

**York County
Commissioners**
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**YORK/ADAMS
DRUG & ALCOHOL COMMISSION**
Recovery on the Horizon
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**Adams County
Commissioners**
Randy L. Phiel
James E. Martin
Marty Karsteter Qually

YADAC Administrator: Shawn Anne McNichol, MA, CACD, CCDPD

**Provider Working Group Meeting Minutes
September 16, 2013
9:00am – 11:00am
Pleasant Acres Annex**

Attendance:

Jennifer Smith, YADAC	Scott Kemper, Cornerstones	Renee Trombley, PA Counseling
George Eckenrode, FCR	Sarah Hawkins, WDR	Toni Sacco, Colonial House
Brandi Switek, Firetree	Patti Brader, Firetree	Helen Gyimesi, CHOY
Lisa Ahmed, YADAC	Deb Bard, TW Ponessa	Erin Pressel, Gaudenzia
Michael Maletz, YADAC	Susan Garman, New Insights	Amanda Maxton, New Insights
Tammy Jones, WDR	Faith Lenker, WDR	Cynthia Dixon, WDR
Rich Ryan, Daystar		

Introductions were made.

DDAP on STAR: (Q&A)

DDAP was present to address issues with STAR using the following Q&A.

If a provider is only conducting a screening and/or LOCA and then referring client on to another provider for LOCA and/or treatment, what does the provider enter into the STAR system and what does the accepting provider enter when they pick things up on their end? Someone mentioned problems "submitting" or "send to referred provider" to the provider they are referring to.

Profiles for each client are to be created. Screening can be entered into STAR, but it cannot be shared with other providers through the system. The LOCA part of STAR is not a requirement, but the PCPC must be sent to the SCA. If the assessment and PCPC needs to be sent to another provider, it must be sent outside of the system. Screenings, etc. can be sent via fax to another provider if the consents are in place.

Screenings can be saved as drafts and then submitted when all information is gathered.

Admission and discharge must be completed for the LOCA. There are two kinds of admissions; non-treatment and treatment. Non-treatment is a non-licensed activity, which does not require the TEDS, substance abuse or diagnosis to be entered. The licensed admissions need to have them completed. LOCA is a non-treatment activity. Only one licensed LOC can be completed for each admission.

If a client revokes their consents before discharge, providers may submit anything during the period of the valid consent up to and including their discharge.

Support numbers & trainings & manuals- reminder of continuing support contacts & resources

DDAP has a committee that meets monthly to discuss changes with the STAR system. If anyone has issues with the system, they are encouraged to contact DDAP. The more feedback they receive, the better they can address cross issues.

A frequent issue with the STAR system is losing information or freezing up. This is usually a compatibility issue and can be resolved through Internet browser settings.

DDAP has a FAQ link for the STAR system. The Internet Explorer compatibility issue can be resolved by following instructions from the FAQ link at <http://www.ddap.pa.gov> and choosing the Professionals/Stakeholders tab for the STAR link.

Providers are encouraged to use the DDAP website for support, including the phone number, email, newsletters, tutorials, and the FAQs. Trainings are also listed in the TMS.

DDAP is also looking into filtering the messaging feature.

Can you use the appointment and/or encounter function for a time in/out for service verification/billing purposes? A provider is having concerns tracking this.

The scheduler has limitations, but the encounters area is a good way to keep track of time with a client.

Is the ability to upload forms/documents now available for the SCA to view uploaded forms? IE – Grievance & Appeal scanned with signatures.

Providers do have the ability to upload, however, it cannot be sent anywhere else in the system. It can be attached to the client record, but only the provider who uploaded it can view it.

Are there any solutions/tips for when the system states you are still logged in after logging out without making you log back into SM in order to log yourself out?

Users can check their log in/out status and the record lock/unlock status through the Utilities tab. This is also instructed on the FAQ link.

In order for the SCA to view the SS number of the client, is the only field it can be entered the comments section? Remember to search by SS number as someone the name is misspelled in the system. Does someone correct the name if the client is entered twice by accident?

When a screen is entered and submitted, the social security number is grayed out. Providers are asked to additionally put the social security number in the comments sections.

Is it possible to run a report of how many screenings are outside of 7 day timeframe & 14 day timeframe for treatment on SCA side – What report is this? Also, can it track how many people are currently waiting for LOCA and how many days they have been waiting as well as how many clients are on waiting lists with providers and for how many days, etc?

There are seven and fourteen day reports than can be done. These need created in each client file.

WDR-Y LOCA CENTER UPDATES (Q&A attached):

LOCAs have been running beyond the timeframe. WDR is seeking administrative support for the Assessment Center. If a provider is the initial contact for a client, an emergent care screening must always be done. Providers can use their own screening tools as long as it has the SCA components.

Providers are still completing LOCAs. The assessment center has been giving clients the list of providers and informing them they can wait to have their assessment completed by the assessment center, or go to another provider.

This will become a standing agenda item for this meeting.

YADAC PROVIDER WORKING GROUP MEETINGS:

YADAC would like to have more productive provider working group meetings. Providers are encouraged to send suggestions on how to improve the meetings. YADAC will also be sending a survey to providers looking for suggestions for improvement and/or speakers/presenters they would like to see at the meetings.

PROVIDER UPDATES:

New Insights: They have opened a women's partial in Lemoyne.

YADAC: Shawn McNichol has left. When a new administrator is announced, providers will be notified. The agency is still moving forward. There is a vacant DACMS for the DUI court. Pyramid has a DACMS at Adams County Prison, Christine Leonard.

YADAC QAA SITE VISIT:

The YADAC QAA site visit went well. YADAC revised their processes with DDAP and discussed contracts. In the future, all services will be on one contract with the individual providers. YADAC is requesting training from DDAP on provider monitoring. YADAC will be adjusting their payment tracking system to identify payment per provider location.

HEALTHLY YORK NETWORK:

Providers can explore the Healthy York Network options for OP, IOP at Wellspan as well as other healthcare options such as prescriptions, etc.

SEPTEMBER RECOVERY EVENT:

The Recovery Event Baseball Game went well. It sold out. The recovery circle was held on the field. There were autographs and lots of vendors with freebies. Someone even went into treatment from the baseball game. The Panelist event went well and will be expanding in the future. Open House also went well.

TRAININGS:

The following trainings are forthcoming:

Sept. 19-20	Drug Sub culture	Bruce Schaffer
Oct. 17-18	Sex & Drugs: Dual Companions	Bruce Schaffer
Nov. 7	PCPC – must have 15 people scheduled in order to be held	Sarah Davis

YADAC QA REVIEWS AND CAP UPDATES:

YADAC will be completing QA reviews based upon updates to the provider CAPs. This is not a punitive action. Citations will not result from these visits. YADAC would like to offer support to the providers through these reviews and make the end of the year monitoring easier.

DACMS Updates:

- Detox & Inpatient Referrals: There has been a policy change for what needs to be sent to YADAC. David QuickeI will be conducting conference call training on the RFA process Monday, Wednesday, and Friday at 2:00 pm. Please contact Jennifer Smith if you would like to participate.

Fiscal Update:

- There are still issues with MA status and billing/payment being behind. If your agency is experiencing a hardship because of this, please contact Lisa Ahmed.

Administrative Updates:

- Advisory Board meeting will be held on Friday. Anyone is welcome to attend. Future advisory board meetings are held:
 - 10/18/13 at 12:00 pm at Holiday Inn West Manchester Mall
 - 11/15/13 from 8:30 am – 10:30 am at Holiday Inn West Manchester Mall
- The next Provider Working Group Meeting will be held on December 17th at 9:00 am. Probation will be presenting on YCP Programs.

<p>York/Adams Drug & Alcohol Commission Policy & Procedure Manual</p>	<p>Number: T-13 Policy: Level of Care Assessment (LOCA) Episode for Providers</p>
<p>Most Current Revision: 7/1/13</p>	<p>Page: 1 of 4</p>

I. Purpose:

To set forth parameters and protocol for individuals receiving a Drug & Alcohol Level of Care Assessment.

II. Policy:

The LOCA episode is comprised of a number of activities that are completed during a face to face session with an individual. These activities are designed to coordinate all aspects of an individual's involvement in the drug and alcohol service delivery system, including but not limited to: assessment of drug and alcohol treatment and non-treatment needs, treatment placement determination, recommendation and coordination of appropriate referrals.

All LOCA tools **MUST** contain all required DDAP components.

A LOCA **MUST** be completed within seven (7) calendar days from the date of initial contact with the individual. If this time frame is not met, the reason must be documented.

A LOCA **MUST** be completed in its entirety in one (1) session prior to referring the individual/client to the appropriate level of care, except when the individual is in need of detox.

The assessor, not the individual, must complete the clinical portions of the assessment tool. Any demographic information and/or support data gathered prior to the face-to-face interview must be reviewed by the clinician or case manager with the individual during the LOC assessment. *(Please reference DDAP Policy Bulletin No. 3-13: Pennsylvania Client Placement Criteria (PCPC))*

Once an assessment is completed, it will be valid for a period of six (6) months. The six-month time frame does not pertain to active individual. This applies to individuals who have never engaged in treatment after being assessed or who have been discharged and are seeking to reinitiate services. If an individual requests to reinitiate services prior to the end of the six-month period, the case manager may update the most recent assessment in lieu of completing a new assessment. However, a new PCPC Summary Sheet must be completed.

Policy: Level of Care Assessment (LOCA) Episode for Providers

Number: T-13

Date: 6/26/13

Per licensing alert 01-07 "Licensed Drug and Alcohol Treatment Providers Use of SCA Assessments as a Basis for Developing Client's Psychosocial Histories", said paperwork can be utilized/shared to start the client record. The Assessor is responsible for ensuring that the accepting facility receives appropriate documentation (LOCA tool) so that the accepting facility has the ability to utilize the tool as a basis for developing the client's Psychosocial History.

Staff conducting the Case Management activities contained in a LOCA episode must receive the required core trainings within 365 days of hire. Supervision of new staff performing Case Management functions without having received required core trainings must include a combination of job shadowing and direct observation of the LOCAs. In addition, close supervision and supervisory sign off on writing documentation, to include, at a minimum the LOCA and PCPC must continue until the staff has received all appropriate training. Supervisory sign may only occur by a supervisor who has completed all required core trainings.

Required core trainings:

- Addiction 101 – 6 hours
- Confidentiality – 6 hours
- Practical Application of Confidentiality Laws and Regulations – 3 hours
- Case Management Overview – 6 hours
- Screening & Assessment – 6 hours
- PCPC – 6 hours
- Practical Application of PCPC Criteria – 3 hours
- Adolescent ASAM – 6 hours (Applicable only to those providers serving the adolescent population)

All LOCA episodes will adhere to the following:

1. Assure completion of and sign the following YADAC paperwork:

- a. Level of Care Assessment Tool*
- b. PCPC/APSS Summary Sheet
- c. TB Questionnaire
- d. Non-Treatment Needs Case Coordination Report
- e. Grievance & Appeal
- f. Maximum Client Benefits
- g. Client Rights
- h. Client Liability
- i. Charitable Choice Disclosure Form (as applicable)
- j. YADAC General Consent to Release information to:
 - *The contracted provider submitting the request for funding paperwork;
 - * Prospective treatment facility placement option(s);
- k. Consent for Re-Disclosure (as required) to:
 - *Probation (as applicable)
 - *DPW (as appropriate)
 - *(As appropriate) Consents not listed above.

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** Please read and reference licensing alert 01-07 "Licensed Drug and Alcohol Treatment Providers Use of SCA Assessments as a Basis for Developing Client's Psychosocial Histories", which states said paperwork can be utilized/shared to start the client record, of which YADAC encourages.*

2. To determine the most appropriate level of care treatment, the following tools may be utilized with results presented to individual/client:
(Please reference DDAP Policy Bulletin No. 3-13: Pennsylvania Client Placement Criteria PCPC)
 - a. Complete PCPC Summary Sheet;
 - b. As appropriate, ASAM.

3. In the event a letter of recommendation is completed, it will be completed and signed in presence of the individual/client if at all possible and:
 - a. Must be directed to the individual/client or referral source;
 - b. Contents of letter MUST be reviewed with individual/client & may include:
 - i. Confidentiality parameters;
 - ii. Dates of Assessment;
 - iii. Nature of Assessment;
 - iv. Screening Tools Used;
 - v. Assessment Tools Used;
 - vi. PCPC; ASAM determination;
 - vii. Individual/client's prognosis;
 - viii. Final recommendations;
 - ix. Assessor signature;
 - c. The individual/client will ALWAYS receive a copy of the letter of recommendation. Be advised that the individual/client MUST ALWAYS BE APPRISED of the final results of the LOCA BEFORE this information is released outside of the assessment process.

4. A Client Case Note entry will be made in the individual/client chart according to the YADAC Client Case Notes policy T-7.

5. For detox level of care placement, the assessor may:
 - a. With a valid signed consent, contact the WDR call center & make appropriate arrangements;
 - b. Can give the individual/client the WDR call center number;
 - c. Can contact the WDR Call Center & have the individual/client provide needed information;
 - d. Can send all appropriate forms/documentation to accepting facility
 - e. In all aforementioned scenarios, documented follow-up in the individual/client's chart is required.

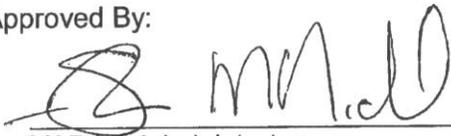
6. For rehab or half-way house placement, the assessor will:
 - a. Ensure that funding is available AND that funding has been approved;
 - b. Make appropriate referral AND/OR secure a bed-date;
 - c. Will ensure that transportation has been arranged;
 - d. Will coordinate with those entities involved with the individual/client (that is: probation, family, prison, etc.) regarding logistics to ensure that the individual/client is placed accordingly AND/OR it is determined that the individual/client is no longer in need of the placement.
 - e. Will send all appropriate forms/documentation to accepting facility

7. For OP/IOP/Partial Hospitalization, the assessor will:
 - a. With a valid signed consent, make the appropriate referral, complete a follow-up to referral, and document in individual/client chart;
 - b. For community based individual/clients coordinate/instruct the individual/client's intake scheduling by calling the provider directly and scheduling or providing the individual/client with contact numbers AND complete follow-up & documentation in the individual/client chart;
 - c. For the community based individual/clients, will remain involved until placement is secured and/or it is determined that the individual/client is no longer interested in placement;
 - d. For those individual/clients confined to prison, given it is typically not known when the individual/client will be released, a copy of the letter of recommendation must be provided to the individual/client.
 - e. Will send all appropriate forms/documentation to accepting facility

8. The Assessor is responsible for ensuring that ALL appropriate forms/documentation is sent to the accepting facility.

9. ALL forms/documents referenced in this policy MUST be maintained in the client chart. These documents must be completed correctly and entirely, will be considered a permanent part of the client record, AND shall be made available at the time of the Quality Assurance Reviews and/or Monitoring Site Visit.

Approved By:



YADAC Administrator

7/1/13

Date