Coordination with Single County Authority (SCA) Offices

March 20, 2019

**HealthChoices Contracts:**
- Erie
- Lycoming/Clinton
- Northeast

**Scope:** This Provider Alert applies to all Drug and Alcohol residential providers serving HealthChoices Erie, Lycoming/Clinton, and Northeast members. The Northeast counties impacted by this Provider Alert include Lackawanna, Luzerne, Susquehanna, and Wyoming Counties. This also applies to providers in the North Central HealthChoices contract pursuant to Provider Alert #18 (2018).

**Purpose:** Providers of residential drug and alcohol withdrawal management and rehabilitation services shall notify Community Care and the Single County Authority (SCA) from the individual’s county of residence of an admission to promote better communication and collaboration.

We accredit a closer working relationship between the SCA and providers with positively impacting the following elements of service delivery for our members: communication, overall quality of care, coordination of care, and access to resources in the local community that will keep our members within their natural environment.

To streamline this communication, Community Care created the attached Drug & Alcohol Case Notification Form, which can also be found on the Community Care website. Please begin using this form on April 1, 2019. This form will help ensure that drug and alcohol residential facilities are notifying the SCA in the member’s county of residence about admission and to assess the need for case coordination services.

The process to follow is outlined below:

- Providers must request that individuals sign a release of information form to notify the SCA in the individual’s county of residence where Community Care is the payer or will be the payer once MA eligibility has been established. Please enter the Drug & Alcohol Case Notification Form into the member’s chart as evidence of attempt to notify/coordinate even if the individual declines to sign a release of information.
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- Providers must request that individuals sign a release of information form to notify Community Care that coordination with the SCA has occurred.

- Upon admission of a Community Care member to the facility, providers are required to notify the county SCA and the Community Care care manager of the admission. The provider will complete the Drug & Alcohol Case Notification Form and fax or email (secure) to the SCA of the member’s county of residence. The provider may utilize a similar form as long as the content is preserved and entered into the member’s chart as evidence of notification/coordination.

- The SCA and Community Care care manager should be included in any treatment team meetings to assist with exploration of options for individuals, including discussion to determine whether enhanced services in the community and additional community and natural supports might meet the needs of the individual.

We appreciate your cooperation in this important quality improvement effort. Together, we can improve the treatment process and enhance coordination of services resulting in better, long-term results for individuals.