

Lancaster County Drug and Alcohol  
Commission Treatment Policy and  
Procedure Manual

CMCS # 6

*Policy: Written Procedures by Service Providers Outlining  
Protocols for the Interim Period Before Admit Into  
Recommended Level of Care*

Most Current Revision: 07/01/2021  
Effective Date: 07/01/2020

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**I. Purpose:**

To ensure that each contracted service provider has WRITTEN procedures to outline specific timeframes and expectations for the pregnant women who inject drugs, pregnant women who use substances, and persons who inject drugs (PWID) during the interim period between the completion of the level of care assessment and the admittance into the recommended treatment level of care.

**II. Procedure:**

Each contracted service provider shall create **written mechanisms** with a system to document that the identified interim services have been provided.

These **written protocols** shall include a procedure outlining how regular contact has been maintained with the identified person UNTIL the first treatment appointment/admit into treatment occurs.

As indicated in the *CMCS # 5 Overview of Interim Services for Pregnant Women Who Inject Drugs, Pregnant Women Who Use Substances, and Persons Who Inject Drugs (PWID)*, pregnant women with an SUD and PWID's who have been screened for emergent services, have had a level of care assessment, and identified as needing treatment services **must be** offered admission to the recommended level of care **immediately** following the assessment.

*HOWEVER*, if admittance into treatment at the recommended level of care **cannot** occur **immediately**, LCDAC requires its contracted providers to arrange for interim services **within 48 hours** of the completed assessment.

Ongoing contact **must** occur with the pregnant woman from the completion of her LoCA until admission into treatment regardless of whether interim services have been secured and/or whether she has engaged in said interim services.

It is expected the provider will adhere to their own **written protocols** outlining the required time intervals for contact with the woman until admission occurs.

Record of said contact shall be documented in the woman's file.

LCDAC requires all the contracted service providers to have **written mechanisms** in place to ensure that contact with the individual prior to first treatment appointment/admit into treatment occurs regardless of whether the proposed interim services have been secured and/or are being utilized.

Timeframes for contacting these individuals must be included in the **written document** as well as the specifications for creating/retaining a file as well as documentation protocols.

At the monitoring site visit or at any given request by the LCDAC, the written mechanism shall be produced as well as examples of documented evidence.

At any time, LCDAC may request a list of the PWID's and/or Pregnant Women who have had a screening completed with first appointment scheduled.

While the aforementioned procedures are required for the PWID's and Pregnant women funded with LCDAC funds, it is hoped that this occurrence shall transpire for ALL PWID & Pregnant Women who have been screened and scheduled for a first treatment appointment with the contracted treatment provider.

Approved by:  7/1/2021  
Rick Kastner LCDAC Executive Director Date