



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

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### POLICIES AND PROCEDURES

#### SECTION 6, CHAPTER 3, POLICY 001

#### NARCOTIC TREATMENT PROGRAM SINGLE-CASE / COURTESY MEDICATION SERVICES

- A. PURPOSE:** Yolo County Health and Human Services (HHS) Behavioral Health (BH) expects its Narcotic Treatment Program (NTP) contract providers to comply with regulations regarding narcotic therapy. These regulations include the provision of short-term replacement therapy when beneficiaries are away from their enrolled/home NTP.
- B. FORMS REQUIRED/ATTACHMENTS:** N/A
- C. DEFINITIONS:** N/A
- D. POLICY:**

Yolo County HHS BH contracts with organizational providers to offer NTP services, under the Drug Medi-Cal Organized Delivery System (DMC-ODS). Although Yolo County HHS BH does not deliver NTP services, Yolo County HHS is responsible for ensuring that NTP services are delivered in compliance with state regulations and guidelines. Yolo County HHS BH shall follow Title 9 requirements and the requirements of single-case / courtesy medication services.

#### *Single-Case / Courtesy Medication Services*

Per regulation, a Narcotic Treatment Program (NTP) is not allowed to accept a beneficiary for treatment if the beneficiary is registered in another NTP at the same time.

However, beneficiaries who are away from their NTP may receive temporary replacement narcotic therapy (less than 30 days) from another NTP, if the following requirements are met:

1. The beneficiary has received prior approval from the Medical Director of the NTP in which they are enrolled.
2. The prior approval was documented by the home NTP.
  - a. Documentation includes the beneficiary's signed release of information; written change orders for medication; and evidence that the temporary NTP accepts responsibility for the beneficiary.
3. Prior to treating the beneficiary, the temporary NTP confirms the approval by contacting the beneficiary's home NTP.
  - a. The temporary NTP documents contact with the home NTP on the beneficiary's medication orders.

4. The temporary NTP accepts responsibility for the visiting beneficiary, concurs with their dosage schedule, and supervises the administration of the medication.

#### ***NTP Contract Provider Responsibilities***

It is the responsibility of NTP contract providers to work with other NTPs to approve and document single-case temporary replacement narcotic therapy, as necessary. NTP providers will adhere to the documentation requirements outlined in this policy.

NTP providers may choose to execute Memoranda of Understanding (MOUs) with other NTPs, to address courtesy medication service components, 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.

Yolo County HHSA BH communicates these expectations to its NTP contract providers through the Yolo County HHSA BH Provider contract.

#### ***Contract Monitoring and Quality Improvement Activities***

Contract monitoring and Quality Improvement (QI) activities include periodic chart reviews of contract NTP providers. If non-compliance is evidenced, the QI Supervisor follows a course of corrective action, which may include mandatory reviews of all claims; periodic review of medical records; clinical supervision; or termination of the provider's contract with Yolo County HHSA BH.

### **E. PROCEDURES:**

#### ***Home NTP Approval and Documentation Procedures***

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

**Temporary NTP Documentation Procedures**

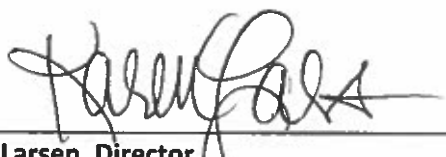
If the beneficiary states that they are a visiting beneficiary approved to receive services on a temporary basis in accordance with state law, the temporary NTP must:

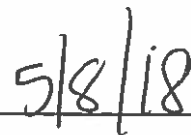
1. Contact the home NTP to determine the following that:
  - A release of information was signed by the beneficiary, giving the NTPs consent to discuss
  - The home NTP has not already provided the beneficiary with replacement narcotic therapy for the same time period, and that it will not do so; and
  - Prior approval was granted and documented by the home NTP Medical Director.
  
2. Document the following information in writing in the beneficiary's (temporary) medication orders:
  - The name of the home NTP contacted,
  - The date and time of the contact,
  - The name of the program staff member contacted, and
  - The results of the contact.

**F. REFERENCES:**

- 1) CCR Title 9 Sections 10295, 10205, and 10210;
- 2) DMC-ODS Intergovernmental Agreement.

**Approved by:**

  
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**Karen Larsen, Director**  
**Yolo County Health and Human Services Agency**

  
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**Date**