

SWMBH Operating Policy 11.2

Subject: Wait List and Capacity Management for Substance Abuse Services		Accountability: SAPT	Effective Date: 1/1/2014	Pages: 2
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ SA SARF _____ Other _____			Last Reviewed Date: 8/26/16	Past Reviewed Dates: 12/24/14 5/26/15
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> I Waiver <input type="checkbox"/> SUD Healthy Michigan <input type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD Community Grant <input type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____	APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Operations <input checked="" type="checkbox"/> Participant CMHSPs <input checked="" type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> DD providers <input type="checkbox"/> Other: _____		Last Revised Date: 5/26/15	Past Revised Dates: 12/14/14
Approved : <i>Mundie Smittle</i> By: <i>9/8/2016</i> Date:		Required Reviewer: SAPT Director		

I. Purpose

To communicate the requirements for:

- a. Maintaining substance abuse services waiting lists for indigent funded persons (this policy does not apply to persons with Medicaid, MI Child or Healthy Michigan benefits; no individual with Medicaid, MI Child or Healthy Michigan benefits will be placed on a waiting list for medically necessary services)
- b. Reporting requirements for federal priority population individuals placed on a waiting list for services
- c. Reporting requirements for agencies that serve injecting drug users and reach 90% capacity to admit new individuals

This policy applies to all substance abuse providers, including the Access Management System.

II. Policy

In accordance with Office of Recovery Oriented Systems of Care (OROSC) contract, Southwest Michigan Behavioral Health (SWMBH), which is the regional entity for Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren counties (herein after referred to as SWMBH), providers will maintain a waiting list for persons who cannot be served immediately or who are underserved, when resources are unavailable.

III. Standards and Guidelines

- a. It is the preference of the SWMBH that all eligible persons be admitted into substance abuse treatment upon request. Individuals seeking services will be screened for financial eligibility by the Access Management System (AMS) and for medical necessity and referred for services within the timeframes established for their priority population level (see exhibit A).

SWMBH Operating Policy 11.2

- b. All persons with emergent mental health service needs will receive services to treat the emergent situation.
- c. Eligible federal priority populations (not including persons with Medicaid, MI Child or Healthy Michigan) will be placed on a waiting list for the requested service when there is not sufficient program capacity for admission or when the person cannot be admitted to treatment within the specified number of days according to his/her priority population status.
- d. Providers will complete the Federal Priority Population Waiting List Certification (Attachment A) to report persons with Priority Codes 1, 2 and/or 3, who are placed on a waiting list for treatment by SWMBH. Reports are due by the 15th of the month *following* the month in which a deficiency occurred.
- e. Providers will follow the Federal Priority Population Waiting List Certification (Attachment A), Report Instructions and Admission Priority Requirements for Substance Use Disorders.
- f. Providers who serve Injecting Drug Users must report to SWMBH when they reach 90% capacity to admit individuals to the program and when the program capacity decreases below 90%.
 - 1. Providers will complete the Injecting Drug Users 90% Capacity Report (Attachment B) to report capacity issues.
 - 2. Providers will follow the Injecting Drug Users 90% Capacity Report, Report Instructions (Attachment B)
- g. The Access Center will continuously monitor provider waiting lists reported by providers for all populations and consult with the SWMBH SUD Director regarding any provider trends or exceptions.

IV. Definitions:

Priority Population (Substance Use Disorder Services Only)

Persons who present at the system access and are: (i) Pregnant women who are injecting drug users; (ii) Pregnant substance abusers; (iii) Injecting drug users (who have injected in the past 30 days); (iv) and Parents whose children have been removed from the home or are in danger of being removed from the home. Such persons are considered priority individuals and should not be placed on a wait list for medically necessary SUD services.

V. References

Office of Recovery Oriented Systems of Care (OROSC) contract

VI. Attachments:

Federal Priority Populations Waiting List Certification
Injecting Drug Users 90% Capacity Report
Cover Letter/SA WL/Counseling and Education