

LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION

Methadone Maintenance

Paperwork Procedures to Request Funding Approval (Methadone Maintenance Clinic)

I. When Requesting LCDAC Funding for Methadone

a. 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
- LCDAC Complaint/Grievance & Appeal Procedure
- LCDAC Client Liability Determination
 - Follow ALL instructions found in Appendix A (posted on the LCDAC website)
 - As found in these instructions, income verification documents obtained must be retained in the individual's file
 - **ADDITIONALLY**, the income verification documents **MUST** be scanned & emailed to the LCDAC office with the completed liability determination
- *Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs tool*
 - Refer to the **MEMO OF IMPORTANCE** dated January 11, 2021, titled: **SOR Funded Lancaster County Resident & the Completion of the GPRA Tool**

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

II. A Medicaid application **must immediately** be submitted to the to the Lancaster County Assistance Office (i.e., the PA Department of Human Services) or **completed immediately** online via <https://www.compass.state.pa.us/compass.web/Public/CMPHome>. The individual **must** comply with all requests for documentation received from the Lancaster County Assistance Office

III. At Any Time While Receiving LCDAC Methadone Funding

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

- Complete the LCDAC Discharge Form and email to DrugAlcohol@co.lancaster.pa.us
- The discharge date on the form should correspond with the date that the insurance/Managed Care/etc. coverage began
- In WITS, complete an *ASAM Criteria Placement Summary Sheet with Risk Ratings* and all other required WITS entries as stated in LCDAC's policy titled **WITS Data Entry Requirements Policy for OP, IOP, and PHP**

b. When the individual receives an MA rejection letter from the Lancaster County Assistance Office

- A copy of this letter **must** be scanned & emailed to the LCDAC Case Manager **immediately**
- If the individual is not MA eligible, LCDAC Methadone funding can be backdated

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- Written verification of this status will be emailed from the LCDAC Case Manager
- If the individual does not receive MA benefits for failure to submit any requested documentation to the Lancaster County Assistance Office, the individual will no longer be eligible for LCDAC Methadone funding

IV. When an Individual is Discharged

- a. Complete the LCDAC Discharge Form and email to DrugAlcohol@co.lancaster.pa.us
- b. In WITS, complete an *ASAM Criteria Placement Summary Sheet with Risk Ratings*

V. **REMEMBER**: When individuals' funding stream changes OR is discharged, WITS entries must be updated.

VI. Be advised that the Methadone Provider must adhere to **ALL** posted LCDAC Policies and Procedures relevant to contracted outpatient services.

GENERAL REMINDERS

- LCDAC documents shall be made available to any LCDAC staff upon request.
- 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.
- When clients get MA or are discharged from the provider services, notify the LCDAC Case Manager immediately.
- Contact LCDAC with any unusual circumstances.
- Contact LCDAC for inquiries regarding funding availability.
- Utilize the most current CMCS posted policy/procedures related to paperwork.

*** *Compliance with the above procedures is required to receive LCDAC Methadone funding approval* ***