

<p>Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual</p>	<p>CMCS # 40</p> <p><i>Policy: Training Reimbursement for Outpatient Treatment Service Providers</i></p>
<p><i>Most Current Revision: 07/01/2021</i> <i>Effective Date: 7/1/2020</i></p>	<p><i>Page: 1 of 2</i></p>

I. Purpose

To establish a procedure for those LCDAC contracted outpatient treatment service providers that submit for training reimbursement.

II. Procedure

Each of the LCDAC contracted outpatient treatment service provider has a financial contract cap.

This contract cap identifies the total maximum amount of LCDAC funding for the fiscal year, (July 1 to June 30).

The LCDAC contracted outpatient service providers are responsible for monitoring their contract cap and must remain within the cap.

Payment for training hours may be utilized out of the outpatient contract cap.

The hourly amount of the training reimbursement is in the provider contract with the LCDAC and on the LCDAC Training Reimbursement Invoices.

Each agency may decide *if and how* they want to utilize this training reimbursement option provided by LCDAC.

For the Treatment Related Staff

A maximum of 25 hours per counselor per fiscal year may be utilized from the provider cap for training hours.

Reimbursement for the training hours is to assist the outpatient provider to defray costs when clinicians are at trainings and therefore unable to provide billable services for the agency.

Utilization of the funds from the contract cap for training hours is at the discretion of the outpatient provider.

Typically, outpatient providers choose to only utilize training reimbursement for those clinicians who are full-time salaried staff; meaning that they have a yearly salary and are paid at a rate that is not calculated from a per client ratio.

In this scenario, the agency can take the entire reimbursement for training because they will be paying for the clinician’s time, regardless if the counselor is in the office or at training.

However, outpatient providers may also opt to utilize training reimbursement for the contract/part time counseling staff.

A contracted counselor is someone who only gets paid when a client keeps their appointment.

Staff will only be paid for services billed; meaning that if the staff has 8 one-hour appointments scheduled for the day and 2 appointments cancel, the counselor will be paid for the 6 hours.

Training Reimbursement for Outpatient Treatment Service Providers
CMCS #40

Therefore, when these staff attend a training, at least 80% of the LCDAC reimbursement must go to the staff. The agency can keep 20% for overhead. The agency may also opt to give the staff the entire 100% of the training reimbursement.

For the Support Staff

Training reimbursement may be utilized by those contracted outpatient providers who have Support Staff who are responsible for conducting emergent screening as indicated in Option 2 or Option 3 of the most current DDAP CMCS Manual.

Trainings submitted for reimbursement must correlate to conducting the emergent screening responsibility.

To Submit for Training Reimbursement

For those agencies who want to utilize the training reimbursement, the most current LCDAC Core Training Reimbursement invoice and/or the LCDAC Non-Core Training Reimbursement Invoice must be submitted for approval.

The completed LCDAC training reimbursement invoices may be scanned and emailed to:
DrugAlcohol@co.lancaster.pa.us

Approved By:



Rick Kastner LCDAC Executive Director

7/1/2021

Date