I. Purpose:

To provide guidelines for informing LCDAC of the provider service staff who will be conducting the clinical services for the LCDAC funded individual.

II. Procedure:

A. ALL contracted LCDAC outpatient service provider must, at the time of hire **and before** initiating any sessions with LCDAC funded individual, email the LCDAC Case Management Supervisor:
   a. the full name of the clinician/therapist with credentials; and
   b. the resume of the clinician.
B. The LCDAC Case Management Supervisor will:
   a. Review the submission; and
   b. Respond in writing (email) approval or denial for this individual to conduct treatment services with the LCDAC funded individual.
   c. The LCDAC Outpatient service provider is responsible for maintaining a copy of the email response from the LCDAC Case Management Supervisor on file in the staff's personnel record. At the time of the LCDAC monitoring site visit, this email may be requested.
C. BE ADVISED
   a. Failure to follow this process may make the services provided prior to the LCDAC Case Manager's approval **ineligible** for LCDAC reimbursement
D. Email address of the LCDAC Case Manager DrugAlcohol@co.lancaster.pa.us

Approved By: Rick Kastner 7/1/2021

Rick Kastner LCDAC Executive Director Date