

Lancaster County Drug and Alcohol Commission

Paperwork and Procedures to Request Approval for Withdrawal Management Services,
Residential Service Placement, Extending Service Placements, and at the time of
Discharge/Transfer

Withdrawal Management Services

- **Upon Admission**
 - The following documents MUST be completed:
 - LCDAC **NEW Admission form** (this form takes the place of the Request for Service Placement form AND the old Admission form)
 - A Client Rights document (Service provider version is acceptable)
 - LCDAC fully executed valid signed consents for all appropriate entities
 - (As appropriate) LCDAC Consent for Redisclosure form
 - (As appropriate) Charitable Choice Disclosure
 - LCDAC Complaint/Grievance & Appeal Procedure form
 - (As appropriate) LCDAC Client Liability Determination
 - (As appropriate*) SAMHSA Unified Reporting Tools (**SUPRT A and C**)
 - *SUPRT A and C baseline documents must be submitted for clients who have a **history** of using **opioids** or **stimulants** (SUPRT C is voluntary on the part of the client)
 - Reference this link [For Single County Authorities | Department of Drug and Alcohol Programs | Commonwealth of Pennsylvania](#) for copies of the SUPRT surveys and instructions for completing these
 - Send paper copies of these forms to LCDAC and DO NOT enter them in PA-WITS (LCDAC will enter SUPRT A and C into PA-WITS)
 - (As appropriate) The LCDAC SUPRT Cover Sheet for individuals receiving SOR funded treatment or treatment-related services
 - The listed documents must be scanned and emailed to:
DrugAlcohol@lancastercountypa.gov
- **In FIVE (5) day intervals following admission:**
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
- **At Discharge/Transfer from Withdrawal Management Services**

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- The following documents are to be completed in WITS:
 - ASAM Criteria Placement Summary Sheet with Rick Ratings.
- The following document must be completed, scanned, & emailed to DrugAlcohol@lancastercountypa.gov
 - LCDAC **NEW Discharge form** *
 - SUPRT A, section E (closeout... in paper form NOT in PA-WITS)
 - * If an individual **remains at the same facility** and **transfers** to a different level of care, **NO** LCDAC DISCHARGE or SUPRT A, section E are NEEDED
- **At Any Time During the Service Stay**
 - **When an individual obtains other viable funding (that is: Managed Care coverage through PerformCare , CCBH, etc.; OR private insurance)**
 - Complete the **NEW LCDAC Discharge form**
 - The discharge date on this form corresponds with the date that the insurance/Managed Care/etc. coverage began (It should be the same date that the insurance became active)
 - The completed LCDAC Discharge form is to be scanned and emailed to DrugAlcohol@lancastercountypa.gov
 - SUPRT A, section E (closeout... in paper form NOT in PA-WITS)
 - This will inform LCDAC that our funding is no longer needed
 - **When an individual is DISCHARGED from the placement services/facility**
 - Complete, scan, & email the **NEW LCDAC Discharge form** to DrugAlcohol@lancastercountypa.gov
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
 - SUPRT A, section E (closeout... in paper form NOT in PA-WITS)
 - **REMEMBER:** When the clients' funding streams change OR they discharge, **WITS entries must be updated**

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Transfer to Rehab Placement from Withdrawal Management Services

- **For the individuals whose withdrawal management services were funded by LCDAC and are now assessed as requiring a residential level of care :**
 - Complete, scan, & email the following forms to DrugAlcohol@lancastercountypa.gov :
 - LCDAC **NEW Admission form** (this form takes the place of the Request for Service Placement form AND the old Admission form)
 - *This is required even for those individuals who are remaining at the same facility that were just transferred to a different level of care AND no LCDAC Discharge form was completed
 - For the Level 3 Residential COD Enhanced programs, it is ESSENTIAL that you choose the correct option from the drop-down box
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
 - You will receive a response from a member of the Case Management Unit if the requested service placement was approved or denied by the LCDAC Fiscal Department
 - ALL required data information MUST be entered into WITS (see CMCS #26A WITS Data Entry Requirement for Treatment and other LCDAC Required Logistics)
 - At SEVEN (7) day intervals following the admission date: _____
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
- **For the individuals whose withdrawal management services were NOT funded by LCDAC yet are now assessed as requiring a residential level of care:**
 - Complete the following LCDAC paperwork:
 - LCDAC **NEW Admission form** (this form takes the place of the Request for Service Placement form AND the old Admission form)
 - An ASAM Placement Summary Sheet with Risk Ratings
 - Fully executed valid signed LCDAC consent for LCDAC to release information to the provider
 - LCDAC Complaint/Grievance & Appeal Procedure form

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- Client Liability Form
- Email scanned copies of the above documents to:
DrugAlcohol@lancastercountypa.gov
- Response to the request for placement will be answered by a member of the Case Management Unit via email and will include funding authorization information
- At SEVEN (7) day intervals following the admission date:_____
 - In WITS, complete an ASAM Criteria Placement Summary Sheet with Risk Ratings
- ALL required data information MUST be entered into WITS (see CMCS #26A WITS Data Entry Requirement for Treatment and other LCDAC Required Logistics)

Transfer to Rehab from Psychiatric Unit or Hospital-Level Withdrawal Management Services

(Relevant ONLY for LCDAC contracted inpatient providers with psychiatric units)

- For the individual who was NOT funded by LCDAC, follow the instructions listed under, “For the individuals whose withdrawal management services were **NOT** funded by LCDAC yet are now assessed as requiring a residential level of care”

GENERAL REMINDERS

- LCDAC documents shall be made available to any LCDAC staff upon request
- Non-WITS LCDAC related documents must be retained in the individual’s chart and are considered a permanent part of the individual’s record
- **Providers must ensure that LCDAC funding is the payment of last resort**
- Complete all forms in their entirety
- Retain all PA WITS documents in the PA WITS system and all other documents in the individual’s chart
- Please **“consent”** all WITS entries to the Lancaster SCA
- When clients get MA or are discharged, please notify the SCA Case Manager and make the appropriate entries in WITS
- Contact LCDAC with any unusual circumstances

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- Contact LCDAC for inquiries regarding funding availability
- Utilize the most current CMCS posted policy/procedures related to paperwork
- Failure to secure LCDAC approval for placement into residential treatment (excluding residential withdrawal management services) may result in the provider not receiving payment for services rendered
- Funding approvals will be generated once All the required paperwork is submitted to LCDAC