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November 25, 2019

Dear Substance Use Disorders (SUD) System of Care Providers:

Over the course of the past several months, Alcohol and Other Drugs Services (AODS) has been working in partnership with Residential SUD Treatment providers and the Utilization Management/Utilization Review staff to revise intake-related documentation. Following a three (3) month pilot period, the documentation has now been approved and is available to be used across all SUD and by all treatment providers, regardless of modality

The three (3) forms available are as follows: AODC-014 Medical Necessity Determination; AODC-011 Level of Care Placement Assessment and AODC-005 Intake/Admission. All forms are in fillable PDF format.

Effective December 16, 2019, you must ensure that the new forms are utilized, and that old forms are discontinued. UM/UR will not authorize services if you use the old forms beyond December 16, 2019.

Because documentation has changed, please expect revisions to the following policies: 509-AOD SUD Medical Necessity; 706-AOD Utilization Review: SUD Authorization Process and 709-AOD Quality Management/Utilization Review: SUD Treatment Documentation Standards. We have started the revision process and will inform you upon approval of the revised policies, once approved by the Behavioral Health Division we will disseminate. .

Thank you and please do not hesitate to contact our office if you have any questions related to this matter. Once again, we appreciate your active involvement and support during the revision process of the forms and trust that the changes will improve the quality of the admission process and intake experience of the client.

Sincerely,

Michelle Richardson, LMFT
AODS Program Manager

Cc: Suzanne Tavano, PHN, PhD., Behavioral Health Services Director
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