



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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Dear Marin County Contracted Alcohol, Drug & Tobacco Program Providers:

The FY 2010/11 Marin County Division of Alcohol, Drug and Tobacco program (ADTP) Contractor Manual has been developed to serve as a guide to orient you to the Division's various contract renewal and reporting requirements, and provide you with the instructions and forms necessary to properly complete your reports. It is our hope that you will provide this manual to key managers and staff within your organization in order that they can refer to the Contractor Reporting Requirements matrix for the specific due dates, submission format and contact person for each step in the contract and reporting process(es). Division staff are always available to assist you however, *it is the provider's responsibility to ensure that all documents are received by ADTP in the timeframe and format prescribed by the County, as outlined in the Reporting Requirements documents.*

Please note that all Contract Renewal Materials, including Exhibits, are due to the Division of Alcohol, Drug and Tobacco Programs by **September 10, 2010**. If you are only providing services for the two-month extension period, Division staff can assist you with developing your Exhibits. If you would like assistance for two-month exhibits, please contract your assigned County staff person. It is the expectation that the Exhibits will be correct and final on September 10, 2010, so please ensure that you work with your designated County staff person in advance of the due date to discuss and review Exhibits. **As invoices cannot be developed for incorrect exhibits, payments cannot be processed until the month following the submission of correct and complete Exhibits.**

### HIGHLIGHTS OF NEW OR UPDATED POLICIES:

#### Strategic Planning

Thank you very much for your time and commitment to developing the *Continuum of Alcohol, Tobacco and Other Drug Services* Strategic Plan. The Division anticipates releasing the five-year Strategic Plan in September 2010.

#### Request for Proposals (RFP's)

As communicated at several Provider meetings, the Division is planning to RFP several services in alignment with the directions outlined in the Strategic Plan. The RFP's currently scheduled for release in FY 2010/11 are:

#### Phase I (Fall 2010)

- Outpatient/Intensive Outpatient Treatment Services: Safety Net
- Outpatient/Intensive Outpatient Treatment Services: General Population
- Centralized Assessment/Care Management

Phase II (Winter 2010)

- Media
- Community Coalitions
- Outpatient/Intensive Outpatient Treatment Services: Criminal Justice
- Screening, Brief Intervention and Referral for Treatment: Youth

### **Policies, Procedures, Standards and Practices**

As discussed at Provider meetings, the policies, procedures, standards and practices (attached and in Section 5 of the manual) are a compilation of: 1) New policies and practices recommended during the Division's Strategic Planning Process; 2) Existing policies and procedures implemented by the Division of Alcohol, Drug and Tobacco Programs over the past decade; and 3) Existing state and national regulations, standards and practices, such as the California Department of Alcohol and Drug Programs' Certification Standards and the National Quality Forum's *National Voluntary Consensus Standards for the Treatment of Substance Use Conditions*; and 4) Feedback provided by contracted providers during the review process.

Please review the document thoroughly and ensure that your agency is in compliance with the standards and practices. Highlights of select areas that may be new to some agencies are:

- Including information in your scope of work on steps you are taking toward being tobacco-free
- Coordinating and communicating admissions and transfers of service with Centralized Assessment/Care Management (additional information to be specified once a contract is awarded)
- Ensuring that treatment providers are actively linking clients with ancillary and recovery support services
- Ensuring treatment providers are competent to provide services to clients with co-occurring conditions
- Following-up with clients thirty (30) days after discharge to assess client progress and provide linkages to recovery support services as appropriate

Please review the document in its entirety and contact me if you have any questions or would like to request technical assistance.

### **Standardized Unit Rates**

The Division is continuing implementation of standardized rates for treatment services across the system (Base, PC 1210/JAG, Adult Drug Court, BASN and Early Intervention). The definitions of what constitutes a unit, as well as the expectations for service delivery and documentation, are included in the contractor manual with the Exhibit A instructions, as well as in the resources section of the manual. Please note that there is new reference information included in the manual with regard to Drug/Medi-Cal claims submission. Allocations are based on providing services utilizing the following rates:

#### Treatment System (No change from FY 2009/10)

- ❖ Outpatient: Individual Session = \$70.00 per session (minimum of 50 minutes)
- ❖ Outpatient: Group Session = \$32.00 per individual per session (minimum of 90 minutes)
- ❖ IOP/DCH = \$75.00 per slot
- ❖ Residential = \$95.00 per bed day (includes housing)
- ❖ Peri Residential = \$140.00 per bed day (includes housing)
- ❖ Case Management = \$65.00 per staff hour

*\* The above unit rates are applicable for licensed or AOD certified staff. Lower rates may apply for services that are not being provided by licensed or AOD certified staff.*

Secondary Prevention System (No change from FY 2009/10)

- ❖ Outreach (Code 19) = \$32.00 per staff hour
- ❖ Screening, Referral, Intake (Code 21) = \$45.00 per staff hour
- ❖ Early Intervention (Code 18) = \$45.00 per session/\$70.00 per session for licensed/certified AOD staff

Drug/Medi-Cal

As the FY 2010/11 Drug/Medi-Cal rates have not yet been finalized, in preparing your exhibits, please continue to use the FY 2009/10 rates.

We appreciate the hard work, collaboration and passion that you and your staff continue to offer the residents of Marin.

Sincerely,

D.J. Pierce, OTR, MPA  
Division Chief