POLICY: INTERIM SERVICES

I. PURPOSE:

The purpose of this policy is to ensure that interim services are provided to clients served by Marin County Mental Health and Substance Use Services' (MHSUS) and its contractors, as appropriate.

II. REFERENCES:

Title 45 CFR, Section 96.121
NNA/DMC State-County Contract, Exhibit A, Attachment 1, Section L

III. POLICY:

It is the policy of County MHSUS to ensure that interim services are provided to individuals requesting treatment who are injection drug users (IVDU) and/or pregnant women.

Program admission must be provided in the following order:
1. Pregnant Injecting drug users
2. Pregnant substance abusers
3. Injecting drug users
4. All others

Interim services are required by all treatment service providers for any individual who is unable to be provided an intake appointment within 14 days of the request. For IVDU and/or pregnant women the following services will be provided within 48 hours of a request for intake:
1. Counseling and education on HIV, TB, and the risks of intravenous drug use;
2. The risks of needle sharing;
3. The risks of transmission to sexual partners and infants;
4. The steps to prevention of HIV transmission; and, if necessary,
5. Referral for HIV and TB treatment services.

For pregnant women, Interim services include:
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1. Referrals for prenatal care;
2. Counseling on the effects of alcohol and drug use on the fetus;
3. Referrals based on individual assessments such as self-help recovery groups;
4. Pre-recovery and treatment support groups;
5. Sources for housing, food and legal aid.

Interim services will also include provision of or referral to case management, children's services, medical services, and Temporary Assistance to Needy Families (TANF)/Medi-Cal services.

High risk clients must be afforded admission preference at all County-operated and contracted provider locations funded under the NNA/DMC State-County Contract. Regardless of program capacity, the contractor must screen all potential clients and admit them on a priority basis. If a program is at capacity, the provider must provide interim services within 48 hours.

IV. AUTHORITY/RESPONSIBILITY:

Contract Managers
Alcohol and Drug Administrator
MHSUS Director

V. PROCEDURE:

The County ensures that County-operated services and contractors receiving funding under the NNA/DMC State-County Contract comply with requirements of funding sources and applicable laws and regulations through the below methods.

When individuals who are in the above priority populations seek admission for services, and there is not an immediate opening, the program must enter the client on the Interim Services list in Marin WITS, which will automatically generate a Unique Patient Identifier. All capacity and waitlist data shall also be entered into DATAR by the 10th of each month for the previous month.

If a prospective client is awaiting admission due to lack of capacity, in addition to providing interim services within the mandated timeframe, the program must provide client with referrals to other programs that may have capacity.

Contractor compliance with this policy shall be achieved through:
1. Distribution of the NNA-SAPT Block Grant Requirements in the Contractor Manual annually at contract renewal.
2. Approval of contract as to form and legal affect by county counsel.
3. Signature of Contractor on contract agreeing to all conditions set forth in the contract.
4. Approval and execution of contract by the County Board of Supervisors or County Administrative Officer.
5. Annual completion of Section 3 Self Audit by Contractor (Interim Services), and subsequent review by MHSUS Contract Manager, including Contractor’s signed attestation of adherence to all laws and regulations.
6. Notification by contractor within 48 hours to MHSUS Contract Manager when a priority population is awaiting admission to treatment.
7. On a monthly basis, MHSUS staff will review DATAR and Marin WITS Interim Services data to ensure accurate reporting and priority populations are being served first.
8. At annual Site Visit, Contract Manager shall review contractor policy and procedures regarding Interim Services. Client files of priority populations will be reviewed in order to ensure interim services are being provided within 48 hours, and policies and procedures are being followed in accordance with regulations.

County-operated service compliance shall be achieved through:
1. Approval of State-County NNA/DMC Contract by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contract.
2. Attestation to compliance with Interim Services Requirements at the annual DHCS Monitoring review.
3. Designated MHSUS staff will review DATAR and Marin WITS Interim Services data on a monthly basis to ensure accurate reporting and priority populations are being served first.
4. Annual completion of Self Audit, including County Alcohol & Drug Administrator’s signed attestation of adherence to all laws and regulations.
5. At annual Site Visit, Quality Management shall review policy and procedures regarding Interim Services. Client files of priority populations will be reviewed in order to ensure interim services are being provided within 48 hours, and policies and procedures are being followed in accordance with regulations.