

ALABAMA DEPARTMENT OF MENTAL HEALTH SUBSTANCE ABUSE SERVICES
ADMINISTRATIVE CODE

CHAPTER 580-9-41
PERSONNEL MANAGEMENT

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580-9-41-.01 General Staff.

(1) The financial accounting operations of a service provider organization with a total annual budget exceeding \$500,000 shall be supervised by a full time employee or contracted service who has the following qualifications:

(a) At least a bachelor's degree in accounting or business, finance, management, public administration, with accounting courses.

(b) At least two years accounting experience.

(2) The financial accounting operations of a service provider organization with a total annual budget less than \$500,000 shall be supervised by an employee or contracted service who/which has the following qualifications:

(a) Demonstrated familiarization with Generally Accepted Accounting Principles.

(b) At least two years accounting/bookkeeping experience.

(3) The provider must have an organizational chart depicting functional areas of responsibility and lines of supervision.

(4) Documentation of all required supervision must include the following information for each supervisory session.

(a) Name and signature of supervisor;

(b) Name and signature of employee;

(c) Date of supervision;

(d) Amount of time of supervisory session;

(e) Brief narrative describing the topics covered in the session.

(5) Staff members who hold a degree must have an official copy of their transcript on file with their employer.

Author: Substance Abuse Services Division

Statutory Authority: Code of Ala. 1975, §22-50-11.

History: New Rule: Filed July 22, 1992. Extended: September 30, 1992. Extended: December 31, 1992. Certified: March 30, 1993; effective May 5, 1993. **Amended:** Filed November 19, 2003; effective December 24, 2003. **Amended:** Filed June 19, 2012; effective July 24, 2012.

580-9-41-.02 Substance Abuse Staff.

(1) Human Service Needs Assessment and Case Planning shall be performed by a person meeting the following:

(a) A person who has successfully completed a Case Manager Training Program equivalent to that provided by the DMH Substance Abuse Division. A written request containing detailed accounts of the content of the training program and qualification of trainer(s) should be submitted to SASD prior to the training.

(b) A person who possesses a valid Alabama driver's license.

(c) A person who meets the qualifications of a Qualified Substance Abuse Professional II (QSAP III).

(2) Students who are completing a graduate degree in psychology, counseling, social work, or psychiatric nursing may conduct direct services under the following conditions.

(a) The student is in a clinical practicum that is part of an officially sanctioned academic curriculum.

(b) The student receives a minimum of one (1) hour per week of direct clinical supervision (face-to-face) from a licensed/certified mental health professional having at least two (2) years post master's experience in a direct services functional area.

(c) Any written clinical documentation generated by the student must be received and signed by a qualified counselor.

Author: Substance Abuse Services Division

Statutory Authority: Code of Ala. 1975, §22-50-11.

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