

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Addiction Certification Preparation Program

Policy Number: 107.17

Effective Date: 3/31/2022

Page Number: 1 of 9

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Programs Unit)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) that uniform administrative practices and procedures are followed for the organization, management, and delivery of a planned, organized substance abuse credentialing preparation program. The Addiction Certification Preparation Program (ACPP) is provided by Staff that is qualified by either formal education or training. This policy is applicable to Staff members employed by GDC who are providing Direct Services to an identified substance abusing population and who are determined to be eligible for this program. Endorsement by the Staff members' chain of command is required.

II. Authority:

A. GDC Standard Operating Procedures (SOPs): 107.03 Staff Development; 506.16 Training Administration; and 104.71.22 Salary Increase Criteria for Attainment of Certain Professional Counseling Certificates.

III. Definitions:

A. **Addiction Certification Preparation Program (ACPP)** - An Addiction Certification Preparation Program that was developed to meet the increasing need for certified addiction/alcohol and drug Staff members who are trained and qualified to deliver addiction services to high-risk, high-need offenders.

B. **Applicant/Staff** - GDC Staff members working in a facility setting, who provide forty (40) hours of Direct Services to a substance abusing population that has been identified by a formal assessment as needing substance abuse services. A maximum of two (2) spaces in the ACPP will be given to contract/county facilities, however, GDC will not cover training, lodging, meals, or examination costs for contract/county employees; these costs must be paid by the employee's facility of employment.

C. **Twelve (12) Core Functions** - Staff member activities required for certification within the areas of Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education,

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Referral, Reports and Record Keeping, and Consultation. The specific Twelve (12) Core Functions may change depending on the credentialing requirements.

- D. **Clinical Supervision** - Observation of, instruction to, training, and modeling for new Staff members in the techniques of counseling and addiction services within the parameters of the Twelve (12) Core Functions. Methods of Clinical Supervision are activities designed to provide training, review, education, and/or processing counseling activities. These activities are monitored and documented by the Clinical Supervisor, who provides timely feedback to assist the counselor in this learning process. Acceptable credentials for clinical supervisors are CCS, CADCII, CCDP, CCDP-D, CAADC, CACII, MAC, or any licensed behavioral health professional such as LPC, LCSW, LMFT, RN, PsyD. or Psychiatrist who have a minimum of five (5) hours of co-occurring or addiction specific continuing education hours per year.
- E. **Direct Services** - Providing substance abuse services to an identified substance abusing population.
- F. **Addiction Certification** - The successful completion of all certifying board requirements and the awarding of an Addiction/Alcohol and Drug Certification certificate for a period of two (2) years.
- G. **Substance Abuse Curricula** - Evidence-based, research-supported curricula developed, purchased, or contracted by credentialed Office of Reentry Services Staff and administered as designed. The curricula and implementation meet the NIDA principles of effective programming and are monitored to assure this practice. A curriculum is only delivered by facilitators who are at least certified at the level of Certified Alcohol and Drug Counselor II (CADC II) or equivalent. All variations and revisions to the curricula are initiated and approved by the credentialed Office of Reentry Services Staff only.

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H. **Quality Assurance Evaluation (QA)** - A process whereby, at set intervals or by special request, the facilitation practices of the Substance Abuse Curricula are reviewed by the credentialed Office of Reentry Services Staff.

IV. Statement of Policy and Applicable Procedures:

A. Program Process and Procedures:

1. At least three (3) months prior to the beginning of a new ACPP group, the credentialed Office of Reentry Services Staff will notify facilities via email and/or advertisement on CAPTIVA about the upcoming training opportunity.
2. GDC Staff desiring to enroll in ACPP will obtain the ACPP Application Form (Attachment 1) from the Standard Operating Procedure.
3. Interested Staff will then notify their immediate supervisors and, with supervisor approval, will advise the Office of Reentry Services designee of their interest by submitting the application by the designated due date.
4. Unofficial college transcripts are required to be submitted along with the completed application.
5. The credentialed Office of Reentry Services Staff will screen all received applications using the criteria outlined in the Admission/Eligibility Criteria section (IV.B.) of this SOP.
6. Applicants who meet the criteria will participate in a face-to-face interview.
7. Upon completion of the face-to-face interviews, Applicants will be notified of the admission decision.
8. Applicants that are admitted to the ACPP, as well as their supervisors if desired, will attend an orientation session.

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9. During the orientation session, Staff will receive:
 - a. An overview of the program;
 - b. Training dates;
 - c. Attendance and travel policies; and
 - d. Will sign the ACPP contract at that time.
10. The Clinical Supervision process will be implemented within forty-five (45) days of the first scheduled training date.
11. Staff will make necessary arrangements to attend all scheduled/required training recommended by the credentialed Office of Reentry Services Staff.
12. Excessive tardiness/absences may result in termination from the ACPP.
13. Staff/Site Supervisors will be responsible for obtaining the needed educational materials in a timely manner.
14. Recommended educational materials will be shared with Staff at the orientation session, and the credentialed Office of Reentry Services Staff will email students at least one (1) week prior to training any materials necessary for that particular training module.
15. Staff will participate positively in the Clinical Supervision process in response to identified clinical needs/developments and will travel to obtain Clinical Supervision when necessary.
16. Staff will follow all expectations outlined by certification boards according to the schedule set by the credentialed Office of Reentry Services Staff.

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17. Staff will be expected to complete their application to the certifying board within thirty (30) days upon completion of the educational, work experience, and Clinical Supervision requirements.
18. Failure to do so will constitute a breach of the ACPP contract and appropriate actions regarding this breach will be initiated.
19. The Georgia Department of Corrections will pay for GDC Staff to test one (1) time.
20. If the Staff member obtains a passing score on the written test, he/she will immediately send a copy of the certificate and the accompanying letter from the certifying board to the credentialed Office of Reentry Services Staff to be recorded and monitored for recertification.
21. The Staff member will give a copy of the Addiction Certification Certificate to his/her immediate supervisor, who will process it through the chain of command to personnel to award the potential salary increase.

NOTE: Salary increases for additional certifications or licensures at the Staff member's present pay grade are beyond the scope of this SOP. An associate or technician certification is not sufficient for eligibility for the identified salary increase.

22. If the Staff member fails the certification test once, then he/she will be expected to re-test after completing the recommendations of the certification board. Expenses for re-testing will be the Staff member's responsibility.
23. If the Staff member fails the test twice, he/she may have to complete the entire certification process at their own expense, as well as reimburse the Georgia Department of Corrections for any prior costs of training, testing, and supervision.

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24. This process is also outlined in the ACPP contract.
25. Any Staff members who obtain their addiction/alcohol and drug certification are required to maintain their certification while employed with the Georgia Department of Corrections.
26. Certifying boards have their own recertifying requirements for each two (2) year anniversary of certification.
27. Recertification will be at the expense of Staff.
28. Recertification requirements will be monitored by the credentialed Office of Reentry Services Staff.
29. The credentialed Office of Reentry Services Staff should be notified upon recertification and should receive a copy of the updated certificate.

B. Admission/Eligibility Criteria:

1. The screening of an Applicant for the Addiction Certification Preparation Program (ACPP) and the maintenance of the waiting list are the responsibility of the credentialed Office of Reentry Services Staff.
2. Involvement in the ACP Program must be supported by the Staff member's chain of command.
3. This includes, but is not limited to:
 - a. Support of new job responsibilities; and
 - b. Credentialed Office of Reentry Services Staff related program implementation.

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4. Staff shall provide forty (40) hours weekly of Direct Services to an identified population in need of substance abuse services.
5. Standardized assessment tools that are identified by the Department of Corrections will delineate this population.
6. Staff must have a minimum of a bachelor's degree in one of the Human Services fields.
7. Staff must meet all standards outlined in the ACP Program process and be in full agreement/compliance with the ACP program contract.
8. If the Staff member relocates to a site within the Department of Corrections where substance abuse services can still be provided with the support of the new chain of command, the Staff member will remain in the certification program.

C. Ineligibility:

1. Individuals unable to commit to full-time employment with the Department for two (2) or more years after receiving certification.
2. Individuals who receive unsatisfactory job performance evaluation(s) will be considered ineligible and may be obligated to reimburse the Department.
3. The credentialed Office of Reentry Services Staff reserve the right to request program termination based on Clinical Supervision, quality assurance reports, excessive tardiness/absences, or any other breach of the ACP program contract.
4. If a Staff member is promoted to a position within the Department of Corrections that does not provide direct substance abuse services to an identified population, then he/she becomes ineligible for the program.

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5. Under these circumstances, the Staff member may not be required to repay the Department of Corrections for money invested in ACPP prior to the promotion.

D. Program Evaluation:

1. At least four (4) written exams will be provided to evaluate comprehension of the educational material.
2. Attendance will be monitored using training rosters during required educational components of the program.
3. Positive participation in Clinical Supervision and/or Quality Assurance Evaluations as indicated by:
 - a. Development of counseling knowledge;
 - b. Acquisition of counseling skills and techniques; and
 - c. The ability to perform these skills and techniques identified in the Clinical Supervision process.
4. Completion of evaluations at each educational component, as well as completion of a Clinical Supervision Evaluation given at the end of each year.
5. Pass/Fail rates for certification requirements.

V. Attachments:

Attachment 1: Addiction Certification Preparation Program Application

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VI. Record Retention of Forms Relevant to this Policy:

Upon completion, all forms shall be retained for a minimum of two (2) years after Staff has become certified.