County of San Diego DMC-ODS Client Flow Process Client Calls Program Direct Referrals from Partners (SUD, **SUD DDC or Client Calls ACL or** Referral Justice, Medical, etc.) to Programs CalWORKS CM **Partners Referred to ACL** Directly Paths (Optional: Program conducts Brief ASAM Screening.) **ACL conducts Brief ASAM** Screening Program schedules intake OR refers to appropriate LOC. Screening and refers to ✓ Screeners must be trained in ASAM – complete on paper and add to chart if admitted. appropriate LOC Intake Client referred, scheduled for intake, or walks-in to program Intake/Initial Level of Care Assessment: Client screening indicates a different level of care (LOC) is indicated. Warm ✓ Initial face-to-face must be within 10 days of request of service. Dates can be entered by any staff member trained in SanWITS. hand-off to appropriate LOC. **Program Completes:** ✓ Follow program P&P on obtaining ROI & consider developing a referral report Initial Level of Care Assessment & Risk Assessment/Screening When a client is screened and not admitted, the County will pay for this ✓ Completed by AOD counselor or LPHA, if by AOD counselor then must have face-to-face service via the invoicing process. Follow program process for invoicing and with LPHA. Complete at intake filing documentation for screening clients who are not admitted. 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 <a> Any staff member completes and reviews with client Client screening indicates intake into program. Co-Occurring Conditions Screening Form (optional form) \(\sqrt{Client completes at intake,} \) **Continue to Assessment & Planning** reviewed with client by AOD Counselor and/or LPHA **Program completes:** ASI/YAI Voutpatient – 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. Assessment ASAM LOC Recommendation (incorporates clinical information from all screening forms and ASI/YAI. Completed with Plan) ✓ Same timelines and staff requirements as ASI/YAI & Planning 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 Program provides case management/warm handoff to program at Determined to be in appropriate LOC Needs indicate different LOC appropriate LOC ✓ Follow program P&P on obtaining ROI & consider developing a referral report

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.

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