

<b>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</b>	<i>Number: C-11</i>  <i>Policy: SCA Treatment Funding Authorization</i>
<i>Most Current Revision: 1/10/22</i> <i>Effective Date: 1/10/22</i>	<i>Page: 1 of 3</i>

**I. Purpose:**

To establish policy, procedure, and instruction for Single County Authority (SCA) treatment funding authorization.

**II. Policy:**

- A. The York/Adams Drug & Alcohol Commission (YADAC) requires that all treatment providers, regardless of level of care, have a complete record for each SCA funded individual to include the information outlined below, which must be entered into Pennsylvania Web Infrastructure Treatment System (PA WITS) upon admission. Please reference DDAP’s Manuals, WITS Treatment End User Clinical Guide, and WITS Treatment Videos. These can all be found on DDAP’s website.
- B. Entities responsible for entering the initial WITS data must consent the information in PA WITS to T-York/Adams SCA and consent and refer (see **DDAP WITS Treatment Video 15 & 16**) the information to the next accepting provider as appropriate. The accepting provider must review and accept the PA WITS referral, which shall become a part of the individual’s permanent record with each subsequent provider. The accepting provider shall not enter the initial PA WITS data again, but shall retain it as a part of the individual’s record. This process shall be monitored by YADAC to ensure compliance.

<b>Client Profile – DDAP Video 2</b>	<b>Intake - DDAP Video 3</b> *Must enter close date at bottom once case is closed in WITS
<b>Screening Tool</b> – Must be entered into WITS regardless if the individual enrolled in treatment or not. <b>DDAP Video 4</b>	<b>Level of Care Assessment (LOCA)</b> - Must use the Treatment Assessment Protocol (TAP) in WITS - <b>DDAP Video 7 &amp; 8</b>
<b>Documentation of Communicable Diseases Screens</b> – must utilize Miscellaneous Notes for Tuberculosis, Gambling, HEP C & HIV Screening - <b>DDAP Video 20</b> *4 Miscellaneous Notes total	<b>Outcome Measures Data x3 – Initial: DDAP Video 12</b> <b>Updated: DDAP Video 13</b> <b>Final: DDAP Video 14</b>
<b>ASAM Summary &amp; Risk Rating - DDAP Video 9</b> *Admission, Continued Stay, and Discharge as applicable **ASAMS must be signed by person conducting ASAM or add name in comments if entered on behalf of another person.	<b>Admission</b> - if the person is admitted to Treatment - use the treatment level of care; if admitted to Case Management Services, use Case Management- <b>DDAP Video 11</b>
<b>Program Enrollment</b> - must be entered if the person is admitted to Treatment and/or Case Management Services) - <b>DDAP Video 12, 13, 147 18, &amp; 18</b>	<b>Recovery Plan</b> – must be completed at admission and every 60 days to determine needs or changes in needs - <b>DDAP Video 19</b>
<b>Case Management Encounter Notes</b> (Must include a note regarding admission to explains reason for SCA funding; and note regarding discharge, to explain the reason an individual is discharged from treatment or case management services)	<b>Discharge</b> - must be entered if the person was admitted to Treatment or Case Management Services - <b>DDAP Video 17</b> *Close date must be recorded on the WITS intake screen.
<b>Case Management Encounter Notes</b> (Use Case Management Notes) - <b>DDAP Video 21</b> Notes must adequately describe the nature and extent of each contact to include the following: <ul style="list-style-type: none"> <li>• Information gathered about the individual,</li> <li>• Analysis of the information to identify the individual’s treatment and non-treatment needs,</li> <li>• Action to be taken to meet the individual’s treatment and non-treatment needs,</li> <li>• Notes shall include a description of admission and discharge</li> <li>• Case manager’s signature OR initials and date,</li> <li>• Notes shall be entered into WITS within 7 days of the encounter,</li> <li>• Notes must be added for any activity with or about the client.</li> </ul>	
<b>Government Performance Results Act (GPR) Tool: The SCA and contracted providers must ensure that a GPR tool is completed for all individuals receiving State Opioid Response (SOR) funded treatment or treatment-related services. Please refer to YADAC’s GPR policy for instructions regarding completion and coordination of GPRs.</b>	

- C. In addition to the documentation required in PA WITS, providers must include the information below as part of an individual’s file and be made available for YADAC review upon request.
- D. The referring entity is responsible for completing and sending the information below to the accepting provider as appropriate. The accepting provider must review the information for accuracy and include it in the individual’s permanent record with each subsequent provider. The accepting provider shall not recomplete the forms with the individual for SCA funding, but shall retain the forms as a part of the individual’s record. This process shall be monitored by YADAC to ensure compliance.

<b>Appropriate Consents</b>	<b>Grievance and Appeal Acknowledgement Form</b>
<b>Charitable Choice Disclosure</b> (as applicable)	<b>Client Liability Determination</b> (as applicable)
<b>Wellness Court Update Reports</b> (as applicable)	<b>Request for Authorization</b> (only for Inpatient referrals)
* Files that are maintained electronically must contain all required components, and a hard copy must be made available upon request. Information maintained in a paper file must be made available for review upon request.	

**REMINDER:** YADAC's funding is to be utilized as the funding of last resort. It is the contracted provider’s responsibility to ensure that all other viable funding options have been exhausted, prior to utilization of YADAC funding. (See YADAC C-4 Policy for details) Failure to adhere to this process or the requirements listed above may result in the forfeiture of YADAC funding.

**III. Funding Authorization Process:**

- A. YADAC requires pre-authorization for the following levels of care:

<b>Level of Care</b>	<b>Authorization Request: (Initial and Continued Stay)</b>
<b>3.1</b> Clinically Managed Low-Intensity Residential	Up to 14 and every 14 Days thereafter
<b>3.5 Medium Adolescent Enhanced</b> Clinically Managed Medium-Intensity Residential Services Dual	Up to 14 and every 14 Days thereafter
<b>3.5 Medium Adolescent</b> Clinically Managed Medium-Intensity Residential Services	Up to 14 and every 14 Days thereafter
<b>3.5 High Adult Enhanced</b> Clinically Managed High-Intensity Residential Dual	Up to 14 and every 14 Days thereafter
<b>3.5 High Adult</b> Clinically Managed High-Intensity Residential	Up to 14 and every 14 Days thereafter
<b>3.7</b> Medically Monitored Intensive Inpatient Services	Up to 14 and every 14 Days thereafter
<b>3.7 Enhanced</b> Medically Monitored Intensive Inpatient Services Dual	Up to 14 and every 14 Days thereafter
<b>4 Adult Enhanced</b> Medically Managed Intensive Inpatient Dual	Up to 14 and every 14 Days thereafter
<b>4 Adult</b> Medically Managed Intensive Inpatient	Up to 14 and every 14 Days thereafter

*Note: No Pre or Continued Stay Authorization is required for Outpatient levels of care; Withdrawal Management level of care does not require pre-authorization, however the treatment funding authorization process must be adhered to once admitted to treatment and continued stay funding authorizations shall occur each subsequent day after 5 days.*

As such, YADAC requires a Request for Authorization (RFA) form to be utilized to request funding for the above mentioned levels of care. The RFA shall be completed by the provider requesting funding approval and must be submitted within 3 (three) business days of admission. YADAC suggests that providers request 14 days of residential services at the time that withdrawal management is requested, as residential services requires pre-authorization.

The provider shall submit the form to YADAC to request funding. If an individual is being referred to another facility, the current referring provider is responsible for securing SCA funding prior to admission to the accepting facility and is required to forward such approval to the accepting facility. Providers must record if the service is co-occurring and resubmit an RFA if this status changes. Once the RFA is received, YADAC shall offer a written response within 2 (two) business days to the requester. Verbal communication shall not constitute authorization. The approved RFA sent from YADAC shall be retained by the provider and be made available upon request. Failure to produce an approved RFA may result in denial of funding.

In the event that more time than initially approved is warranted, the provider may submit further requests for funding authorization utilizing the YADAC RFA form and above appropriate timeframes for continued stay funding authorizations. Please note that as appropriate, required continued stay documents, such as ASAM & Risk Rating, must be entered into PA WITS as listed in part II section A of this policy.

If for any reason, the above requirements cannot be met, please reach out to the RFA mailbox to explain the circumstances to avoid any unnecessary denials in payments.

**Request for Authorization Submission:**

Please send all RFA related paperwork to the following YADAC email address:

[yadac-rfa@yorkcountypa.gov](mailto:yadac-rfa@yorkcountypa.gov)

Approved by:



YADAC Administrator

1/10/2022

Date