County of San Diego DMC-ODS Client Flow Process

Referral Paths

Direct Referrals from Partners (SUD, Justice, Medical, etc.) to Programs

Client Calls Program Directly

SUD DDC or CalWORKS CM

Client Calls ACL or Partners Referred to ACL

(Optional: Program conducts Brief ASAM Screening.)
Program schedules intake OR refers to appropriate LOC.
✓ Screeners must be trained in ASAM – complete on paper and add to chart if admitted.

Client referred, scheduled for intake, or walks-in to program

Client screening indicates a different level of care (LOC) is indicated. Warm hand-off to appropriate LOC.
✓ Follow program P&P on obtaining ROI & consider developing a referral report
When a client is screened and not admitted, the County will pay for this service via the invoicing process. Follow program process for invoicing and filing documentation for screening clients who are not admitted.

ACL conducts Brief ASAM Screening and refers to appropriate LOC

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Intake/Initial Level of Care Assessment:
✓ Initial face-to-face must be within 10 days of request of service. Dates can be entered by any staff member trained in SanWITS.

Program Completes:
• Initial Level of Care Assessment & Risk Assessment/Screening
  ✓ Completed by AOD counselor or LPHA, if by AOD counselor then must have face-to-face with LPHA. Complete at intake
  • Health Questionnaire ✓ Client completes at intake, reviewed with client by AOD Counselor and/or LPHA, reviewed by MD when physical health needs listed
  • TB Screening Questionnaire ✓ Any staff member completes and reviews with client
  • Co-Occurring Conditions Screening Form (optional form) ✓ Client completes at intake, reviewed with client by AOD Counselor and/or LPHA

Program completes:
• ASI/YAI ✓ Outpatient – complete w/in 30 days of admission. Residential – w/in 10 days of admission. Completed by AOD counselor or LPHA, if by AOD counselor then must have face-to-face with LPHA.
• ASAM LOC Recommendation (incorporates clinical information from all screening forms and ASI/YAI. Completed with Plan) ✓ Same timelines and staff requirements as ASI/YAI
• Initial Treatment Plan ✓ Must complete after ASI or YAI and ASAM LOC form within 30 days of admission (Outpatient) and within 10 days of admission (Residential) Same staff requirements as ASI/YAI

Determined to be in appropriate LOC

ASAM LOC Recommendation ✓ Complete prior to any Treatment Plan Update. Same staff requirements as Initial Treatment Plan.

Treatment Plan Updates ✓ Residential programs write new plan as clients’ needs change, or at minimum every 30 days. OS/IOS as client needs change, or at minimum every 90 days. Same staff requirements as Initial Treatment Plan
Continue until ASAM LOC Recommendation form indicates change in LOC. If LOC change is to another program, then discharge client.

Needs indicate different LOC

Program provides case management/warm handoff to program at appropriate LOC
✓ Follow program P&P on obtaining ROI & consider developing a referral report

Discharge

Client Discharge Plan – provide case management and warm handoff. Not required if program loses contact with client. ✓ Complete within 30 days prior to anticipated discharge date. Completed by AOD counselor and/or LPHA. Follow program P&P on obtaining ROI & consider developing a referral report

Client Discharge Summary ✓ Complete within 30 days of last face-to-face treatment. Completed by AOD counselor and/or LPHA

Note: refer to latest versions of the SUDPOH and SUDURM for complete documentation requirements

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