

Lancaster County Drug and Alcohol Commission

Paperwork and Procedures to Request Approval (Methadone Maintenance Clinic)

- **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
 - LCDAC Complaint/Grievance & Appeal Procedure form
 - LCDAC Client Liability Determination
 - *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)
 - The LCDAC SUPRT Cover Sheet for individuals receiving SOR funded treatment or treatment-related services
 - Complete all required PA-WITS entries including an ASAM Criteria Placement Summary Sheet with Risk Ratings (see policy CMCS 26)
- The listed documents must be scanned and emailed to:
DrugAlcohol@lancastercountypa.gov

- **At Any Time While Receiving LCDAC Methadone Funding**

- 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**

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- 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)
- SUPRT A, section E (closeout... in paper form NOT in PA-WITS)
- The completed LCDAC Discharge form and SUPRT Tool documents should be scanned and emailed to DrugAlcohol@lancastercountypa.gov
- This will inform LCDAC that our funding is no longer needed

- **When an individual is DISCHARGED from 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**

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