

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

---

**Department:** Substance Use Disorder-Administration

**Policy Number:** HHS-SUD-ADM 8120

---

**Policy Title:** Program Online DAANES Entries

---

**Attachments:**

---

**Revision History:** new policy


**Revised by/Date:** Mark Waters 1/25/2021

---

**Approved by:**

**Date:** 1-27-2021

Mark Watters, SUD Director



**Approved by:**

**Date:**

Nicole Anderson, Commissioner of HHS



1-27-2021

---

**POLICY STATEMENT:** Minnesota Drug Alcohol Abuse Normative Evaluation System (DAANES) completion must be done for every client who is admitted or discharged to a SUD Program.

**PURPOSE:** In order for Mille Lacs Band Health and Human Services service reimbursements to take place in a timely manner, it is the required course of action that the Mille Lacs Band of Ojibwe Substance Use Disorder Program staff adhere to this policy.

**PROCEDURE:**

1. DAANES Entries will be completed the same day as the Comprehensive Assessments are completed.
2. For all Halfway House Programs, Outpatient Treatment or other applicable SUD services, DAANES Admissions will be completed within three working days after the first service contact.
3. All DAANES Discharge entries will be completed within five working days of the client being discharged from the program.
4. Completing DAANES entries as noted above is a requirement of the position, and failing not to do so may end in disciplinary action including possible termination from the department.

<b>Internal and/or External References</b>	2020 MN DHS Statute 245F.20 DATA COLLECTION REQUIRED
<b>Compliance - Posting Date</b>	1/27/2021
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	1/27/2024