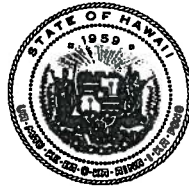


DAVID Y. IGE
GOVERNOR OF HAWAII



BRUCE S. ANDERSON, Ph.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
ALCOHOL AND DRUG ABUSE DIVISION
KAKUHIHEWA BUILDING
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707
PH: (808) 692-7506
FAX: (808) 692-7521

In reply, please refer to:
File: DOH/ADAD

April 9, 2019

Dear Prospective Independent Peer Reviewer:

The purpose of this letter is to solicit your interest in the Independent Peer Review (IPR) process. The Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant regulations {45 CFR Part 96, Section 96.136} require that for the fiscal year for which the grant is provided, the State will provide for independent peer review to assess the quality, appropriateness and efficacy of substance abuse treatment services provided in the State, and ensure that at least five percent of the Block Grant funded entities providing such services in the State are reviewed. Typically, this involves review of two agencies in Hawaii.

It also notes that independent peer reviewers shall be individuals with expertise in the field of alcohol and drug abuse treatment, and that as part of the independent peer review, the reviewers shall review a representative sample of patient/client records to determine quality and appropriateness of treatment services while adhering to all Federal and State confidentiality requirements (e.g. 42 CFR, Part 2 and 45 CFR, Parts 160 and 164, i.e. HIPAA). Independent peer reviewers will specifically examine the admission criteria/intake process, assessments, treatment planning, including appropriate referral; documentation of implementation of treatment services, discharge and continuing care planning and indications of treatment outcomes.

The State shall also ensure that the independent peer review will not involve practitioners or providers reviewing their own programs, or programs in which they have administrative oversight, and that there be a separation of peer review personnel from funding decision-makers. The State shall ensure that independent peer review is not conducted as part of the licensing/certification process.

The Independent Peer Reviewer shall be a professional with the following background:

- 1) Master's degree in behavioral health with at least three years' experience in substance abuse administration or counseling or equivalent; OR
- 2) Certification in Substance Abuse Counseling (CSAC) with five years of experience in substance abuse counseling or administration or equivalent; AND
- 3) Quality assurance experience (e.g. Clinical Director, Clinical Supervisor or Quality Assurance Specialist at a Substance Abuse Treatment Agency) of one year or equivalent.

Independent Peer Review

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Responsibilities:

- 1) Coordination of IPR and the IPR Team, if team members are chosen. (If the IPR Coordinator selects team members, at a minimum each shall have a master's degree in behavioral health with two years' experience in substance abuse counseling or certification as a substance abuse counselor, i.e. CSAC).
- 2) Liaison of the IPR Process with ADAD and Peer Reviewed Treatment Agencies.
- 3) Travel on same island and/or neighbor islands.
- 4) Conducting the IPR process in accordance with Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant regulations {45 CFR Part 96, Section 96.136}.
- 5) Providing written and oral feedback to selected agencies based on the IPR process.

Submit by **Wednesday, May 1, 2019** (to the attention of Dr. Jared Yurow at the address indicated on the letterhead):

- 1) A letter of interest.
- 2) A resume/vita that highlights relevant qualifications and experience along with copies of relevant credentials (e.g. CSAC, behavioral health license).
- 3) A sample clinical protocol to be used in IPR.
- 4) A bid proposal (less than \$2,500) which includes an itemized list of costs and a **total cost** for the IPR bid (must be an inclusive bid, whether for one professional or for a team, for ALL services).

If selected, the Independent Peer Reviewer shall

- 1) Work with the ADAD Fiscal Administrative Specialist to complete a vendor application in order to receive a vendor code to set up reimbursement.
- 2) Complete documents in accordance with Hawaii Compliance Express.
- 3) Submit an invoice indicating the accepted bid with the deliverables stated above by Thursday, August 15, 2019.

Deliverables:

- 1) The IPR process shall commence beginning **Monday, June 3, 2019**.
- 2) Completed protocols for the IPR of selected agencies (with agency names redacted) shall be submitted to Hawaii ADAD by **Thursday, August 15, 2019**.
- 3) A final summary report (with agency identifying information redacted) shall be submitted to Hawaii ADAD on the IPR of selected agencies by **Thursday, August 15, 2019**. Your participation will ensure that consumers receive high quality services, and that the Hawaii Alcohol and Drug Abuse Division meets its federal requirements.

Direct questions to Dr. Jared Yurow at (808) 692-7509 or jared.yurow@doh.hawaii.gov.

Sincerely,



Jared Yurow, Psy.D.
Hawaii Licensed Psychologist
Clinical Psychologist Supervisor