pennsylvania
DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS

# Policy Bulletin

## Department of Drug and Alcohol Programs

## No. 7-12

June 29, 2012

## DDAP Treatment Manual Update
## Required Use of the STAR Data System

The purpose of this Policy Bulletin is to amend Reporting defined in Sections 9.10 and 10.10 of the Department of Drug and Alcohol Programs'(DDAP) Treatment Manual by adding language that requires Single County Authorities (SCAs) and their providers to use the Strengthening Treatment and Recovery (STAR) Data System. Effective July 1, 2012, SCAs and their contracted providers are required to enter data elements related to screening, assessment, treatment and recovery support services paid by the SCA. **As of July 1, 2012, utilization of the Client Information System (CIS) and the Case Management Resource Report (CMRR) to collect client data will cease.** All client data that would have been reported into the CIS and the CMRR must now be reported in STAR.

For individuals screened, assessed or admitted into treatment or recovery support services funded by the SCA from July 1, 2012 forward: For clients entering treatment or recovery support services on or after July 1, 2012, all required data elements relative to screening, assessment and admission must be completed in the STAR Data System, even if either the screening or assessment functions were performed prior to the beginning of the state fiscal year. All required data must be entered or uploaded into STAR Provider Client Management no later than the 15th day of the month for services provided in the previous month. In turn, the data must be processed in STAR Payer Client Management no later than the 30th day of the month. For example, all data for individuals receiving services provided in July must be entered by August 15th and processed by August 30th.

***NOTE**: The Pennsylvania Client Placement Criteria (PCPC)/American Society of Addiction Medicine (ASAM) is the only item within the assessment form that must be completed in STAR. If providers choose to use a different assessment tool and wish to maintain their assessment electronically within STAR, they have the option to attach their completed assessment to the STAR client record via the Documents area in the client task pane. Further, DDAP is working collaboratively with the developer of STAR to accomplish modifications to the system which will*

*allow SCAs and providers to easily and effectively utilize the authorization and payment portions of the system. Requirements related to the authorization portion of STAR are scheduled to be implemented on January 1, 2013. Requirements related to the invoicing portion of STAR are scheduled to be implemented on July 1, 2013.*

Sections 9.10 and 10.10 of the Treatment Manual will now read as follows:

**9.10 Reporting**

**Service Limitations**

The SCA shall notify DDAP's Director of Treatment, in writing, within five days, if the SCA discontinues or limits authorization for admission to any Level of Care or type of service, for any reason, including lack of funding. When treatment limitations are removed, the SCA must notify DDAP's Director of Treatment, in writing, within five days.

**Strengthening Treatment and Recovery Data System (STAR)**

OVERVIEW

STAR is a web-based application that manages client data on three levels: provider, SCA and state. STAR also establishes a mechanism to receive data from providers that already have existing technology solutions. Use of this standardized application allows federal and state reporting requirements to be fulfilled. STAR also allows the state, SCAs and providers to track individuals throughout Episodes of Care. An Episode of Care is defined as the entirety of services in which an individual engages from the date of initial contact through the final date of any service, including treatment and non-treatment services. In a complete Episode of Care, no more than one month can elapse between different levels of care or between encounters in a given level of care/type of service in which an individual was not discharged. Within an Episode of Care, an individual is admitted into a specific program. Each time he/she changes a level of care, a discharge must be entered from that program. At such time that the individual is no longer receiving *any* services funded from the SCA, he/she is discharged. That discharge marks the end of the Episode of Care.

REQUIREMENTS

With regard to all clients funded by the SCA, all federal and state-required data elements pertaining to individuals who are screened, assessed, admitted into treatment, or are receiving recovery support services must be entered or uploaded into STAR. All required data elements are contained within the forms listed below. Data must be entered into STAR Provider Client Management and processed in STAR Payer Client Management per the DDAP Report Schedule.

The following forms in STAR are required to be entered into Provider Client Management and submitted to the SCA, as the payer, in this order:

- Client profile
- Screen
- Pennsylvania Client Placement Criteria (PCPC)
- Client Liability
- Insurance (needs to be completed but not submitted to the SCA)
- Admission
  - If the client is admitted into treatment, the Treatment Episode Data Set (TEDS) information must be submitted to the SCA.
- Discharge
  - If the client is discharged from treatment, the TEDS information must be submitted to the SCA.

The following forms in STAR are required to be processed in Payer Client Management in this order:

- Screen
- PCPC
- Client Liability
- Admission
- Discharge

**10.10 Reporting**

**Service Limitations**

The SCA shall notify DDAP's Director of Treatment, in writing, within five days, if the SCA discontinues or limits authorization for admission to any Level of Care or type of service, for any reason, including lack of funding. When treatment limitations are removed, the SCA must notify DDAP's Director of Treatment, in writing, within five days.

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  - If the client is discharged from treatment, the TEDS information must be submitted to the SCA.

The following forms in STAR are required to be processed in Payer Client Management in this order:

- Screen
- ASAM
- Admission
- Discharge