

<p>Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy and Procedure Manual</p>	<p>CMCS # 1A <i>Policy: List of Miscellaneous Standard Requirements for the LCDAC Contracted Treatment Service Providers and/or Contracted Treatment-Related Service Providers</i></p>
<p>Most Current Revision: 03222023 Effective Date: 07012020</p>	<p>Page: 1 of 2</p>

I. Purpose:

To identify the miscellaneous required standards for the treatment service providers and/or treatment-related services contracted with LCDAC.

II. Procedure:

A. Adherence to SCA-related DDAP requirements

1. **ALL LCDAC contracted treatment service providers and/or treatment-related service providers** are required to adhere to:

- i. The most current DDAP manuals (that is: Operations; Fiscal; Case Management & Clinical Services; Prevention).
- ii. The most current DDAP State Plan.
- iii. The policies and procedures and information posted on the LCDAC website, and any subsequent revisions, when applicable.

B. The following is required for **ALL contracted treatment providers and/or those treatment providers seeking a contract** with LCDAC:

1. **Licensure Requirements**

- i. Treatment providers must secure a FULL DDAP treatment license.
- ii. It is expected the provider will **always** maintain a FULL license.
- iii. Any changes to the status of the DDAP license **MUST** be reported immediately to the LCDAC Executive Director via email.
- iv. Circumstances changing the FULL license will warrant actions taken by LCDAC.
- v. Written directive to any actions made by LCDAC will be provided to the provider.

2. **Medicaid HealthChoices Contract Requirements**

- i. Treatment providers must secure a fully executed Medicaid HealthChoices Contract
- ii. It is expected the provider will **always** maintain a fully executed Medicaid HealthChoices Contract at all times.
- iii. Any changes to the status of the fully executed Medicaid HealthChoices Contract **MUST** be reported immediately to the LCDAC Executive Director via email.
- iv. Circumstances warranting a change to the fully executed Medicaid HealthChoices Contract will warrant actions taken by LCDAC.
- v. Written directive to any actions made by LCDAC will be given to the provider.

C. FEE SCHEDULE

1. For **ALL LCDAC contracted treatment service providers and/or treatment-related service providers:**
 - i. A fee schedule MUST be posted in a common area.

D. Hours of Operation

1. For **ALL LCDAC contracted treatment service providers and/or treatment-related service providers:**
 - i. Hours of operation MUST be posted in a common area.

E. Duplication of services

1. For **ALL LCDAC contracted treatment service providers and/or treatment-related service providers:**
 - i. A client cannot receive the same or similar services at two different LCDAC contracted programs at the same time.

F. Treatment Service Session Location

1. For **ALL LCDAC contracted treatment service providers:**
 - i. LCDAC will only pay for sessions that take place in the contracted provider's DDAP licensed site, unless written permission is provided by LCDAC.

G. Urine Drug Screens

1. Urine Drug Screens will NOT be funded by LCDAC for any reason.

H. Annual Data

1. **ALL LCDAC contracted treatment service providers and/or treatment-related service providers** are encouraged to collect, analyze, and retain client treatment related data to promote quality assurance, treatment improvements and fidelity.

I. Client Records and Quality of Services

1. For **ALL LCDAC contracted treatment service providers:**
 - a. The treatment providers will adhere to the same quality of treatment services and client record keeping for the LCDAC funded client as the provider performs for Medicaid clients through the PerformCare/HealthChoices contract and PerformCare Provider Manual.
 - b. Client progress notes must be tied into treatment plans, supervision of counselors must be maintained in the same manner, and quality of counseling must adhere to the PerformCare standards, etc. for the LCDAC clients as is provided for the PerformCare clients.
2. For **ALL LCDAC contracted treatment-related service providers:**
 - a. In anticipation that PerformCare and/or Health Choices, shall be contracting for Case Management Services as well other contracted treatment-related services, it is expected that those LCDAC contracted service providers are preparing their infrastructure for this transition.

Approved By: _____



Rick Kastner LCDAC Executive Director

_____ 03222023

Date