

Overview:

The following procedures will be used to determine the liability responsibility for individuals served within the county drug and alcohol systems. The procedures will outline the following process:

- Who is responsible to complete the liability process; and when the process is to be completed;
- How the liability process is to be completed and;
- Process for reduction or elimination of liability.

Who is responsible to ensure completion of the liability process; and when the process is to be completed?

The financial liability process will be completed on all individuals accessing public funding through the Blair County Drug and Alcohol Program, Inc. Office. Screening for liability will be accomplished by all facilities initiating services for a given individual (**Attachment 3A, Liability Form**).

At time of Assessment:

Providers contracted to provide assessments will complete the financial liability upon completion of the assessment process and recommendation of a level of care. The individual will be informed of their liability results prior to referral to the recommended level of care. A copy of the form will be offered to the individual. If the assessment provider refers the client to another agency for treatment, the assessment provider will forward the liability form to the receiving agency.

Transfers:

When an agency is transferring the individual from one level of care to another outside of their system, the transferring agency is required to update the liability information. The individual will be informed of their liability results prior to a referral to the recommended level of care. A copy of the form will be offered to the individual. This provides an opportunity for the provider to discuss the liability responsibility with the individual for the next level of care.

Transfers within the same system are required to review the information with the individual prior to a transfer to another level of care. This provides the opportunity to ensure no changes in financial status and provides an opportunity to discuss the new liability requirements for the recommended level of care.

In addition, the liability process will be completed any time the individual's financial/insurance status has changed.

Liability Procedures:

The providers will comply with the current **DDAP Fiscal Manual Part 5**, https://www.ddap.pa.gov/Professionals/Pages/For_SCAs.aspx to determine financial liability. The completed client liability form and supporting documentation will be maintained within the individual's chart.

Exemption from the liability process will be processed in accordance with the DDAP Fiscal Manual. In addition, the SCA may continue to exempt the liability process from specific populations as permitted by DDAP.

However, the provider must show that they made every attempt to ensure the county was the payor of last resort. Documentation in the individual's chart must reflect what steps were taken to access other payor sources.

How is the financial liability process to be completed?

The Department Drug and Alcohol Programs has developed a statewide liability procedure that is mandated to be used by all SCAs. Liability tables are update periodically and it is the responsibility of the provider to ensure the most current tables are utilized. Links to the tables can be found on the DDAP website https://www.ddap.pa.gov/Professionals/Pages/For_SCAs.aspx.

The Client Liability Form will be faxed to the CPOC-CM. The CPOC will maintain this form in the individuals file at the CPOC. The CPOC-CM will update the individual's file in the county management information system (Xitech) with the current liability determination. In addition, the provider will maintain the original copies in the individuals file.

Adjustments to Invoices

When a provider has completed the screening and/or liability determination process, the provider will apply the liability determination to the individual's billing. Individual liabilities will be the responsibility of the individual and the provider will have a process to collect this self-pay portion. The liability information will be used to process invoices to the county. The percentage of liability will be deducted from the providers billing.

Process for request for liability reduction or elimination

The Department of Drug and Alcohol Programs has developed a statewide liability procedure that is mandated to be used by all SCAs. The procedure to request for liability reduction or elimination is included in **Attachment 3B, Reduction/Elimination of Liability Form** of Appendix E. All reductions/elimination request must contain the required documentations in order to complete the review of the abatement. **Attachment 3C, Request for Reductions/Elimination Checklist** must be completed and submitted with all requests.