

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

---

**Department:** Substance Use Disorder-Administration      **Policy Number:** HHS-SUD-ADM 8107

---

**Policy Title:** Definitions

---

**Attachments:**

---

**Revision History:** 3/2018

**Revised by/Date:** Mark Watters/Holly Hunter 1/21/2020

---

**Approved by:** *Mark Watters*

**Date:** 2/28/20

Mark Watters, Substance Use Disorder Director

---

**Approved by:** .

**Date:**

Nicole Anderson, Commissioner of HHS

*ya*  
3-4-2020

---

**POLICY STATEMENT:** In order for staff to successfully carry out the mission of this organization and its programs, a common set of definitions is critical to ensure that staff and clients clearly understand the components of the organization and functions of roles within it.

**PURPOSE:** The purpose of this policy is to detail a set of working definitions to ensure that staff and clients are aware of and understand roles, responsibilities and functions of the Substance Use Disorder Department.

**PROCEDURE:**

**Administration of medications** means performing a task to provide medications to a client, and includes the following task performed in the following order:

1. Checking the client's medication record.
2. Preparing the medication for administration.
3. Documenting the administration, or the reason for not administering medications as prescribed.
4. Reporting information to a licensed practitioner or a nurse regarding problems with the administration or the client's refusal to take the medication.

**Adolescent** means an individual less than 18 years of age.

**Alcohol and Drug Counselor** means persons who are licensed Alcohol and Drug Counselors under Minn. Stat.ch 4703 and individuals exempt under Minn. State. 148F.11 or certified through the Upper Midwest Indian Council on Addictive Disorders (UMICAD).

**Applicant** means a Tribe or a tribal organization that applies for licensure under this Ordinance 19.

**Capacity Management System** means a database operated by the Minnesota Department of Human Services to compile and make information available to the public about the waiting list status and current admission capacity of programs serving intravenous drug abusers.

**Central Registry** means a database maintained by a license holder that collects identifying information from two or more programs about individuals applying for a maintenance treatment or detoxification treatment for addiction to opiates for the purpose of avoiding an individual's concurrent enrollment in more than one program.

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

---

**Chemical** means controlled substances as defined by Minn. Stat. 152.01, subd.4, alcohol, solvents and other mood altering substances.

**Client** means an individual accepted by a license holder for assessment or treatment of substance use problems. An individual remains a client until the license holder no longer provides or plans to provide the individual with treatment services.

**Co-Occurring or co-occurring client** means a diagnosis that indicates a client suffers both substance abuse disorders and a mental health disorder.

**Direct client contact** means providing face to face care, training, supervision, counseling, consultation or medication to persons served by a license holder.

**License** means a certificate issued by a governing body authorizing the license or certificate holder to provide SUD treatment services.

**License holder** means the entity that is legally responsible for the operation of a program licensed by the program’s governing body.

**Nurse** means a person licensed and currently registered to practice professional or practical nursing as defined in Minn. Stat. 148.171nsubd. 14 and 15 or a nursing school graduate employed by the Indian Health Services or Mille Lacs Band of Ojibwe.

**Paraprofessional** means an employee, agent, or independent contractor of a license holder who assists others in providing treatment services. Paraprofessionals include technicians, case aides, recovery coaches or counselor assistants. Clients of the license holder may not be a paraprofessional in that program.

**Program serving intravenous drug abusers** means a program with the primary purpose of providing medication assisted therapy to clients who are drug or medication dependent.

**Target population** means a group of individuals experiencing problems with substance use and with specified characteristics that a license holder proposes to serve.

**Treatment** means a process of assessment of a client’s needs, development of planned interventions or services to address those needs, provision of services, facilitation of services provided by other service providers and reassessment. The goal of treatment is to assist or support the client’s efforts to alter the client’s harmful pattern of substance use.

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	3/4/2020 (HH)
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	3/4/2023