




SUD SERVICES BULLETIN

Title: Waiting List Management Requirements		Issue Date: November 20, 2014 Revised: August 9, 2016 Expiration Date: N/A	Issue No.: 14-05
Approval:  Joseph Rangel, Division Manager Contracts Division – Mental Health and Substance Use Disorder Services		Function: <input checked="" type="checkbox"/> Treatment <input type="checkbox"/> Prevention <input type="checkbox"/> Education/Training <input type="checkbox"/> Fiscal <input type="checkbox"/> Other	Supersedes Bulletin/SAS Letter No.: N/A

8-9-2016

PURPOSE:

The purpose of this Bulletin is to notify substance use disorder (SUD) treatment providers of the requirement to establish and maintain waiting lists with unique patient identifiers. This will assist in the effort to ensure that interim services are provided to injecting drug users who cannot be placed into a treatment program within 14 days, and will enable the County to track the number of all clients awaiting admission as well as wait times into treatment.

DISCUSSION:

The Fresno County Department of Behavioral Health (DBH) Contracts Division – SUD Services is responsible for planning, developing, and administering a county-wide SUD prevention and treatment service delivery system. Fresno County primarily contracts with community-based organizations for the provision of these services. DBH requires all contracted prevention and treatment providers to maintain compliance with federal and state requirements.

As a condition of the State-County agreement, the County is required to establish and maintain waiting lists for injecting drug users. As such, DBH requires all treatment providers to comply by implementing a uniform tracking system. Providers can use the waiting list information to assist in completing the mandated monthly DATAR report as well.

Each provider's waiting list shall include a unique patient identifier to be used to monitor overall wait times and ensure that interim services are provided (within 48 hours of request) to injecting drug users who cannot be placed in comprehensive treatment within 14 days as required by Title 45, Code of Federal Regulations, §96.126(c). Those injecting drug users who remain active on a

waiting list must be admitted to a treatment program within 120 days of request. Additionally, the County requires providers to report non-injecting drug users awaiting entry into treatment so that demand and wait times for treatment can be monitored for all populations. Each program must ensure that they have a way to maintain contact with the individuals awaiting admission.

Patients on waiting lists will be admitted as quickly as possible to a program providing necessary treatment within a reasonable geographic area.

The unique identifier utilized on the Waiting List shall be formatted as follows:

- Enter the first letter of the applicant's last name;
- Enter the first letter of the applicant's first name;
- Enter the gender of the applicant (1 for male, 2 for female);
- Enter the birth date for the applicant as MMDDYY.

For example, Mary Jones was born on May 12, 1950; her unique identifier would be coded as JM2051250.

Review Exhibit A-1 for a sample Waiting List Record template. This Exhibit also includes completion instructions (A-2). The County will work collaboratively with providers to be of assistance in helping you meet these requirements.

REFERENCES

Title 45, Code of Federal Regulations, §96.126(c) and 96.121

CONTACT

Please contact your assigned analyst with any questions or concerns.