

## LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION

### For the LCDAC Contracted Community-Based Providers (That is: OP; IOP; PHP; Halfway House)

### Procedures to Request Funding for Residential Placement\* LOCs

(\*REMEMBER: Withdrawal Management Services is NOT considered a LOC)

### \*If Withdrawal Management Services are needed, STOP AND CONTACT ONE OF THE CALL CENTERS FOUND ON:

- a. The LCDAC Getting Help Brochure and/or
- b. KEY POINTS Accessing SUD Withdrawal Management and/or Treatment Services

## **II. To Initiate a Request for Funding for Residential Treatment Placement**

- a. When making an inpatient referral (*ASAM 4.0, 3.5, or 3.1*), complete the following client documents and send to the attention of the **LCDAC Case Management Unit** at [DrugAlcohol@co.lancaster.pa.us](mailto:DrugAlcohol@co.lancaster.pa.us)
  - i. ASAM Criteria Summary Sheet supporting an inpatient treatment placement
  - ii. LOCA/TAP/other acceptable assessment tool
  - iii. LCDAC Request for Client Services form
  - iv. LCDAC Consent for Multiple Facilities
    1. Be sure to include the referring facility on this consent along with any appropriate inpatient facilities where the individual would like to be referred
  - v. LCDAC Consent for Redislosure Multiple Treatment Facilities
    1. This allows LCDAC to redisclose the assessment information to the residential treatment providers
  - vi. Client Rights form
    1. The Clients Rights form from the referring agency may be utilized
  - vii. LCDAC Complaint/Grievance and Appeal Procedure
  - viii. Charitable Choice Disclosure form
    1. ONLY if a faith-based treatment placement is being recommended
  - ix. Client Liability form
- b. **IN ADDITION**, complete the following forms and send to the attention of the **LCDAC Fiscal Unit** at [DrugAlcohol@co.lancaster.pa.us](mailto:DrugAlcohol@co.lancaster.pa.us)
  - i. LCDAC Admission form
  - ii. LCDAC Discharge form
- c. After receiving the required documents, ***completed in their entirety***, an LCDAC Case Manager will respond via an email the status of the funding approval
  - i. The email will be provided to the referring agency as well as the residential treatment provider
  - ii. Failure to secure the written email verifying funding approval may result in denial of funding for any part of the residential treatment stay
- d. The LCDAC Case Manager can provide assistance with residential treatment placement options (as needed).