

**LANCASTER COUNTY DRUG AND ALCOHOL COMISSION**  
**Paperwork Procedures to Request Funding Approval (RASE and LGH)**  
**Buprenorphine Medication**

**I. When Requesting LCDAC Funding for Buprenorphine**

a. The following documents MUST be completed:

- LCDAC *Request for Funding Buprenorphine Medication* form
- A Client Rights document (Service provider version is acceptable),
- LCDAC fully executed valid signed consents for all appropriate entities,
- LCDAC Consent for Redisclosure for the dispensing pharmacy (*that is: Ganse, LGHealth Convenience Pharmacy, etc*),
- (*As appropriate*) LCDAC Consent for Redisclosure,
- (*As appropriate*) Charitable Choice Disclosure,
- LCDAC Complaint/Grievance & Appeal Procedure,
- LCDAC Client Liability Determination,
  - Follow ALL instructions found in Appendix A (posted on the LCDAC website)
  - As found in these instructions, income verification documents obtained must be retained in the individual's file
  - ***ADDITIONALLY***, the income verification documents MUST be scanned & emailed to the LCDAC office with the completed liability determination
- *Government Performance and Results Act (GPRA) Client Outcome Measures for Discretionary Programs* tool.
  - Refer to the ***MEMO OF IMPORTANCE*** dated January 11, 2021, titled: ***SOR Funded Lancaster County Resident & the Completion of the GPRA Tool***

b. The listed documents must be scanned and emailed to: [DrugAlcohol@co.lancaster.pa.us](mailto:DrugAlcohol@co.lancaster.pa.us)

**II.** A Medicaid application **must immediately** be submitted to the to the Lancaster County Assistance Office (i.e., the PA Department of Human Services) or **completed immediately** online via <https://www.compass.state.pa.us/compass.web/Public/CMPHome>. The individual **must** comply with all requests for documentation received from the Lancaster County Assistance Office.

**III. At Any Time While Receiving LCDAC Buprenorphine Funding**

a. When an individual obtains other viable funding (*that is: Managed Care coverage through Gateway, UPMC, etc., OR private insurance*)

- **Please notify the LCDAC Case Manager immediately.**

b. When the individual receives an MA rejection letter from the Lancaster County Assistance Office

- A copy of this letter **must** be scanned & emailed to the LCDAC Case Manager **immediately**.
- If the individual is not MA eligible, LCDAC Buprenorphine funding can be extended.
  - Written verification of this status will be emailed from the LCDAC Case Manager

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- If the individual does not receive MA benefits **for failure to submit any requested documentation to the Lancaster County Assistance Office, the individual will no longer be eligible for LCDAC Buprenorphine funding.**
  - Written verification of this status will be emailed from the LCDAC Case Manager

**GENERAL REMINDERS**

- LCDAC documents shall be made available to any LCDAC staff upon request.
- 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.
- When clients get MA or are discharged from the provider services, notify the LCDAC Case Manager immediately.
- Contact LCDAC with any unusual circumstances.
- Contact LCDAC for inquiries regarding funding availability.
- Utilize the most current CMCS posted policy/procedures related to paperwork.

\*\*\* Compliance with the above procedures is required to receive LCDAC Buprenorphine funding approval \*\*\*