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| Section:<br>Substance Abuse Treatment & Prevention   | Policy Name:<br>Wait List and Capacity Management for Substance Use Disorder Services   | Policy Number:<br>11.02        |
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| Required By:<br><input type="checkbox"/> BBA <input checked="" type="checkbox"/> MDHHS <input type="checkbox"/> NCQA<br><input type="checkbox"/> Other (please specify):<br>_____  | Final Approval By:<br><i>Joel A. Smith, LSMW</i><br>Joel A. Smith, LSMW (Jul 15, 2022 15:57 EDT)  | Date Approved:<br>Jul 15, 2022 |
| Application:<br><input checked="" type="checkbox"/> SWMBH Staff/Ops<br><input checked="" type="checkbox"/> Participant CMHSPs<br><input checked="" type="checkbox"/> SUD Providers<br><input type="checkbox"/> MH/IDD Providers<br><input type="checkbox"/> Other (please specify):<br>_____ | Line of Business:<br><input type="checkbox"/> Medicaid <input type="checkbox"/> Other (please specify):<br><input type="checkbox"/> Healthy Michigan<br><input checked="" type="checkbox"/> SUD Block Grant<br><input type="checkbox"/> SUD Medicaid<br><input type="checkbox"/> MI Health Link | Effective Date:<br>1/1/2014    |

**Policy:** In accordance with the Michigan Department of Health and Human Services (MDHHS) 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.

**Purpose:** To communicate the requirements for:

- a. Maintaining substance use disorder 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 use disorder treatment providers, including the Access Management System.



**Scope:** The policy impacts SWMBH, SWMBH contracted substance use treatment providers, and participant CMHSPs that serve priority population individuals.

**Responsibilities:** Substance use disorder treatment providers, participant CMHSPs and SWMBH are responsible for assuring components of this policy are met.

**Definitions:** Priority Population (Substance Use Disorder Services Only)

Persons who present for services at any access management system (AMS) 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.

**Standards and Guidelines:**

- A. It is the preference of SWMBH that all eligible persons be admitted into substance use disorder services upon request. Individuals seeking services will be screened for financial eligibility by the AMS and for medical necessity and referred for services within the timeframes established for their priority population level (see exhibit A).
- B. 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.
- C. Providers will assure interim services are provided for customers who are placed on a wait list as outlined by the MDHHS master contract.
- 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 15<sup>th</sup> of the month *following* the month in which a deficiency occurred.
- E. SWMBH, and providers as needed, will follow the Priority Populations Waiting List Deficiencies reporting requirements (Attachment A).
- 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%.
  - a. Providers will complete the Injecting Drug Users 90% Capacity Report (Attachment B) to report capacity issues.
  - b. Providers will follow the Injecting Drug Users 90% Capacity Report, Report



Instructions (Attachment B).

- c. SWMBH will notify MDHHS of providers who reach 90% capacity as outlined in the MDHHS master contract.
- G. SWMBH 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.

**References:** MDHHS Master Contract

**Attachments:**

- A. 11.02A Injecting Drug Users 90% Capacity Treatment Report
- B. 11.02B Cover Letter/SA WL/Counseling and Education




# 11.02 Wait List and Capacity Management for Substance Use Disorder Services


Final Audit Report


2022-07-15


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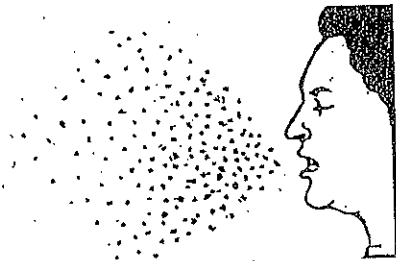
# Tuberculosis: Get the Facts!

## What is tuberculosis?

Tuberculosis (TB) is a disease that usually affects the lungs. TB sometimes affects other parts of the body, such as the brain, the kidneys, or the spine. TB disease can cause death if untreated.

## How is TB spread?

TB germs are spread from person to person through the air. TB germs are put into the air when a person with TB disease of the lungs or throat coughs, sneezes, laughs, or sings. TB is NOT spread by sharing silverware or cups, sharing cigarettes, or sharing saliva when kissing someone.



## What are the symptoms of TB?

People with TB disease often feel weak or sick, lose weight, have fever, and have night sweats. If their TB disease is in the lungs, they may also cough and have chest pain, and they might cough up blood. Other symptoms depend on what part of the body is affected.

## What is the difference between TB disease and TB infection?

People with TB disease are sick from the large number of TB germs that are active in their body. They usually have one or more of the symptoms of TB disease. These people may pass the TB germs to others. TB disease can cause permanent body damage and death. Medicines which can cure TB disease are given to these people.

People with TB infection also have the germs that cause TB in their body. But they are not sick because there are not as many of the germs, and the germs lie dormant (sleeping) in their body. They cannot spread the germs to others. However, these people could develop TB disease in the future, especially if they are in one of the high-risk groups listed under "Who gets TB disease?" People with TB infection can take medicine to prevent them from developing TB disease.

## Who gets TB disease?

Once a person has TB infection, he or she has a higher chance of getting TB disease if the person:

- Has HIV infection.
- Has been recently infected with TB germs (in the last 2 years).
- Has other health problems, like diabetes, that make it hard for the body to fight germs.
- Abuses alcohol or illegal drugs.
- Was not treated correctly for TB infection in the past.

## How can I tell if I have TB?

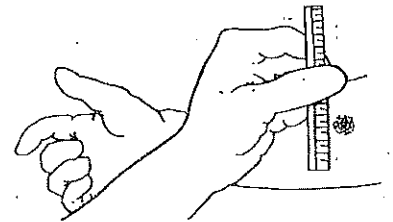
Get a TB skin test or blood test. If you have a positive reaction to either of the tests, you will probably be given other tests to see if you have TB infection or TB disease.

## Where can I get a TB skin test or blood test?

You can get a TB skin test or blood test from your doctor or local health department.

## How are the TB tests given?

For a TB skin test, a health care worker uses a small needle to put some testing material, called tuberculin, just under your skin. This is usually done on the lower inside part of your arm. After you get the test, you must return in 2 to 3 days to see if there is a reaction to the test. If there is a reaction, the size of the reaction is measured.



If the blood test is available at your local health department, some of your blood will be taken to do the test. You will be instructed on how to get the results of your test.

## What if the test is negative?

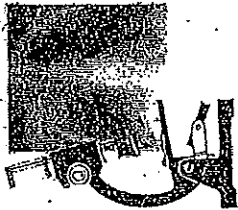
A negative skin test usually means you are not infected. However, the test may be falsely negative if you were infected recently. It usually takes 2 to 10 weeks after exposure

to a person with TB disease for your skin test to react as positive. The test may also be falsely negative if your immune system is not working properly.

A negative blood test usually means you are not infected.

#### **What if the test is positive?**

A positive skin test or blood test usually means that you have been infected with the TB germ. It does not necessarily mean that you have TB disease. Other tests, such as an x-ray or sputum sample, are needed to see if you have TB disease.



#### **What if I had the BCG vaccine?**

BCG is a vaccine for TB. This vaccine is not widely used in the United States, but it is often given to infants and small children in other countries where TB is common. The BCG vaccine does not usually protect adults against TB. You may still get TB infection or TB disease. Even if you have had the BCG vaccine, you will need a TB skin test or blood test to see if you may have TB infection or TB disease.

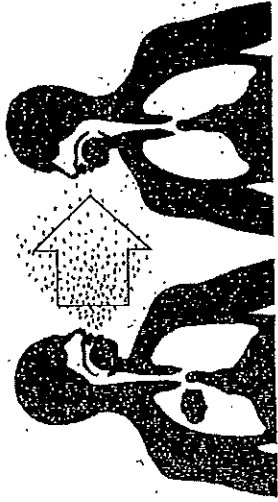
#### **What should I do if I have TB infection or TB disease?**

Get the required follow-up tests. Follow your doctor's advice and take the medicine as prescribed.

Today, both TB infection and TB disease can be treated and cured with medication.



# **Tuberculosis:**



# **Get the Facts!**

**For further information on TB, contact your local health department.**

**Or visit:  
CDC Division of  
Tuberculosis Elimination  
Website at  
[www.cdc.gov/tb](http://www.cdc.gov/tb)**



**U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention**



### What if I have more questions?

Feel free to ask the health professional who gave you this booklet any questions that you might have.

Call the Michigan statewide HIV/AIDS information hotline.  
(English) 1-800-872-AIDS  
(Spanish) 1-800-862-SIDA  
(TDD) 1-800-367-0823

Visit the CDC's HIV/AIDS website for more information.  
(<http://www.cdc.gov/hiv/>)



Janet M. Granich, Governor  
Lynn Shoverell, Director

The CDC is an equal opportunity employer of services and programs provider.

This booklet is available in Spanish.

# WHAT YOU NEED TO KNOW

## About HIV Testing

### What is HIV and how is it spread?

HIV infection is a long-term illness that damages the body's immune system, or its ability to fight off diseases. HIV spreads through blood, semen, vaginal fluids, and breast milk. You can get or give HIV infection by:

- Having vaginal, anal, or oral sex without a condom.
- Sharing needles or syringes when injecting drugs.
- HIV can be passed from mother to child during pregnancy, birth, or breastfeeding.

You cannot get HIV by donating blood or through casual contact such as hugging or shaking hands.

### What is AIDS?

AIDS (Acquired Immunodeficiency Syndrome) is the stage of HIV infection when the body is weakened and loses its ability to fight off germs.

### What is an HIV test?

It is a simple test done by taking blood or fluid from cells in the mouth that shows if you have been infected with HIV (Human Immunodeficiency Virus), the virus that causes AIDS.

### Who should have an HIV test?

The CDC (Centers for Disease Control and Prevention) recommends that everyone between the ages of 13 and 64 get tested for HIV.

Whatever your age, you should have an HIV test if you are sexually active or have shared needles or syringes for injecting drugs.

Women who are pregnant or considering pregnancy should also get an HIV test.

### Can anyone make me have an HIV test?

Under Michigan law, unless you are under 18, you can give your own consent to have an HIV test. You do not need your parents' consent.

### Can I change my mind after I consent to the test?

Yes, you can change your mind at any time before the lab runs the test. If you change your mind, you must have your health care provider or a written request say that you do not want your test to be HIV.

### Can someone under age 18 take the test without their parents' consent?

Yes, Minors age 13 and older have the right to take the test for HIV without their parents' knowledge or consent.

### What is the difference between anonymous and confidential testing?

Anonymous HIV testing means no names are used and will not be on the test results. To get your test results, you will be given a code number.

Confidential HIV testing means that your name will be used on your test results.

If you get an anonymous HIV test, you will not receive a piece of paper with your name and your test results. If you need a copy of your HIV test results, you should take a confidential test.

### How is HIV testing done?

Typical HIV tests are done on blood or oral fluids. Specimens are sent to a lab, and you get your results in about one week. When testing blood, a needle will be used to draw blood from a vein in your arm. When testing oral fluids, they are collected on a swab from your mouth.

**Rapid test:** Some clinics or testing sites offer rapid testing. This is a test done on a small amount of blood from the tip of your finger or from fluid in your mouth. You will get results in that same visit. If your result is negative (shows possible infection), you will need more

### How will this test help me?

This test will tell you whether or not you have HIV. People who have HIV for years and not know it can stay healthy.

If you are infected, it can help you get proper treatment about how to avoid spreading it to other people. If you are not infected, it can help you learn how to prevent yourself from getting HIV.

### What does a negative (or nonreactive) result mean?

A negative result means you are not infected with HIV.

Or you have been infected too recently for it to show up on the test. If you recently had sex without a condom or shared needles, you should get another test in about six weeks. This is because sometimes HIV tests cannot detect recent infection.

### What does a positive result mean?

A positive result means that you are living with HIV.

You should see a doctor as soon as possible. The person who gave you your test results can help you find a doctor if you don't have one.

If you have HIV, you can pass your infection to other people through sharing needles or through birth or breastfeeding if you are or will be a mother.

You should use condoms every time you have sex to prevent passing the infection to others. The person who gives you your test results can help you find ways to keep from passing your infection on to others.

### Why should I get my test results immediately?

If you have HIV, you can pass your infection to other people through sharing needles or through birth or breastfeeding if you are or will be a mother. You should see a doctor as soon as possible. The person who gave you your test results can help you find a doctor if you don't have one. If you have HIV, you can pass your infection to other people through sharing needles or through birth or breastfeeding if you are or will be a mother.

### If I have HIV, will I definitely develop AIDS or get sick?

Today there are many treatments for HIV. These treatments can prevent serious illness, including AIDS. If you get care quickly, you have a good chance of a long and healthy life.

### Whom should I tell I have HIV?

Current, past and future sexual and/or needle-sharing partners should be notified.

Your local health department can also help to notify partners. They will do this without using your name or sharing any information about you. Your doctor, health care provider or counselor that performed the test can connect you with the local health department.

### When can I tell my partner I have HIV?

The law also requires that you tell your partner someone from the local health department will do this for you.

Counseling and Education Information  
From Southwest Michigan Behavioral Health

Please review the enclosed information about counseling and education opportunities that are available in your community.

| County     | Health Department contact information   |
|------------|---|
| Barry      | Barry/Eaton District Health Department<br>330 W. Woodlawn Ave. Hastings, MI 49058<br>269-945-9516         |
| Berrien    | Berrien County Health Department<br>769 Pipestone Road, Benton Harbor, MI 49023<br>269-926-7121           |
|            | Berrien County Health Department<br>1205 N. Front Street, Niles, MI 49120<br>29-684-2800                  |
|            | Berrien County Health Department<br>21 N. Elm Street, Three Oaks, MI 49128<br>269-756-2008                |
| Branch     | Branch-Hillsdale-St. Joseph Community Health<br>570 N. Marshall Road, Coldwater, MI 49036<br>517-279-9561 |
| Calhoun    | Calhoun County Public Health Dept.<br>190 E. Michigan Ave., Battle Creek, MI 49014<br>269-966-1489        |
|            | Calhoun County Public Health Dept<br>101 N. Albion St., Albion, MI 49224<br>517-629-9434                  |
|            | Calhoun County Public Health Dept<br>315 West Green Street, Marshall, MI 49068<br>269- 781-0700           |
| Cass       | Van Buren Cass District Health Department<br>201 M-62<br>Cassopolis, 49031<br>269-445-5280                |
| Kalamazoo  | Health and Community Services<br>3299 Gull Road, Kalamazoo, MI 49048<br>269-373-5200                      |
| St. Joseph | Branch-Hillsdale-St. Joseph Community Health<br>1110 Hill Street, Three Rivers, MI 49093<br>269-273-2161  |
| Van Buren  | Van Buren Cass District Health Department<br>57418 CR 681<br>Hartford, MI 49057<br>269-621-3143           |

**Emergency Services are available 24 hours a day, 365 days a year.** If you feel that you need Emergency Services, please contact us at our Access Center numbers: (269) 373-6000 or 1-888-373-6200.