



**Policy Bulletin
No. 23-02**

| | |
|------------------------|---|
| Issued Date: | September 11, 2023 |
| Issued by: | Judy Rosser, Executive Director |
| Effective Date: | October 1, 2023 |
| Subject: | Appendix E contract amendments |
| Purpose: | The purpose of this policy bulletin is to update the Appendix E CM-Clinical Services policy and attachments listed below. |
| Audience: | Blair SCA contracted licensed drug and alcohol treatment providers |
| Policy: | The modifications listed below has been made to Blair County Drug and Alcohol Program Inc. contract section Appendix E. The updated Appendix E policy and attachments are published on our website at www.blairdap.org , provider tab at top of website |

The following Appendix E policies and attachments have been replaced effective 10-1-23. Please update your forms and educate your staff on the new forms

Appendix E Policy Changes

Section 03 Clinical Guidelines, Assessment Section Page 6-7:

- Added DDAP requirement: “Staff hired after July 1, 2021 who are completing LOCAs or Continued Stay Reviews need to be licensed or credentialed. If they are not, then they need to be working towards licensure or credentialing and must document the steps that are being taken towards this achievement.” And “Case Managers conducting level of care assessments hired before July 1, 2021, do not need to be licensed or certified as long as they remain employed by the same SCA or contracted provider.”
- Telehealth Assessments: Added clarification on telehealth assessments: Subcontracted provider for CM service will not be contracted for telehealth assessments. A warm hand off to the SCA is required.

Section 05 Paragraph D Page 12- Priority Population-Pregnant Women

- Added The following statement: “DDAP-funded media posted on TikTok cannot contain live links to any DDAP or other Commonwealth websites or systems” was added regarding media.

Section: 06 -Communicable Disease Screening and Referral Services- Page 17-21

- Added to the opening paragraph for this section: SCAs and contracted providers performing level of care assessments should use the “HIV and Hepatitis C Services in Drug and Alcohol Treatment Facilities” checklist, **Attachment 23**, for tracking clients who they assess and for those individuals who are receiving treatment services. This form, which was developed by DOH, meets all provisions associated with this section of the manual.
- Added to Section 06 Paragraph B-Hepatitis paragraph 5): Contracted providers must have written procedures in place to address how education, testing, vaccination, and referral for hepatitis services will be delivered. Simply handing out a pamphlet to an individual is not education. The procedures must also address how individuals identified as high risk will be referred to the clinic for testing and linkage to care. The provider must, at a minimum, with the individual’s consent; make a call to Blair Drug and Alcohol Program, Inc., to make a referral to the TruCare Unit. The individual’s acceptance/rejection of the referral must be document as discussed in Paragraph 2 above.
- Added to Section 06 Paragraph C-Human Immunodeficiency Virus (HIV) paragraph 10) Contracted providers must have written procedures in place to address how education, prevention, testing, and referral for HIV services will be delivered. Simply handing out a pamphlet to an individual is not education. The procedures must also address how individuals identified as high risk will be referred to the clinic for testing and linkage to care. The provider must, at a minimum, with the individual’s consent; make a call to Blair Drug and Alcohol Program, Inc., to make a referral to the TruCare Unit. The individual’s acceptance/rejection of the referral must be document as discussed in Paragraph 9 above.
- Corrected paragraph number in this section.

Section: 09 Training Requirements-Page 22-23

- Updated provisions for training for Case Management staff and supervisors to include that all case management staff, regardless of hire date, do the online case management module; no exemptions for case management overview; updates reflecting credentialing for ASAM; SCA contracted treatment providers, staff, and their supervisors must have required core trainings within 365 days of hire.
- Updated to include co-occurring training for Clinical Supervisors, Counselor Assistant’s, Counselors, Case Managers, and Case Manager Supervisors.
The ASAM Criteria, 2013: Under ASAM Criteria, 3rd Edition, 2013, staff should have training to understand signs and symptoms of mental health disorders.
a) Clinical supervisor must acquire co-occurring education/training by December 29, 2023, Counselors, Counselor Assistant’s, Case Managers, and Case Manager Supervisors must acquire co-occurring education/training by 7/1/2024.

b) Education/training can be either formal instructor led or self-paced e-Learning. c) Training topics include signs and symptoms of mental disorders, information regarding psychotropic medications and their interactions with substance related disorders. Part V - Case Management CMCS Manual July 2023 V.16

d) Training may be provided by external sources, including: DDAP, SAMHSA and its affiliated Addiction Technology Transfer Centers (ATTC), National Institute of Health (NIH), National Institute on Drug Abuse (NIDA), ASAM or any of its training affiliates, accredited colleges and universities, and other recognized behavioral health associations.

e) Providers may train internally under the following conditions: the provider has a structured internal training and development program, Co-occurring curriculum meets the minimum content requirements listed above, and staff attendance is recorded.

f) Structured training and development programs include but are not limited to the following features: employee learning led by staffed facilitators, internal development of training materials and course assessments, access to a functional training venue, and a mechanism to register and record staff attendance.

g) Training conducted prior July 1, 2023, will be accepted if the training meets the minimum guidelines outlined in this section.

Manual: Removed the reference to 255.5 and 257.4

Revisions to Attachments:

- Replace Attachment 01: County CPOC contact list effective 10/1/2023
- Replace Attachment 02: Network of Care Chart effective 10/1/2023
- Replace Attachment 14: Network of Care Choice Form effective 10/1/2023
- Replace Attachment 19: Authorization Guidelines effective 10/1/2023
- Add Attachment 23: DDAP HIV/Hepatitis Services Form-Appendix B