

Treatment Episode Data Set (TEDS)

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 400.09
EFFECTIVE DATE:	March 1, 2024
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	02/21/2024
SUPERSEDES:	New Policy
REFERENCES:	Substance Abuse and Mental Health Services (SAMHSA); NAC 458.028 , NAC 458.095 ; Nevada Substance Abuse Prevention and Treatment Agency (SAPTA); Bureau of Behavioral Health Wellness & Prevention Administrative Manual
ATTACHMENTS:	Attachment A: Treatment Episode Data Set (TEDS) Report Form

I. SUMMARY

The Division of Child and Family Services (DCFS) Juvenile Justice Services residential facilities shall ensure State operated juvenile justice facilities which are Nevada Substance Abuse Prevention and Treatment (SAPTA) certified complete a monthly Treatment Episode Data Set (TEDS) as required as a part of certification.

II. PURPOSE

To ensure compliance with the Nevada Substance Abuse Prevention and Treatment (SAPTA) certification program reporting requirements.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. American Society Addiction Medicine (ASAM): The Nation’s leading addiction medicine society representing physicians, clinicians, and other professionals. It is a comprehensive guideline for level of care placement for individuals seeking substance use treatment services. ASAM is commonly referred to as, “ASAM Criteria.”
- B. ASAM Criteria: The substance uses industry standard in assessment and treatment of addiction. The individuals’ needs are assessed through each of the six dimensions of ASAM Criteria.
- C. Biopsychosocial Assessment: A detailed clinical inventory of the type, amount, frequency, length of time, and consequences of a youth’s substance usage. Includes medical and

Treatment Episode Data Set (TEDS)

psychiatric history, assessing for co-occurring psychiatric disorders.

- D. Nevada Substance Abuse Prevention and Treatment Agency (SAPTA): A part of the Bureau of Behavioral Health Wellness and Prevention (BBHWP) within the Division of Public and Behavioral Health (DPBH). SAPTA roles include distributing funding (tax dollars, general fund, and grants), creating, and implementing statewide plans for substance abuse services, and offering technical support for agencies providing substance use disorder treatment.
- E. SAPTA Certification: SAPTA Certification is outlined in [NAC 458.028](#) – the criteria adopted by the Division, Bureau of Behavioral Health Wellness & Prevention (BBHWP) in the *Administrative Manual* of the Division for the prevention or treatment of a substance-related disorder.
- F. Substance Use Disorder (SUD): A mental and physical disorder affecting a person’s brain and behavior, leading to the person’s inability to control the use of substance despite the consequences. SUD is treatable; left untreated may lead to premature death.
- G. Treatment Episode Data (TEDS): A data reporting system including demographic and drug history information about individuals receiving substance use treatment. TEDS compiles client-level data for substance use treatment admissions, types of substances, age, and discharges from state agency data systems.

IV. GENERAL PROCEDURES

- A. All SAPTA certified programs are required to report demographic data monthly to BBHWP. The data shall include:
 - 1. Number of admissions per each month
 - 2. Number of discharges per each month
 - 3. Age of youth
 - 4. Gender identity
 - 5. Ethnic identity
 - 6. Primary substance used and secondary substance if applicable.
 - 7. Route of ingesting for heroin only
- B. Data is required for individuals 12 years of age or older.
- C. SAPTA Certification as outlined in [NAC 458.028](#) is the criteria adopted by the Division, Bureau of Behavioral Health Wellness & Prevention (BBHWP) in the *Administrative Manual* of the Division for the prevention or treatment of a substance-related disorder, including, without limitation:
 - 1. The policies and procedures established by the Division in the *Administrative Manual* to monitor compliance of programs with certification requirements.
 - 2. The criteria outlined in the *ASAM Criteria: Treatment Criteria for Addictive, Substance-Related, and Co-Occurring Conditions*, which is adopted by reference pursuant to [NAC 458.095](#); and
 - 3. The criteria outlined in the *Diagnostic and Statistical Manual of Mental Disorders*, which is adopted by reference pursuant to [NAC 458.095](#).

Treatment Episode Data Set (TEDS)

- D. This data is collected to gather information related to substance abuse characteristics such as substances used, route of use, frequency of use, gender, race, and ethnicity.
 - 1. A substance abuse counselor or other credentialed clinician is responsible for collecting data and submitting a monthly TEDS Report Form (Attachment A) to:
 - a. The superintendent of the SAPTA certified program/facility
 - b. The clinical supervisor of the SAPTA certified program
 - c. The Juvenile Justice Programs Office
 - d. To BBHWP and/or an identified SAPTA program manager

V. DOCUMENTATION

- A. The substance abuse counselor or other credentialed clinician shall maintain monthly TEDS reports for a minimum of three years or longer based on SAPTA requirements, and document in a case note or other method when each monthly report is sent.
- B. The substance abuse counselor or other credentialed clinician shall utilize the monthly TEDS reports to create an aggregated annual report to be provided to the Juvenile Justice Programs Office, for data and reporting purposes.

VI. STANDARD OPERATING PROCEDURES

- A. Each SAPTA certified facility shall create standard operating procedures consistent with this policy, to include:
 - 1. Person responsible for collecting and submitting monthly TEDS report.
 - 2. Timeframe for submitting monthly TEDS report to required recipients.
 - 3. Person responsible for aggregating and submitting annual TEDS report to Programs Office.
- B. This policy shall be reviewed every two years or sooner if deemed necessary.
 - 1. This policy must be revised as SAPTA updates their requirements and submitted to the SAPTA office.