

**CERTIFICATION OF ADMINISTRATIVE RULES
FILED WITH THE LEGISLATIVE SERVICES AGENCY
OTHNI LATHRAM, DIRECTOR**

(Pursuant to Code of Alabama 1975, §41-22-6, as amended).

I certify that the attached is/are correct copy/copies of rule/s as promulgated and adopted on Thursday, July 17, 2025, and filed with the agency secretary on Thursday, July 17, 2025.

AGENCY NAME: Department of Mental Health Substance Abuse Services Division

INTENDED ACTION: Amend

RULE NO.: 580-9-47-.02

(If amended rule, give specific paragraph, subparagraphs, etc., being amended)

RULE TITLE: Personnel

ACTION TAKEN: State whether the rule was adopted with or without changes from the proposal due to written or oral comments:

Adopted with changes. 6/17/2025

NOTICE OF INTENDED ACTION PUBLISHED IN VOLUME XLIII, ISSUE NO. 7, AAM,
DATED WEDNESDAY, APRIL 30, 2025.

STATUTORY RULEMAKING AUTHORITY: Code of Ala. 1975, §22-50-11

(Date Filed)
(For LRS Use Only)

REC'D & FILED
JUL 17, 2025
LEGISLATIVE SVC AGENCY

Fred McCoy, III

Fred McCoy, III

Certifying Officer or his or her
Deputy

(NOTE: In accordance with §41-22-6(b), as amended, a proposed rule is required to be certified within 90 days after completion of the notice.)

580-9-47-.02 Personnel

(1) It will be incumbent on the Board of Directors of each organization/agency to develop the qualifications for the position of Executive Director. This is a full-time position and the required qualifications for the Executive Director should be commensurate with the professional staff employed by the organization/agency and with the continuum of care provided by the organization/agency.

(2) The Prevention Director shall meet at least one (1) of the following criteria:

(a) Have a Master's degree in a human services related field and one (1) years of work experience in substance use treatment or prevention or

(b) Be certified as either a Certified Prevention Specialist or a Certified Prevention Manager by an independent certification board offering a credential approved by the Alabama Department of Mental Health (ADMH) or

(c) Have a Bachelor's degree in a human services related field and two (2) years of work experience in substance ~~abuse~~-use treatment or prevention and shall become certified as a Certified Prevention Specialist by an independent certification board offering a credential approved by the Alabama Department of Mental Health (ADMH) within two (2) years of hire.

(d) When the Prevention budget of a provider organization is \$500,000 or less, a single staff member may serve as Chief Executive Officer (CEO)/Executive Director (ED) and Prevention Director. This staff member must meet the requirements of the Prevention Director.

(3) Each prevention service provider shall meet at least one (1) of the following criteria:

(a) Education, experience and/or certification requirements of the Prevention Director as outlined in standard 580-9-47-.02(2) or

(b) Be certified as an Associate Prevention Specialist by an independent certification board offering a credential approved by the Alabama Department of Mental Health (ADMH) or

(c) If not currently certified as an Associate Prevention Specialist, shall become certified within two (2) years of hire by an independent certification board offering a credential approved by the Alabama Department of Mental Health (ADMH) and shall receive the following:

1. The Prevention Director provides documented general supervision of the person with a minimum of two (2) hours of supervision each month.

2. All work performed by an employee or a contracted service provider who fails to meet the above requirements within two (2) years of employment are subject to a chargeback by the Alabama Department of Mental Health (ADMH).

(4) Staff Development and Training. The following trainings shall be provided and documented for Prevention Director and all Prevention Service Providers:

(a) Within twelve (12) months of hire and annually thereafter, shall complete a minimum of twenty (20) hours of training with at least fifty percent (50%) prevention specific and shall include

ADMH approved Prevention Ethics training. Subsequent Ethics training shall be completed every two (2) years.

(5) Documentation of all education and experience verification, professional certification, and training shall be maintained for all prevention service staff.

(6) Criminal History Checks: All providers who provide prevention services and practices to communities shall have a current, upon hire and every [5] five years thereafter, criminal history check. Documentation shall be maintained in each staff person's file.

(7) Subcontracting and Scope of Service Obligation. A subcontractor of prevention services shall be responsible for meeting the education, experience and professional certification requirements for prevention service provider unless they are a drug free community or coalition that has completed a CADCA approved Leadership Course.

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Author: Division of Substance Abuse Services

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

History: New Rule: Filed January 27, 2000; effective March 2, 2000. **New Rule:** Filed June 19, 2012; effective July 24, 2012.

Repealed: Filed June 25, 2012; effective July 30, 2012. **Amended:** Filed August 22, 2013; effective September 26, 2013. **Amended:** Published July 31, 2025; effective September 14, 2025.