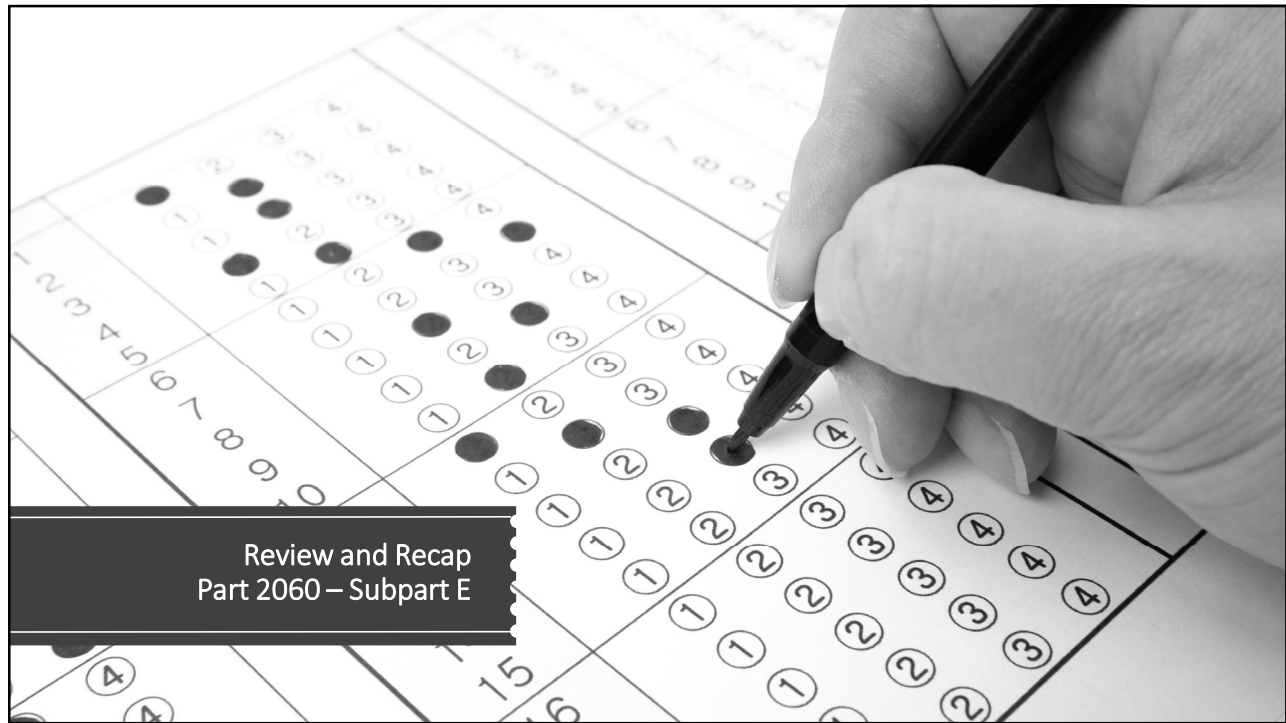
Contact Information

- Questions concerning the eDSRS application, email the MIS Unified Health Systems Help Desk at DoIT.UhsInfo@Illinois.gov
 - Include a brief description and, if applicable, a screenshot of the error
- Questions concerning DUI policy, email the IDHS/SUPR Help Desk at DoIT.SuprHelp@Illinois.gov




July 12, 2023


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DUI Service Provider Orientation





Questions

IDHS/SUPR's Website
<https://www.dhs.state.il.us/page.aspx?item=29759>

SUPR Help Desk
DoIT.SUPRHelp@illinois.gov

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