


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Addiction Prevention and Recovery Administration



Date: October 21, 2010

To: Detoxification Facilities

From: Roula K. Sweis M.A., Psy.D. 
Deputy Director for Treatment and Recovery Support Services

RE: Linkage of Clients from Detoxification Treatment to Residential Inpatient Treatment

Purpose

APRA has issued a policy indicating that clients should be directly transitioned into a residential inpatient program upon completion of detoxification treatment. Given the acute needs of clients at these levels of care, detoxification treatment providers are expected to have the capacity to assess clients, facilitate choice of residential providers, create a referral for the client in the DATA system, and coordinate logistics with residential providers to ensure availability of treatment slots and transportation. The purpose of this notification is to provide detoxification treatment providers with guidance and expectations regarding these steps.

Background

When the Assessment and Referral Center (ARC) determines that a client is in need of detoxification treatment, the ARC will facilitate two referrals: one for the client to receive detoxification treatment and one for the client to receive inpatient residential treatment. Because the ARC accepts clients on a walk-in basis, it is not uncommon for clients to be experiencing acute withdrawal symptoms or be extremely intoxicated when they present for assessment. For these clients, the ARC may not be able to complete the full assessment and/or facilitate the referrals for both forms of treatment because the client is too ill to complete the process. In these cases, the client may be sent directly to the emergency room or to a detoxification facility to physically stabilize the client. In these cases, APRA expects the detoxification providers to make the referrals to residential treatment prior to discharging clients to ensure that clients can progress with their treatment and recovery in a safe manner.

In the alternative, clients may enter detoxification treatment directly through the available detoxification facilities. APRA has authorized detoxification facilities to serve as entry portals for clients in need of acute detoxification treatment to expedite access. When clients come directly to detoxification facilities during days or hours when the ARC is closed, when they walk directly into the detoxification facility, or when the Metropolitan Police Department drops a

client off directly at the detoxification facility, the detoxification facility is expected to perform an assessment and connect the client to the next level of care. For clients who either can not

complete the assessment and referral process at the ARC or enter treatment directly at the detoxification facility, the following guidance must be followed.

Guidance

Step 1: The client's profile must be completed in the DATA system. The profile consists of basic information about the client (name, address(es), phone numbers, collateral contact information, etc.).

Step 2: Complete the Treatment Assessment Protocol (TAP). The TAP is the assessment which allows clinicians to determine the appropriate level of care and it is the basis for the client's diagnosis. It also captures critical information that will allow the residential provider to properly treat the client.

Step 3: Complete the Client's Diagnosis. This must be entered into the DATA system.

Step 4: Facilitate Choice of Residential Providers. By statute, APRA is mandated to ensure that clients are offered a choice of providers for each level of care. Detoxification facilities should present the residential treatment options from which a client can choose so that the client can make an informed choice. During this step, the Detoxification Facility must contact the residential provider to confirm availability of a treatment slot and coordinate logistics (date, time, transportation) related to the transition from detoxification to residential treatment.

Step 5: Obtain Signatures and Create two Consents in the DATA System. Detoxification facilities must obtain two signed consent forms from the client. The first consent must be to release information to APRA. The second consent must be to release information to the residential provider. The detoxification facility should keep copies of these signed forms in its records for auditing purposes. The forms are individualized through the DATA system and must be printed from the DATA system for clients' signature.

1. Consent to APRA:

- In the left hand side of the screen, click on Consent.
- Click on Add New Client Consent Record
- Click on the Drop Down Menu for Disclosed to Agency
- Click on APRA Intake Agency
- In the yellow field labeled "Purpose for Disclosure" type "To Share Clinical Information."

- Check the Consent Date. If the Consent Date is not the same as the date that the profile was created, the consent date should be changed to match the date that the profile was created.
- In the yellow field labeled “Has the Client Signed the Paper Agreement Form” it should remain “No”
- In the box labeled “Client Information Options”, hold the Control key on the keyboard and click on all of the of the options listed.
- Then, under Consent Expires Upon, click Discharge.
- Then, in the box labeled +Days enter “30”.
- Then, click the symbol > to move the information options into the box labeled Disclosure Selection.
- Click Save.
- Click on the Icon on the top of the Screen labeled “Print Report”.
- The Consent Form will print out. Staff should review consent form with client and obtain signature. Detoxification facility should keep copies of the consent form for auditing purposes.
- Go back to the screen with the Consent Information. In the field labeled “Has the Client Signed the Paper Agreement Form” change the answer from “No” to “Yes”
- Click Save.
- Click Finish.

2. Consent to Residential Provider: (Same as above except for step in red font).

- In the left hand side of the screen, click on Consent.
- Click on Add New Client Consent Record
- Click on the Drop Down Menu for Disclosed to Agency
- Click on the name of the residential provider that the client chose.
- In the yellow field labeled “Purpose for Disclosure” type “To Share Clinical Information.”
- Check the Consent Date. If the Consent Date is not the same as the date that the profile was created, the consent date should be changed to match the date that the profile was created.
- In the yellow field labeled “Has the Client Signed the Paper Agreement Form” it should remain “No”
- In the box labeled “Client Information Options”, hold the Control key on the keyboard and click on all of the of the options listed.
- Then, under Consent Expires Upon, click Discharge.
- Then, in the box labeled +Days enter “30”.
- Then, click the symbol > to move the information options into the box labeled Disclosure Selection.
- Click Save.
- Click on the Icon on the top of the Screen labeled “Print Report”.

- The Consent Form will print out. Staff must review consent form with client and obtain signature. Detoxification facility should keep copies of the consent form for auditing purposes.
- Go back to the screen with the Consent Information. In the field labeled “Has the Client Signed the Paper Agreement Form” change the answer from “No” to “Yes”
- Click Save.

Step 6: Create Referral in the DATA System.

- Click on Activity List on the left side of the screen.
- Locate the Consent which was made to the residential provider.
- Under the column titled “Actions”, click Review.
- Click “Create Referral Using this Disclosure Agreement.”
- Complete all of the fields highlighted in yellow.
- In the Comments box write a note which includes where the client received detox treatment, where the client is going for residential treatment and the date and/or time that the client should be transitioned from the detoxification facility to the residential provider.
- In the field titled “Appt Date”, enter the date the client should be transitioned.
- Click Save.
- Click Finish.

Step 7: Contact Residential Provider for Final Notification that the Client needs to be Transported. Prepare the client for transition.

Background Materials

1. **Assessment and Referral Advisories Dated October 8 and October 14, 2010. Sent to Detoxification Facilities.** These were sent from Dr. Sweis to designated executive or clinical leadership at Detoxification Facilities.
2. **APRA Referral List Dated October 14, 2010—sent with above advisories.** Inpatient residential referrals should only be made to providers designated on this APRA-approved list.
3. **APRA Provider Directory:**
http://dchealth.dc.gov/doh/frames.asp?doc=/doh/lib/doh/services/administration_offices/apr/pdf/dtcp_directory_012810.pdf
 Information in this directory should be presented to clients to facilitate an informed choice of residential providers.

Questions

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