



<b>Health Care Agency Behavioral Health Services Policies and Procedures</b>	Section Name:	Care and Treatment
	Sub Section:	Access
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SIGNATURE		DATE APPROVED
Deputy Director Behavioral Health Services	<u>Signature on File</u>	<u>10/15/2024</u>

**SUBJECT:** Admission and Readmission in Substance Use Disorder Programs

**PURPOSE:**

To establish proper guidelines for the admission and readmission criteria for determining eligibility and medical necessity for County of Orange Behavioral Health Services (BHS) Substance Use Disorder (SUD) treatment programs.

**POLICY:**

Each individual seeking SUD services shall be assessed to determine eligibility and medical necessity for treatment. The admission criteria shall include: a) identification of alcohol and/or illicit drug(s) used; and d) documentation of social, mental health, physical and/or behavioral problems related to substance use; and c) a nondiscrimination statement.

**SCOPE:**

These procedures apply to individuals who are assessed for enrollment in the County of Orange BHS SUD programs.

**REFERENCES:**

[Department of Health Care Services, Certification for Alcohol and other Drug Programs 1.0, October 2023](#)

[Drug Medi-Cal Organized Delivery System Intergovernmental Agreement for Substance Use Disorders](#) and any subsequent agreements covering SUD services

[Minimum Quality Drug Treatment Standards for SUBG \(10/25/16\)](#)

[Substance Use Prevention, Treatment, and Recovery Services Block Grant \(SUBG\) Policy Manual Version 3.0 \(5.21.2024\)](#) and any subsequent versions

**FORM:**

Orange County Health Care Agency Behavioral Health Services Substance Use Disorders Clinics- Admission Agreement (F346-108.4 Rev. 7/30/24) (Contact SUD Program or SUD Program Administrator for form)

**DEFINITIONS:**

Adolescents – members/participants between the ages of twelve and under the age of twenty-one.

Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) - the federally mandated Medicaid benefit that entitles full-scope Medi-Cal-covered members less than 21 years of age to receive any Medicaid service necessary to correct or ameliorate a defect, mental illness, or other condition, such as a substance-related disorder, that is discovered during a health screening.

Members - a person who: (a) has been determined eligible for Medi-Cal; (b) is not institutionalized; (c) has a substance-related disorder per the current Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria; and (d) meets the admission criteria to receive Drug Medi-Cal Organized Delivery System (DMC-ODS) covered services.

Medical Necessity or Medically Necessary –

- Pursuant to Welfare and Institutions Code section 14184.402(a), for individuals 21 years of age or older, a service is “medically necessary” or a “medical necessity” when it is reasonable and necessary to protect life, to prevent significant illness or significant disability, or to alleviate severe pain as set forth in Welfare and Institutions Code section 14059.5.
- For individuals under 21 year so age, a service is “medically necessary” or a “medical necessity” if the service meets the standards covered under the EPSDT mandate.

**PROCEDURE:**

- I. Programs shall have written admission and readmission criteria for determining the individual’s eligibility and suitability for services and procedures, which shall be available to Medi-Cal members and participants from the general public.
  - A. Individuals admitted to a SUD Program shall have an initial assessment interview using an assessment based on the American Society of Addiction Medicine (ASAM) dimensions to determine whether or not an individual meets medical necessity for SUD outpatient services.
    1. The admission criteria shall include:
      - a) Identification of alcohol and/or illicit drug(s) used;
      - b) Documentation of social, mental health, physical and/or behavioral problems related to substance use;
      - c) A statement of nondiscrimination requiring that admission shall not be denied on the basis of ethnic group identification, religion, age, gender, race, disability, or sexual orientation. The above shall not preclude programs from emphasizing services for specific populations.
  - B. Readmission guidelines for any individual who has successfully completed participation or has terminated before completion of the level of care are as follows:

1. There is no mandatory period of time that a participant/beneficiary must wait prior to being re-assessed for admission into the program.
  2. The participant/beneficiary shall follow the admission guidelines to re-admit.
- II. Programs shall address the needs of special populations, taking into consideration, when the need arises, the disabilities, the cultural, racial, linguistic, and sexual orientation among such populations.
- A. Programs shall ensure that their policies, procedures, practices, and rules and regulations do not discriminate based on disability.
1. Whenever the non-disability related needs of any individual cannot be reasonably accommodated, efforts shall be made to make referral to appropriate programs.
  2. All members/participants shall be physically and mentally able to comply with the program rules and regulations.
- B. No individual shall be admitted who, on the basis of staff judgement:
1. Exhibits behavior dangerous to staff, self, or others; and/or requires an immediate medical evaluation, or higher level of physical or mental health care.
    - a) Programs shall immediately refer an individual that needs a higher level of care to an appropriate facility.
    - b) Program shall inform an individual that they are not being denied admission or services and will be re-assessed for admission when client returns after a higher level of care is no longer necessary.
- C. Programs shall have a policy on member/participant possessions.
- D. Programs shall have a written admission agreement that shall be signed and dated by the member/participant and program staff upon admission. Programs shall place the original signed admission agreement in each member/participant's file and a copy shall be given to the member/participant. The admission agreement shall inform the member/participant of the following:
1. Activities expected of member/participants;
  2. Services to be provided;
  3. Program rules and regulations;
  4. Member/participant's statutory rights to confidentiality;
  5. Member/participant's rights, according to AOD standards and Members Rights and Protections;

6. Member/participant's and appeal procedures;
7. Address where services are provided;
8. Payment provisions:
  - a) Amount to be paid;
  - b) Payment scheduled;
  - c) Refund Policy;
  - d) Medi-Cal benefits will be accepted as payment in full;
9. Those actions, circumstances or conditions, which may result in member/participant eviction from the facility.
10. The consequences if a member/participant relapses and consumes alcohol and/or non-health sustaining drugs.
11. Conditions under which the agreement may be terminated.
12. Death of the participant shall result in automatic termination from the program.