



COYOTE VALLEY BAND OF POMO INDIANS POLICIES AND PROCEDURES

TITLE: Department of Health and Human Services Residential Alcohol and Substance Abuse Treatment

PURPOSE: In order to encourage a healthy and sober lifestyle, the Tribe has designated limited funds to provide assistance to those in need. Upon request, the Tribe may assist Members in obtaining treatment for alcohol or substance abuse at a certified residential treatment facility, upon meeting the criteria set forth in this policy.

AVAILABILITY: Assistance is subject to available funds and shall be limited to the following policy and procedure. Members requesting assistance under this program must have exhausted all other resources before any of the program funds can be expended.

DEFINITIONS:

“Department”: the Coyote Valley Health and Human Services Department.

“Member”: any person who has met all requirements for enrollment under the Document Embodying the Laws, Customs and Traditions of the Coyote Valley Band of Pomo Indians.

“Court”: any Federal, Municipal or Tribal Court.

“Eligible Treatment Facility”: any certified alcohol or substance abuse treatment facility determined to be appropriate by the Coyote Valley Health and Human Services Department for the individual treatment of a Tribal Member.

“Successful Completion”: fulfillment of the minimum requirements for treatment as determined by the Coyote Valley Health and Human Services Department.

“Government Rate”: based on the Federal rate standard used by the Tribe for costs associated with travel and are subject to change.

“Withholding Agreement”: the Tribe has determined that withholding a Member’s per-capita and/or non-gaming proceeds for any money owed to the Tribe is an acceptable means of recouping debts. This agreement is the document used by the Tribe to facilitate the withholding of these proceeds.

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POLICY: The Coyote Valley Health and Human Services Department (Department) shall strictly adhere to this policy and its procedures. Review of this policy shall be done as necessary to meet the needs of the Tribe and its Members.

I. Eligibility

- A. All Members of the Coyote Valley Band of Pomo Indians are eligible for assistance under this policy.
- B. Members who voluntarily submit to treatment.
- C. Members mandated by the Court or by the Tribal Council to submit to treatment.
- D. Members requesting assistance must commit to a minimum of 180 days.
- E. Members requesting assistance under this program who have previously been to treatment paid for by the Tribe and did not successfully complete the program must, upon new admission to an Eligible Treatment Facility, agree to reimburse the Tribe through the withholding of per capita and non-gaming proceed payments until the total cost incurred by the Tribe is paid in full.

II. Allowable Expense

- A. Cost of the Eligible Treatment Facility as determined by the Department.
 - i. Minimum required stay of 180 days.
 - ii. Requests for stays beyond 180 days are required to be reviewed and approved by Tribal Council.
- B. Transportation to the designated treatment facility and upon successful completion of a program if requested (mode and cost as determined by the Department).
 - i. Member may be compensated at the Government Rate for transportation costs to an eligible residential treatment facility if transportation is unavailable through the Department.

III. Requirements

- A. Successful Completion is required. The Member must agree to repay for all costs incurred by the Tribe if these requirements are not fulfilled.
 - i. The Member must provide proof of Successful Completion to the Department within 10 days of completing the designated program in order to avoid withholding payment of per capita and non-gaming proceeds.
 - ii. Upon completion of the residential treatment program, the member must submit to random testing on a monthly basis by the Department or designated agency for a period of 1 year.
 - 1. Any positive tests will result in a failure to complete the Tribe's requirements.
- B. Members requesting assistance must submit to an assessment prior to making arrangements.
- C. A release of information must be provided so that the Department can provide and receive information to/from the treatment facility in order to coordinate care.

PROCEDURE: In order to administer this program in a fair and consistent manner the following procedures are hereby in place.

I. Application

- A. The Member requesting assistance must submit a Request for Assistance to the Department.



- i. Complete information needed on the "Request" form.
 - ii. Supply any Court documents and contact information applicable.
 - B. If the Member is mandated by Tribe through action of the Tribal Council or Tribal Court to submit to treatment, the mandating entity shall provide all necessary documentation to the Department.
 - C. Department must obtain Withholding Agreement.
 - D. Department must obtain a Release of Information from the Member giving the appropriate permissions to provide/receive privileged documents and information to/from the treatment facility.
 - i. Treatment plan.
 - ii. After care plan.
 - iii. Other pertinent information as may be necessary for a Member to be successful in treatment and after.

II. Placement

- A. Department must determine an appropriate placement for the needs of the requesting Member.
- B. Department may determine the need for transportation if requested.

