

<p>York/Adams Drug & Alcohol Commission Policy & Procedure Manual</p>	<p>Number: T-10 Policy: Case Coordination</p>
<p><i>Most Current Revision:</i> 4/26/13</p>	<p><i>Page:</i> 1 of 2</p>

I. Purpose:

To establish policy defining supportive services in the form of case coordination for a client's treatment and/or non-treatment needs.

II. Policy:

Client case coordination is a case management function that occurs throughout the treatment episode. Case coordination is a collaborative process between the client and the "case manager". The "case manager" may be the assigned treatment provider staff and/or the assigned YADAC D&A Case Management Specialist. Regardless, the "case manager" facilitates client access to available resources, promotes client retention in treatment and use of support services, while simultaneously educating the client in the skills necessary to achieve and maintain self-sufficiency and recovery from substance-related disorders.

Of the 9 domains (that is: education/vocation; employment; physical health; emotional/mental health; family social; living arrangements/housing; legal status; basic needs; life skills), the level of care assessor and client will check the domain the CLIENT EXPRESSES as a need for assistance.

For those domains checked, the specific non-clinical interests of the client will be identified AND the recovery support services (RSS) the client will be linked to and/or how the client interests will be documented.

It is the expectation if the provider makes referrals to address domain needs, that they do not incur cost. However, in the event referrals are not sufficient to address the domain and cost may be incurred, YADAC is to be contacted and the domain need discussed. If case coordination cannot be executed at the provider level, the provider is to contact YADAC.

It is to be remembered that case coordination is not a reimbursable activity in itself, but is a part of the process initiated at the level of care episode.

Policy: Case Coordination

Number: T-10

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This report (the Case Coordination Report) **MUST** be completed **WITH THE CLIENT AND** is to be completed (at minimum and as appropriate) at the following times:

- At the level of care assessment;
- Upon admission into treatment;
- At the treatment plan update(s);
- Upon discharge; and
- At continued stay review.

This completed report is to become a permanent part of the client's record and, as appropriate, is to be made available by the treatment provider at the time of the monitoring site visit. Furthermore, and with the appropriate signed consents, this completed document may be shared between the YADAC Case Management Specialists and contracted treatment provider.

Approved By:



YADAC Administrator

5/2/13

Date