

York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual	<i>Number: C-11</i> <i>Policy: SCA Treatment Funding Authorization</i>
<i>Most Current Revision : 8/31/20</i> <i>Effective Date: 9/30/20</i>	<i>Page: 1 of 3</i>

I. Purpose:

To establish policy, procedure and instruction for 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 following information, which must be entered into PA WITS within 7 days of the date the service was delivered.
- B. Entities responsible for entering the initial WITS data must consent and refer the information in WITS to both YADAC and the next accepting provider as appropriate. The accepting provider must review and accept the WITS referral, which shall become a part of the client chart permanent record with each subsequent provider. The accepting provider shall not enter the initial WITS data again, but shall retain it as a part of the client record. This process shall be monitored by YADAC to ensure compliance.

Client Profile	Intake
Screening Tool	Treatment Assessment Protocol (TAP)
Miscellaneous Notes for Tuberculosis & Gambling Screening	Encounter Note for Communicable Diseases Screening *Acceptance or rejection of the referral must be documented in WITS – see YADAC Policy C-13
ASAM Summary *Admission, Continued Stay, and Discharge as applicable	Admission
Program Enrollment	Recovery Plan
Documentation of interim services using miscellaneous notes (as applicable)	Discharge *Discharge date must be recorded on the WITS intake screen.

Case Management Encounter Notes

Notes must adequately describe the nature and extent of each contact to include the following:

- Information gathered about the individual,
- Analysis of the information to identify the individual’s treatment and non-treatment needs,
- Action to be taken to meet the individual’s treatment and non-treatment needs,
- Notes shall include description of admissions and discharge
- Case manager’s signature OR initials and date,
- Notes shall be entered into WITS.

SOR GPRA (GPRAs must be completed for individuals receiving SOR funded treatment or treatment-related services)

- Timeframes for entry of the SOR GPRA are outlined in the SOR GPRA FAQ found on DDAP’s website at: <https://www.ddap.pa.gov/Documents/GPRA/GPRA%20FAQ.p>
- The GPRA must be consented and referred to both YADAC and to the next Provider for follow-up.
- The GPRA completion dates must be reflected on the RFA, in WITS or as requested by the SCA.

- 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 client record. This process shall be monitored by YADAC to ensure compliance.

Appropriate Consents	Grievance and Appeal Acknowledgement Form
Charitable Choice Disclosure (as applicable)	Client Liability Determination (as applicable)
Wellness Court Update Reports (as applicable)	Request for Authorization (only required 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. (*YADAC C-4 Policy*) Failure to adhere to this process or the requirements listed above may result in the forfeiture of YADAC funding.

Funding Authorization Process:

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

Level of Care	Authorization Request: (Initial and Continued Stay)
3.1 Clinically Managed Low-Intensity Residential Halfway House	Up to 14 and every 14 Days thereafter
3.5 Clinically Managed Medium-Intensity Residential Services (Adolescent)	Up to 14 and every 14 Days thereafter
3.5 Clinically Managed High-Intensity Residential Services	Up to 14 and every 14 Days thereafter
3.5 Clinically Managed Highest-Intensity Residential Services	Up to 14 and every 14 Days thereafter
3.7 Medically Monitored Intensive Inpatient Services	Up to 14 and every 14 Days thereafter
3.7 Medically Monitored High-Intensity Inpatient Services	Up to 14 and every 14 Days thereafter
4 Medically Managed Intensive Inpatient Services	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 preauthorization.

The provider shall submit the form to YADAC to request funding. If an individual is being referred to another facility, the current 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 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, must be entered into WITS as listed in section "A" of this policy.

Request for Authorization Submission:

Please send any RFA related paperwork to the following YADAC email address:
yadac-rfa@yorkcountypa.gov

Approved By:



YADAC Administrator

8/31/2020

Date