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**M E M O R A N D U M  
O F  
I M P O R T A N C E**

**TO: YADAC STAFF;  
All YADAC Treatment Providers;  
York County Treatment Courts; and  
Adams County Prison**

**FROM: Shawn McNichol, YADAC Administrator**

**SUBJECT: Fiscal Year 2012-2013 Inpatient Treatment Funding Parameters**

**TODAY'S DATE: June 29, 2012**

**EFFECTIVE DATE: July 1, 2012**

Please be advised that, as a result of the continued increase in the demand for York/Adams Drug & Alcohol Commission (YADAC) funding for drug and alcohol inpatient treatment services (that is: short and long term residential and halfway house), coupled with significant budget cuts to inpatient treatment funding, it is necessary for YADAC to prolong the funding limitation protocol into the initial quarter of the 2012/2013 fiscal year. This action is being taken in order to ensure that YADAC funds will be available for priority populations.

Until further notice, the following is the YADAC funding protocol:

1. Authorizations for inpatient treatment will be limited to 8% of the monthly budgeted inpatient treatment funds.
2. As determined by the State Bureau of Drug and Alcohol Programs (BDAP), pregnant substance using females will be the top priority and funding will always be available. Additional priority populations include: injection drug users; women with dependent children, whose children must accompany them to treatment; and adolescents.
3. The authorization for non-hospital detoxification service will not be limited under this protocol.
4. Exceptions to this funding protocol shall be made at the discretion of the YADAC Case Management Supervisor. These exceptions will be considered on a case-by-case basis with consideration given to those requests where it can be demonstrated that the individual is in an emergency situation that requires immediate placement regardless of the availability of funding. The YADAC Administrator will have final approval.

**MOREOVER**, as a means of insuring that available funding is utilized to its maximum, contracted providers are reminded of the following requirements as stated in their respective contracts and/or BDAP manuals. Please be aware while these requirements are not new, these requirements will be upheld to the letter:

1. The contracted provider must ensure that the residency requirements for short term residential, long term residential, and halfway house are satisfied prior to submitting the request for authorization for said

services and/or attempting to bill YADAC for said services with the understanding that YADAC will not pay for services in which the client has not satisfied the identified residency requirements.

2. Adherence to the formal written treatment authorization protocol for the 3A Medically Monitored Inpatient Detoxification, 3B Medically Monitored Short-Term Residential, 3C Medically Monitored Long-Term Residential, and Halfway House level of care treatment episodes. Failure to adhere to said protocols by the contracted provider shall result in a denial of payment from YADAC.

Furthermore, contracted providers are required to uphold the timeframes for submitting properly completed documents according to the Request for Authorization Instructions and the RFA Paperwork Policy (Addendum to RFA Instructions.)

3. The liability amount is the responsibility of the client and the collection of said client liability amounts is the responsibility of the contracted provider.
4. The contracted provider is to ensure that all clients receiving YADAC funding submit a complete and accurate DPW MA application. Whenever possible, the contracted provider is to obtain a copy of a valid MA rejection letter for the client file. If a copy of the MA rejection letter was obtained, it is to be made available to YADAC upon request. Failure to ensure the MA application was fully executed may result in the forfeiting of YADAC payment of services.
5. The Contracted Provider is to utilize the available MA tracking systems to determine client MA activity status at each client appointment as a means to safeguard YADAC funding as the payer of last resort;
6. It is the contracted providers responsibility to ensure that the YADAC funding is the payment of last resort and as such, must ensure that all other viable funding options have been exhausted (that is: VA; DPW; private insurance; grant monies; HMO; etc.) and as such may be required to produce documentation. The Contracted Provider is responsible for utilizing the CCBH Expedited Plus/Plus. Moreover, this may require the provider to contact CCBH to have the CCBH eligibility backdated to the start date of MA eligibility as determined appropriate by CCBH. Failure to adhere to this coordination of funding process may result in the forfeiture of YADAC funding.

**REMEMBER:** This protocol is effective July 1, 2012 until further notice.

Thank you for your cooperation in this matter and if you have any questions please don't hesitate to contact me.

Cc: Steve Warren, MH-MR/D&A Administrator;  
Jocelyn Merriweather, BDAP Program Representative