

Date: January 18, 2019
CYF Memo: # 06-18/19
To: CYF Substance Use Disorder (SUD) Teen Recovery Center (TRC) Providers
From: Yael Koenig, CYF Deputy Director
Re: **DMC-ODS Updated Guidance for TRC Sites**

Teen Recovery Centers (TRCs) have been designed to include one (1) TRC primary site, and at least two (2) TRC school or ancillary sites within each regionally based TRC contract. It is required that all TRC sites, both TRC primary sites and TRC school sites or ancillary sites, are DMC-certified.

On July 1, 2018, CYF TRCs became part of the San Diego DMC-ODS. Each DMC-certified site has a unique DMC facility ID, CalOMS number, and independently assigned capacity in SanWITS and DATAR. DMC-certified TRC school sites are required to follow all rules, regulations, and DMC-ODS Special Terms and Conditions (STCs), to include regulations which prohibit clients from receiving services at more than one DMC certified facility. This guidance, as applied to TRCs, means that **a client can only be seen at the location where they were admitted, and cannot receive services at other DMC-certified sites.** Although it may be convenient for a TRC to serve clients at multiple locations within the TRC contract, this is not allowed.

CYF recognizes the unique challenge TRC programs may encounter, at times, when program staff cannot access TRC school sites due to holiday closures, summer break, and/or unique situations where the students are not allowed on campus due to disciplinary action or other reasons. To assist TRC programs with navigating these situations, BHS has provided the following guidelines:

- Clients admitted to a TRC school site shall utilize that site's specific facility ID and CalOMS number for SanWITS documentation.
- Clients admitted to a TRC school site may receive services at the TRC primary site, on occasion, when the TRC school site is not available due to school closures, holidays, summer breaks, or other reasons as indicated by documentation in progress note (such as school suspension or expulsion). **Group services may not be mixed with clients who are admitted to the TRC primary site and the TRC school site.**
- When a service is provided to a client admitted to the TRC school site at the TRC primary site, the service location shall be documented as "in the community." As with all services that are provided in the community, documentation shall explain how program staff maintained the client's privacy in accordance with 42 CFR.
- Clients admitted to TRC primary sites shall not receive services at TRC school sites, due to campus regulations.
- If a client admitted to a TRC primary site attends a school which provides TRC school-site services and wishes to receive services at the TRC school-site, client shall be discharged from the TRC primary site as "referred" and admitted to the TRC school-site as a transfer.
- TRC ancillary sites that are not located on school campuses shall follow all guidelines listed above.

If your TRC program provided services that are outside of the guidelines listed above **between July 1, 2018st to present**, please notify BHS by sending a list of these encounter IDs to the BHS contacts listed below in one (1) email by **01/30/2019**. **DO NOT SEND PHI.**

BHS QM (Erin.Shapira@sdcounty.ca.gov),
BHS MIS (SUD_MIS_Support.HHSA@sdcounty.ca.gov)
BHS COR (Wendy.Maramba@sdcounty.ca.gov or Kimberly.Pauly@sdcounty.ca.gov).

For questions, input, or concerns, please contact your assigned COR.