

# CareCertify LLC

## Substance Use Disorder Training Series

SUD-01

# Introduction to SUD Treatment & Chapter 245G

## *Participant Guide*

Substance Use Disorder Training Series · Audience: Counselors · Technicians · Support Staff · Recovery Peers · CE Hours: 1.0

## **A Licensed System for a Treatable Condition**

Substance use disorder is a treatable medical condition, and Minnesota licenses the programs that treat it under Chapter 245G. The chapter sets common standards — who can provide services, what training is required, how treatment is planned and documented, client rights, and the strict confidentiality that addiction treatment requires.

This guide gives you the map: the levels of care, the team roles, the training you must complete, and the treatment plan that guides each client's care. Knowing the system helps you do your part well.

### **Learning Objectives — by the end of this module you will be able to:**

- Describe Minnesota's SUD treatment system and Chapter 245G
- Explain levels of care in the treatment continuum
- Identify team roles and their qualifications
- State the required orientation and training for staff
- Explain the individual treatment plan and your role in it

## **Section 1: Chapter 245G**

Chapter 245G is Minnesota's licensing framework for substance use disorder treatment programs. It sets standards for staff qualifications and training, client rights, individual treatment planning, documentation, medication, physical plant, and confidentiality. The Department of Human Services (DHS) licenses and inspects programs under it.

Knowing that these standards exist — and that DHS enforces them — is the foundation for everything else in your role.

## **Section 2: Levels of Care**

Substance use disorder treatment spans a continuum of care, from outpatient services to intensive outpatient, day treatment, and residential treatment, with detox and recovery supports around them. The level of care is matched to the client's assessed needs, and clients may step up or down as they progress. The goal is the right level of support for each person at each stage.

### Section 3: Treatment Team Roles

SUD treatment teams include alcohol and drug counselors (LADCs, licensed or exempt under Chapter 148F), treatment coordinators, technicians and support staff, recovery peers or specialists with lived experience, and clinical supervisors. Minn. Stat. 245G.11 sets the qualifications for these roles.

Each role has a defined scope. Counseling, assessment, and treatment planning are clinical functions for qualified counselors; work within your role and escalate beyond it.

### Section 4: The Alcohol and Drug Counselor

An alcohol and drug counselor must be licensed or exempt from licensure under Chapter 148F. Qualification pathways (per 245G.11) include a relevant degree or RN licensure plus classroom instruction covering the core functions and supervised experience, or specified drug-counselor training plus supervised experience. LADCs perform clinical functions — assessment, individual and group counseling, and treatment planning.

### Section 5: Required Orientation and Training

Under Chapter 245G (including 245G.13), staff must complete required orientation and training, covering client rights, confidentiality and data privacy, emergency procedures, reporting of maltreatment, and program policies and procedures. Complete training and work within your role and supervision before taking on independent responsibilities. Your program documents your completed training in your personnel file.

#### Train and stay in scope

Clinical work — assessment, counseling, treatment planning — belongs to qualified counselors. Everyone completes required training and works within their role.

### Section 6: The Individual Treatment Plan

Each client has a person-centered individual treatment plan, developed by an alcohol and drug counselor (Minn. Stat. 245G.06) within required timelines — for example, within ten days of service initiation for a residential program, with specific timelines for nonresidential and opioid treatment programs. Services follow the plan, and regular treatment-plan reviews keep it current as the client progresses.

### Section 7: Confidentiality From Day One

Substance use disorder records receive some of the strongest confidentiality protection in health care — under 42 CFR Part 2, HIPAA, and Minnesota law (including 254A.09 and ch. 13). In general, you cannot even acknowledge that someone is in treatment without proper consent. Protect client privacy from your first shift; a dedicated lesson covers confidentiality in depth.

### Section 8: Where You Fit on the Team

You are a trained, supervised member of a licensed team helping people recover from a treatable condition. Work within your role and the treatment plan, use supervision, and escalate beyond your scope. The standards in Chapter 245G keep clients safe and services effective — and your everyday work is part of how recovery happens.

## Key Terms

| Term                      | What it means   |
|---------------------------|---|
| Chapter 245G              | Minnesota's licensing law for substance use disorder treatment programs.  |
| LADC                      | Licensed Alcohol and Drug Counselor (licensed/exempt under Chapter 148F). |
| Levels of care            | The continuum from outpatient to residential, matched to need.            |
| Individual treatment plan | The person-centered plan developed by an LADC (245G.06).                  |
| Treatment coordinator     | Staff who coordinate a client's care, qualified per 245G.11.              |
| 42 CFR Part 2             | Federal rule giving strong protection to SUD treatment records.           |

## Check Your Understanding

1. What does Chapter 245G govern?
2. Name three roles on a SUD treatment team.
3. Who develops the individual treatment plan, and on what timeline?
4. What must staff complete before independent work?
5. Why is confidentiality so important in SUD treatment?

## What's Next

### Looking ahead

Next, SUD-02: Understanding Addiction & Recovery covers what substance use disorder is and how recovery works.