

WCHO		<i>Policy and Procedure</i>	
Department: Substance Abuse Author: Marci Scalera		<i>Substance Abuse Residential Room and Board Policy</i>	
		Local Policy Number (if used)	
Revision Date	Approval Date	Implementation Date	
5/25/07	9/18/07	10/18/07	
Archive Information			
Date:			
Reason:			

I. PURPOSE

To ensure State Disability Assistance (SDA) earmarked funds are appropriately distributed for eligible recipients.

II. POLICY

It is the policy of the WCHO to utilize State Disability Assistance (SDA) when available for funding room and board for clients requiring a residential level of care within the Substance Abuse Coordinating Agency Region. The client will be determined to be SDA eligible through Department of Human Services (DHS) prior to the provider billing for services.

III. APPLICATION

This policy applies to SDA eligible clients, eligible residential providers; Health Services Access and Finance

IV. DEFINITIONS

Eligible provider: Provider of Residential Substance Abuse services located within Livingston or Washtenaw Counties

Eligible client: Client who meets the financial eligibility criteria as determined by the Department of Human Services, and has completed the application process and has been granted Supplemental Disability Assistance.

Residential Substance Abuse Treatment: Short-term (less than 30 days) and Long-term (greater than 30 days) in a residential setting that provides 3 or more structured clinical services daily, 24-hour supervision

V. STANDARDS

All clients receiving SDA funding for room and board will be reviewed by Health Services Access to ensure they meet ASAM criteria for Residential Level of Care, regardless of treatment funding source.

VI. EXHIBITS

See attachment “A” below

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
42 CFR Parts 400 et al. (Balanced Budget Act)	X	
45 CFR Parts 160 & 164 (HIPPA)	X	
42 CFR Part 2 (Substance Abuse)	X	
Michigan Mental Health Code Act 258 of 1974		
JCAHO- Behavioral Health Standards		
MDCH Medicaid Contract		
MDCH Substance Abuse Contract	X	2007, Attachment A; General Services Section 1.c
Michigan Medicaid Provider Manual		

VIII. PROCEDURES

WHO

DOES WHAT

Eligible Residential Provider

1. Determines whether client currently has been approved for SDA. If not, refers client to DHS for application if client is in need and meets preliminary criteria.
2. For Non-WCHO funded clients, Submits completed clinical assessment to Health Services Access, and requests determination to be in need of residential services.
3. Submit on a monthly Financial Status Report (FSR) billing that at a minimum includes client number, SDA authorization number, Admit Date, Discharge Date, number of prior days billed, number of days this billing, SDA charges per day, and total charges. Documentation of SDA eligibility must accompany the FSR.

Health Services Access

1. Reviews Clinical Assessment and verifies residential treatment status based on ASAM Level of Care Criteria for Non-Funded SDA Clients
2. Enters information onto a “CLIENT SCREENING CALL” screen in the Encompass System

3. Selects under 'Insurance Information' "Coordinating Agency Resources" and "SDA, SSI, SSDI"
4. Under Services Needed, selects "Other" and Specify (if "Other") "*ROOM AND BOARD*"
5. Under Disposition, denote Immediate action taken:
"meets criteria for residential"

Finance Department

1. Processes FSR
2. Ensures appropriate funding stream is applied for room and board for SDA clients who are WCHO funded through GF funds
3. Reimburses provider for Non-funded SDA clients who are approved by Health Services Access

ATTACHMENT A

View Screening Call - Microsoft Internet Explorer provided by Washtenaw County ITS

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://encompass/cgi-bin/WebObjects/WSHAdmin.woa/wo/16.3.8.12.0.0.9.0.0.0.0

washtenaw community health organization EnCompass

Back Home Logout Help messages View Screening Call

Consumer TEST, CLIENT A.	Encompass ID 13	DOB 05/21/1961	Gender Male
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Current Status

Washtenaw	Livingston	Monroe	Lenawee
Active	Active	No Admission	Active

[View Current Eligibility/Insurance Information](#)

Screening Call - Consumer Information and Call Routing

Caller Information

Last Name	First Name	Phone and Extension
TEST	CLIENT	

Consumer Information

Last Name	First Name	Gender	Phone	Alternate Phone
TEST	CLIENT	<input checked="" type="radio"/> Male <input type="radio"/> Female	734-123-4567	

Address

1234 Main Street	County Washtenaw	Recipient ID#
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City State Zip

SCIO TOWNSHIP MI	48103
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SSN

222-33-4444	Birth Date 05/21/1961	Veteran? <input type="radio"/> Yes <input checked="" type="radio"/> No	Has veteran benefits? <input type="radio"/> Yes <input checked="" type="radio"/> No
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Legal Involvement?

Yes No If yes, specify:
 Circuit District

Affiliate

Lenawee
 Livingston
 Monroe
 Washtenaw

TIME-OUT IN: 24 Minutes, 56 Seconds Local Intranet

Start Calendar ... draft sda ... midsourh... SDAPolic... View Sc... 5:53 PM

View Screening Call - Microsoft Internet Explorer provided by Washtenaw County ITS

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://encompass/cgi-bin/WebObjects/WSHAdmin.woa/wo/16.3.8.12.0.0.9.0.0.0.0

washtenaw community health organization EnCompass

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ACCESS Staff: Verify the following SSN information: Verified Birth Date Verified Address Verified

Insurance Information

Able to pay Habilitation Supports Waiver MI Child Program
 Adult Benefit Waiver Medicaid Services Contract
 Adoption Subsidy Medicaid Children's Waiver SDA, SSI, SSDI
 Commercial Insurance Medicare WHP A
 WHP B
 Workers Compensation
 Other Public Sources
 Other Payment Source

Coordinating Agency Resources None

Caller's Relationship to Consumer Self Parent Spouse Other Family Member Other

Referral Source Residential Specify (if "Other") Yes No

Consumer Population Adult Child

Parental Status (Has Children under 18) Yes No

Women and Families Program Yes No

Narrative
CLIENT IS "SDA" ONLY AT DAWN FARM

Call Priority Suicidal/Homicidal Pregnancy Using any IV drugs AOT

Service(s) Needed MH - Mental Health SA - Substance Abuse MH and SA DD - Developmentally Disabled

TIME-OUT IN: 24 Minutes, 14 Seconds Local intranet

Start Calendar ... draft sda ... midsouth... SDAPolic... View Sc... 5:54 PM

View Screening Call - Microsoft Internet Explorer provided by Washtenaw County ITS

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://encompass/cgi-bin/WebObjects/WSHAdmin.woa/wo/16.3.8.12.0.0.9.0.0.0.0

washtenaw community health organization EnCompass

Back Home Logout Help messages View Screening Call

In Psych Hospital now
 In Detox now
 SA Aftercare
 In Medical Hospital Now
 Other
 Specify (if "Other")
 SDA only

CMHSP (CSTS)
 Women and Family SA
 Other
 Specify (if "Other")
 ROOM AND BOARD

Disposition

Immediate action taken:
 meets criteria for residential
 ACCESS Screening
 UR
 PES
 Washtenaw Health Plan Application Sent
 Urgent Clinical Need
 WCHO Staff name provided to caller
 Referred to outside agency
 Agency name
 Contact person provided
 Phone number
 Other (Specify): ok for SDA

ACCESS staff taking this call
 Marci R. Scalera

Record Added
 SCALERAM 05/25/07 16:26:03

Record Changed
 SCALERAM 05/25/07 16:31:38

Time Call Started: 4:22 PM
 Time Call Ended: 4:25 PM

RecordID:SCALERAM

CANCEL

TIME-OUT IN: 23 Minutes, 40 Seconds Local intranet

Start Calendar ... draft sda ... midsouth... SDAPolic... View Sc... 5:55 PM

WCHO Author Policy Flow Checklist

Author must ensure all steps, in order, of this process are completed.

Policy Author notifies the PIHP point person of need for new/change in policy

-Notes expected completion date

- Obtains official policy template from PIHP policy format specialist, action form and checklist if needed.

Policy Drafting

-Obtain all standards

-Obtain stake holder input

Completed draft to PIHP management team

-Review and provide feedback

Incorporate Mgt. Team Recommendations

Send to PIHP Policy Format Specialist

-Formats and corrects all spelling/grammar errors

-Places policy in OOC electronic file.

-PIHP Management Assistant puts policy in board packet and notifies author of date to attend board meeting

Present Policy to the Organizational Operations Committee

Incorporate board changes and send to PIHP Point Person

-PIHP management assistant documents in minutes and forwards to WCHO management assistant for full board packet

-Full board approves and WCHO management assistant notifies PIHP point person

-PIHP point person sends to PIHP Policy Format Specialist

-PIHP Policy Format Specialist formats policy and saves to policy manual and sends to PIHP point person, WCHO/regional website specialist and to provider website specialist

-PIHP point person Sends policy to all staff

***This is an optional form to assist you through the policy development process.
Please do not submit this form with the policy at each step of the process***