

<p><b>York/Adams Drug &amp; Alcohol Commission Policy &amp; Procedure Manual</b></p>	<p>Number: T-15</p> <p>Policy: Failure to Adhere to the T-11 Policy for Funding Authorization for Detox, Rehab and Halfway House Levels of Care &amp; Continued Stay Funding</p>
<p>Date Created: 9/11/14 Effective Date: 10/11/14</p>	<p>Page: 1 of 1</p>

*I. Purpose:*

To establish policy, procedure and instructions for when providers do not adhere to YADAC's T-11 policy.

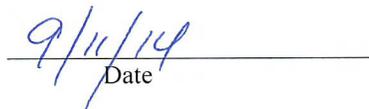
*II. Policy:*

A. Paperwork Policy

- a. The SCA must receive all required forms per YADAC's T-11 policy in order for a client to be approved for funding. When prior approval is needed for the level of care requested (that is rehab and halfway house placement), the SCA required forms must be received and written approval must be obtained BEFORE the client goes to treatment. When no prior approval is needed for the client to enter treatment (such as detox), the required SCA forms must be received within two (2) business days of the client's admission. The SCA has two (2) business days to review the SCA forms and make contact with the provider.
- b. Admission, Continued Stay, and Discharge PCPCs must adhere to the DDAP time frames and must be submitted by the provider through the STAR Data System within two (2) business days of completion.
- c. If any paperwork is not received by the above time frames or contains errors or is incomplete, YADAC will send a corrections checklist within two (2) business days to the facility for corrections via fax or email. If the required corrections are not received within two (2) business days, YADAC will send a Failure to Adhere Notice to the provider via fax or e-mail. If after two (2) business days, from receipt of the Failure to Adhere Notice, the required corrections are still not received by the SCA, payment may be denied.
- d. If payment is denied by the SCA as outlined in the Failure to Adhere Notice, the SCA will send a Denial of Payment Notice to the provider via fax or e-mail, and the funding for the treatment episode will be denied.

Approved By:

  
YADAC Administrator

  
Date