

LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
Paperwork Procedures to Request Approval for Withdrawal Management Services, Residential Service Placement, Extending Service Placements, and at the time of Discharge/Transfer

Withdrawal Management Services

• **Upon Admission**

○ The following documents MUST be completed:

- LCDAC Request for Client Services Form,
- A Client Rights document (Service provider version is acceptable),
- LCDAC Admission form,
- LCDAC fully executed valid signed consents for all appropriate entities,
- *(As appropriate)* LCDAC Consent for Rediscovery form,
- *(As appropriate)* Charitable Choice Disclosure,
- LCDAC Complaint/Grievance & Appeal Procedure form,
- *(As appropriate)* LCDAC Client Liability Determination,
- *(As appropriate*)* **Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs** tool
 - *IF the GPRA Client Outcome Measures for Discretionary Programs tool is appropriate, you MUST refer to the **MEMO OF IMPORTANCE** dated January 11, 2021, titled: **SOR Funded Lancaster County Resident & the Completion of the GPRA Tool**
- *(As appropriate)* The LCDAC GPRA Follow-Up Acknowledgement Signature Page for individuals receiving SOR funded treatment or treatment-related services

○ The listed documents must be scanned and emailed to: DrugAlcohol@co.lancaster.pa.us

• **In FIVE (5) day intervals following admission:**

- In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings.

• **At Discharge/Transfer from Withdrawal Management Services**

- The following documents are to be completed in WITS:

- ASAM Criteria Placement Summary Sheet with Risk Ratings.

- The following document must be completed, scanned, & emailed to

DrugAlcohol@co.lancaster.pa.us

- LCDAC Discharge form*

- *The exception would be for those individuals who are remaining at the same facility just transferring to a different level of care; **NO LCDAC DISCHARGE IS NEEDED.**

• **At Any Time During the Service Stay**

- **When an individual obtains other viable funding (*that is: Managed Care coverage through PerformCare, CCBH, etc.; OR private insurance*)**

- Complete the LCDAC Discharge form.
- The discharge date on this form corresponds with the date that the insurance/Managed Care/etc. coverage began.
- The completed LCDAC Discharge form is to be scanned and emailed to: DrugAlcohol@co.lancaster.pa.us
- This will inform LCDAC that our funding is no longer needed.

- **When an individual is DISCHARGED from the placement services/facility**

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- Complete, scan, & email the LCDAC Discharge form to DrugAlcohol@co.lancaster.pa.us
- In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
- **REMEMBER:** When clients' funding stream changes OR are discharged, **WITS entries must be updated.**

Transfer to Rehab Placement from Withdrawal Management Services

- **For the individuals whose withdrawal management services were funded by LCDAC and are now assessed as requiring a residential level of care:**
 - Complete, scan, & email the following forms to DrugAlcohol@co.lancaster.pa.us:
 - LCDAC Request for Client Services form,
 - LCDAC Admission form*,
 - *This is required even for those individuals who are remaining at the same facility that were just transferred to a different level of care AND no LCDAC Discharge form was completed.
 - For the Level 3 Residential COD Enhanced programs, it is ESSENTIAL that you choose the correct option from the drop-down box.
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
 - You will receive a response from a member of the Case Management Unit if the requested service placement was approved or denied per the LCDAC Fiscal Department.
 - ALL required data information MUST be entered into WITS (*see CMCS #26A WITS Data Entry Requirements for Treatment and other LCDAC Required Logistics*).
 - At SEVEN (7) day intervals following the admission date:
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings.
- **For the individuals whose withdrawal management services were NOT funded by LCDAC yet are now assessed as requiring a residential level of care:**
 - Complete the following LCDAC paperwork:
 - LCDAC Request for Client Services form,
 - LCDAC Admission form,
 - An ASAM Placement Summary Sheet with Risk Ratings,
 - Fully executed valid signed LCDAC consent for the provider to release information to LCDAC,
 - LCDAC Complaint/Grievance & Appeal Procedure form,
 - Client Liability Form.
 - Email scanned copies of the above documents to: DrugAlcohol@co.lancaster.pa.us
 - Response to the request for placement will be answered by a member from the Case Management Unit via email and will include Fiscal funding authorization information.
 - At SEVEN (7) day intervals following the admission date:
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings.
 - ALL required data information MUST be entered into WITS (*see CMCS #25 WITS Data Entry Requirements for Treatment and other LCDAC Required Logistics*).

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Transfer to Rehab from A Psychiatric Unit or Hospital-Level Withdrawal Management Services

(Relevant ONLY for Egleville Hospital and Roxbury Treatment Center)

- For the individual who was **NOT** funded by LCDAC, follow the instructions listed under “For the individuals whose withdrawal management services were NOT funded by LCDAC yet are now assessed as requiring a residential level of care”.

GENERAL REMINDERS

- LCDAC documents shall be made available to any LCDAC staff upon request.
- Non-WITS LCDAC related documents must be retained in the individual’s chart and are considered a permanent part of the individual’s record.
- Providers must ensure that LCDAC funding is the payment of last resort.
- Complete all forms in their entirety.
- Retain all PA WITS documents in the PA WITS system and all other documents in the individual’s chart.
- **Reminder: Please consent all WITS entries to the Lancaster SCA.**
- When clients get MA or are discharged, please notify the SCA Case Manager and make the appropriate entries in WITS.
- Contact LCDAC with any unusual circumstances.
- Contact LCDAC for inquiries regarding funding availability.
- Utilize the most current CMCS posted policy/procedures related to paperwork.
- Failure to secure LCDAC approval by email for placement into residential treatment (*excluding residential withdrawal management services*) may result in the provider not receiving payment for services rendered.