

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	SUPT
	Policy Number	SUPT-03-05
	Effective Date	11-01-2018
	Revision Date	11/13/24
Title: Opioid Treatment Program/Narcotic Treatment Program Courtesy Dosing		Functional Area: Treatment
Approved By: Signed version available upon request		
Lori Miller, LCSW Division Manager, Substance Use Prevention and Treatment Services		

BACKGROUND/CONTEXT:

Substance Use Prevention and Treatment (SUPT) Services contracts with Opioid Treatment Programs/Narcotic Treatment Programs (OTP/NTP). These programs are outpatient clinics licensed by the State of California Department of Health Care Services (DHCS) to provide narcotic replacement therapy to members who have met medical necessity for opiate and/or other substance use disorder(s).

In compliance with the Drug Medi-Cal Organized Delivery System (DMC-ODS) Intergovernmental Agreement between DHCS and SUPT, OTP/NTPs contracted with the County of Sacramento may temporarily provide replacement narcotic therapy (30 days or less) to members who are enrolled in an out-of-county OTP/NTP and are away from their home county. Courtesy dosing must be provided in accordance with Title 9 requirements.

DEFINITIONS:

N/A

PURPOSE:

To document courtesy dosing service requirements of Sacramento County contracted OTP/NTPs. Please note that this policy does not include courtesy dosing for individuals who are incarcerated. For courtesy dosing for incarcerated individuals, please see P&P 05-02 Adult Correctional Health – Medication Assisted Treatment.

DETAILS:

Members who are enrolled in an out-of-county OTP/NTP and away from their home county OTP/NTP may temporarily receive replacement narcotic therapy (30 days or less) from a Sacramento County contracted OTP/NTP, if the following requirements are met:

1. The member has received prior approval from the Medical Director of the out-of-county (home) OTP/NTP in which the member is enrolled.
2. Prior approval was documented by the home OTP/NTP.
 - a. Documentation includes the member’s signed release of information, written change orders for medication, and evidence that the

Sacramento County OTP/NTP temporarily accepts responsibility for the member.

3. Prior to treating the member, the Sacramento County OTP/NTP confirms the approval by contacting the member's home OTP/NTP.
4. The Sacramento County OTP/NTP documents contact with the home OTP/NTP on the member's medication orders.
5. The Sacramento County OTP/NTP temporarily accepts responsibility for the visiting member, concurs with their dosage schedule, and supervises the administration of the medication.

Sacramento County OTP/NTP providers may choose to execute Memoranda of Understanding (MOUs) with out-of-county OTP/NTPs, to address courtesy medication dosing services, including documentation standards; eligibility or ineligibility criteria; temporary medication fees; courtesy visitor information, including the type of identification to be presented at the time of visit and the paperwork that must be completed; and no-show policies.

Home OTP/NTP Approval and Documentation Procedures

1. Prior approval is obtained from the member's OTP/NTP Medical Director or program physician, allowing the member to receive services on a temporary basis from the Sacramento County OTP/NTP.
2. The approval of the member's home OTP/NTP is noted in the member's chart and includes the following documentation:
 - The member's signed and dated release of information and consent to the Sacramento County OTP/NTP;
 - A medication change order by the home OTP/NTP Medical Director or program physician that permits the member to receive services on a temporary basis from the Sacramento County OTP/NTP for 30 days or less; and
 - Evidence that the Medical Director or program physician for the Sacramento County OTP/NTP has accepted responsibility to treat the visiting member, concurs with his or her dosage schedule, and supervises the administration of the medication.

Sacramento County OTP/NTP Contracted Provider Responsibilities

OTP/NTP providers will adhere to the requirements outlined below for courtesy dosing. It is the responsibility of Sacramento County contracted OTP/NTP providers to work with the home OTP/NTP to approve and document single-case temporary replacement narcotic therapy.

Documentation Procedures

- Enroll the member into the Sacramento County Electronic Health Record (EHR) within the Sacramento County OTP/NTP program that will be providing the courtesy dosing/services.
 - No CA ASAM Assessment is required for courtesy dosing.
 - CalOMS entry is not required for courtesy dosing.
 - Document the following:
 - Member must be flagged in the Sacramento County EHR as a courtesy dose member.

- Diagnosis and financial coverage for the member must be entered into the Sacramento County EHR.
 - Contact made with the home OTP/NTP.
 - Prior approval was granted and documented by the home OTP/NTP Medical Director.
 - A release of information signed by the member, giving the Sacramento County OTP/NTP consent to discuss.
 - That the home OTP/NTP has not already provided the member with replacement narcotic therapy for the same time period, and that it will not do so.
- Document the following information in writing in the member's (temporary) medication orders:
 - Name of the home OTP/NTP contacted;
 - Date and time of the contact;
 - Name of the program staff member contacted; and,
 - Results of the contact.

Please Note: Any courtesy dosing over 30 days would require a Center for Substance Abuse Treatment (CSAT) exception. For CSAT exceptions, the OTP/NTP provider should coordinate in advance with the County Contract Monitor.

Billing for Courtesy Dosing

Courtesy dosing billing should be entered into the Sacramento County EHR and the OTP/NTP provider should submit a monthly claim/invoice to the County no later than the 10th day of the month following the claim period. The County will reimburse the provider within 30 days after receipt of an appropriate and correct claim.

Transfer Member to Sacramento County OTP/NTP:

If a member completed courtesy dosing and decides to transfer to a Sacramento County contracted OTP/NTP provider, the following must be completed.

- The member must be discharged from the program for which they received their courtesy dosing.
- After discharge, the member can be enrolled into the program for dosing and treatment services (at minimum the following day after discharge).
- Follow all maintenance services and documentation requirements (financial coverage, intake/informing materials, CA ASAM Assessment, Health Questionnaire/Physical, substance use diagnosis, Care Plan, and CalOMS).

REFERENCE(S)/ATTACHMENTS:

CCR Title 9 Section 10295, 10205, and 10210
 DMC-ODS Intergovernmental Agreement
 Sacramento County NTP/OTP Contract

RELATED POLICIES:

P&P 05-02 Adult Correctional Health – Medication Assisted Treatment

DISTRIBUTION:

Enter X	DL Name	Enter X	DL Name
X	SUPT Administration		SUPT Prevention Providers
X	SUPT County Counselors	X	SUPT Adult Treatment Providers
	SUPT Collaborative Courts	X	SUPT Youth Treatment Providers
X	SUPT System of Care		ADS Advisory Board
	SUPT Administrative Support Staff		BHS Mental Health Services
	SUPT Options for Recovery	X	BHS Quality Management
	SUPT Proposition 36		

CONTACT INFORMATION:

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