



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: April 11, 2017

TO: District Court Judges
District Court Administrators
District Court Probation Officers

FROM: Michele Muscat, Management Analyst

RE: SARF-Designated Courts Facility Survey

District courts that use staff to conduct substance abuse screenings and assessments pursuant to MCL 257.625b(5) are required to be surveyed at least once every three years by the Department of Licensing and Regulatory Affairs (LARA) as a Screening, Assessment, Referral, and Follow-Up (SARF)-designated agency.

Attached is a substance abuse treatment facility survey checklist. Please pay special attention to the first eight items on page one, as well as all requirements under SARF on page four. Definitions and descriptions of these required documents can be located on [LARA's website](#).

Please note that the survey activity is separate from the annual license renewal activity. All licenses for facilities issued by LARA's Bureau of Community and Health Systems (BCHS) State Licensing, which includes SARF-designated agencies, expire on July 31 of each year. Courts licensed as a SARF-designated facility must pay an annual \$500 licensing fee pursuant to MCL 333.6237. If the fee is not paid upon renewal, the court is not licensed to perform substance abuse screenings and assessments pursuant to MCL 257.625b. Courts and other licensed facilities will receive a notice in the mail in late May or early June with instructions on how to renew online. Please note that online payment of the \$500 licensing fee is the only method that LARA accepts for license renewal.

If you have questions, please contact me at 517-373-3756 or TrialCourtServices@courts.mi.gov.



**BUREAU OF COMMUNITY AND HEALTH SYSTEMS
SUBSTANCE ABUSE TREATMENT FACILITY INSPECTION CHECKLIST**

Facility:		# of Counselors	
Address:		Medical Director	
Office Phone:		License Number:	
Administrator:		Survey Date:	
eMail:		Surveyor:	
# of Patients		# of Physicians	

Code/Rules	Part 1 General Provisions	Compliant	Non-compliant
333.6237 & R325.14212 (5)	License display		
R 325.14302 (7) (9)	Recipient Rights Poster-program rights advisor name posted		
R 325.14107	Operating Manual		
R 325.14108	Hours of operation posted in public place		
R 325.14112	Personnel policy and procedure		
R 325.14113	Program evaluation		
R 325.14114	Staff development program		
R 325.14115	Referrals to other resources		
	<u>OUTPATIENT</u> Applicable Not applicable		
R 325.14701	Staffing requirement-1 to 40 counselors		
R 325.14701 (5)	Records and documentation required		
R 325.14705	Recovery/treatment plan required		
R 325.14707	Progress note required		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
R 325.14708	Discharge summary required		
	<u>OUTPATIENT TREATMENT OF OPIOID DEPENDENCY (METHADONE)</u>		
	Applicable Not applicable		



**BUREAU OF COMMUNITY AND HEALTH SYSTEMS
SUBSTANCE ABUSE TREATMENT FACILITY INSPECTION CHECKLIST**

Code/Rules	Part 1 General Provisions	Compliant	Non-compliant
R 325.14404 (1)	Medical Director required		
R 325.14403 (1)	Physician staffing requirement		
R 325. 14403 (2)	Nursing staff requirements		
R 325.14403 (3)	Physician's assistant requirements		
R 325.14401 (R 338.3132 (1) R 338.3170 (2)	Drug Treatment Program Prescriber License		
R 325.14404 (2) (3)	Medical director and physician records requirements and responsibilities-client contact every 60 days.		
R 325.14406	Urinalysis required weekly		
R 325.14408	Informed consent-must have signed consent to treat		
R 325.14412	Complete physical exam required before dispensing methadone		
R 325.14413	Medical history required		
R 325. 14414	Personal history required		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
R 325.14419	Client records required		
R 325.14421	Security of drug stocks		
	<u>RESIDENTIAL</u> Applicable Not applicable		
R 325.14901 (1)	1 staff member present at all times		
R 325.14901 (2)	1 full time counselor required		
R 325. 14904	Medical exam required		
R 325.14905	Treatment plan required		
R 325.14906	Client activities required-2 hours		
R 325.14907	Progress note required		
R 325.14908	Support and rehabilitative services availability required		



**BUREAU OF COMMUNITY AND HEALTH SYSTEMS
SUBSTANCE ABUSE TREATMENT FACILITY INSPECTION CHECKLIST**

Code/Rules	Part 1 General Provisions	Compliant	Non-compliant
R 325.14909	Discharge summary required		
R 325.14902	Admission record requirements		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
	RESIDENTIAL DETOX/INPATIENT Applicable Not applicable		
R 325.14922	Annual review documentation required		
R 325.14923	Training documentation, written plan		
R 325.14924	Control register and client records		
R 325.14925 (1)	Physician written agreement required		
R 325.14925 (2)	Physician on call 24/7		
R 325.14925 (3)	Staffing requirements 24/7		
R 325.14925 (4)	Physician review and countersign records every 72 hours		
R 325.14926	Triage written description required		
R 325.14927	Medical exam/SUD history records required		
R 325.14928 (1,2,3)	Discharge documentation		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
	<u>INPATIENT HOSPITALIZATION</u> Applicable Not applicable		
R 325.14802	Medical director required		
R 325.14802	Counselor required		
R 325.14805	Treatment plan required		
R 325.14806	10 hours of activity available with 2 hours of counseling		
R 325.14807	Support and rehab services available		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
	<u>CAIT</u> Applicable Not applicable		



**BUREAU OF COMMUNITY AND HEALTH SYSTEMS
 SUBSTANCE ABUSE TREATMENT FACILITY INSPECTION CHECKLIST**

Code/Rules	Part 1 General Provisions	Compliant	Non-compliant
R 325.14501	Records requirement		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
	<u>SARF</u> Applicable Not applicable		
R 325.14601 (1) (2)	Referral Resources required		
R 325.14601 (3)	Maintain written referral agreements		
R 325.14601 (4)	Monthly log of source of referrals		
R 325.14602	Develop written policies		
R 325.14302 (6) (e)	Recipient Rights Brochure given and signed by recipient		
R 325.14603	Client records		