

FAMILY INVESTMENT ADMINISTRATION

Policy Number:	25-06
Policy Title:	Substance Abuse and Treatments Services (SATS) MDH/BHA, FIA Central and Local Departments Organizational Roles
Release Date:	January 17, 2024
Effective Date:	Immediately
Approved By:	Augustin Ntabaganyimana, Executive Director Family Investment Administration
Revision Date(s):	N/A
Supersedes:	N/A
Originating Office:	Office of Cash Programs
Required Actions:	Not Applicable
Key Words:	Substance Abuse and Treatment Services (SATS)
Related Federal Law	N/A
Related State Laws	Welfare Innovation Act (House Bill 1160) codified at § 5-314 , The Integration of Child Welfare and Substance Abuse Treatment Services Act (House Bill 7/ Senate Bill 671) codified at § 5-1202
COMAR	07.02.01.03 , 07.03.03.09
State Plan Implications?	No



Maryland
 Department of
 Human Services
 Department of Human Services
 25 S Charles Street
 Baltimore MD 21201

**FAMILY INVESTMENT
 ADMINISTRATION (FIA)
 INFORMATION MEMO**

Control Number: # 25-06

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**TO: LOCAL DEPARTMENTS OF SOCIAL SERVICES (LDSS)
 DIRECTORS, LDSS DEPUTY/ASSISTANT DIRECTORS FOR
 FAMILY INVESTMENT, FAMILY INVESTMENT SUPERVISORS AND
 ELIGIBILITY STAFF**

FROM: AUGUSTIN NTABAGANYIMANA, EXECUTIVE DIRECTOR

**RE: SUBSTANCE ABUSE AND TREATMENTS SERVICES
 (SATS) MDH/BHA, FIA CENTRAL AND LOCAL
 DEPARTMENTS ORGANIZATIONAL ROLES.**

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Summary

In 2000, the Maryland General Assembly passed the [Welfare Innovation Act \(House Bill 1160\)](#) codified at [§ 5-314](#) and the [Integration of Child Welfare and Substance Abuse Treatment Services Act \(House Bill 7/Senate Bill 671\)](#) codified at [§ 5-1202](#) to integrate child welfare and substance abuse treatment services. The provisions of the Welfare Innovation Act require that a substance use disorder counselor designated as an addictions specialist be on site at every Local Department of Social Services (LDSS).

The Department of Human Services (DHS) and the Maryland Department of Health (MDH)/Behavioral Health Administration (BHA) developed a protocol for integrating child welfare and substance use disorder services. Today, DHS and MDH/BHA operate the [Substance Abuse Treatment Services \(SATS\)](#) program for which the following organizational roles have been established:

1. The Maryland Department of Health (MDH)/Behavioral Health Administration (BHA) Local Health Department (LHD) or its designee is responsible for hiring and clinically supervising Addiction Specialists.

2. The Local Department of Social Services (LDSS) is responsible for on-boarding and off-boarding Addiction Specialists. Additionally, the (LDSS) provides any training, including WORKS, that is needed to perform the Addiction Specialist's job duties.
 - a. Addiction Specialists should be on-boarded and off-boarded the same as any contracted staff.
 - b. WORKS training for the Addiction Specialist can include but is not limited to the following:
 - i. How to view and enter referrals;
 - ii. How to add and end activities; and
 - iii. How to view and add narration.
3. LDSS is responsible for informing the Addiction Specialist their preferred method for notifying the LDSS' case managers of the results from screening and treatment outcomes.
4. The DHS Family Investment Administration Office of Cash Programs (OCP) serves as the contract manager. OCP is responsible for:
 - a. Administrative support such as overseeing the budget to avoid overspending,
 - b. receiving and processing invoices for payment,
 - c. reviewing all backup documentation attached to the invoices,
 - d. receive and review SATS reports,
 - e. make data requests,
 - f. ensure the data request deadline is met, and
 - g. liaison between MDH/BHA and LDSS when concerns arise.

Inquiries

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#). Montgomery County staff may submit their policy questions via email at fia.policy@maryland.gov. For questions related to E&E, please email fia.bsdm@maryland.gov.

cc: DHS Executive Staff
FIA Management Staff
Constituent Services
DHS Help Desk
Office of Administrative Hearings