

POLICY BULLETIN

No. 18-03

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Issued By: *Ellen DiDomenico*
Ellen DiDomenico, Deputy Secretary
Drug and Alcohol Programs

Effective Date: Effective Upon Release

Subject: DDAP Fiscal Manual Modifications

Purpose: The purpose of this policy bulletin is to document modifications made to various sections of the DDAP Fiscal Manual. These revisions, dated July 2018, will replace sections originally dated July 2015.

Audience: SCAs and their contracted providers.

Policy: The modifications listed below have been made to the DDAP Fiscal Manual. The updated version of the DDAP Fiscal Manual is published on our website (www.ddap.pa.gov) under the DDAP Document Library, Manuals page.

Table of Contents

Revisions include the insertion of a new 7.04 section and renumbering of subsequent sections under Part 7.

SECTION 2:01: Acronyms

The listing of acronyms has been updated to eliminate grants, data systems and other tools no longer active and to add more current grants, systems, and functioning groups.

SECTION 2.02: General Definitions

Revisions were made to this section to add four new definitions to the General Definition section of the manual. Definitions were added that include: Co-pay, Cost Sharing, Deductible, and Underinsured.

SECTION 2.03: Activity Definitions

A revision was made to correct an error in the definition of Medically Managed Inpatient Detoxification.

SECTION 3.02: Budget Revisions

A revision was made to update final budget revision due dates.

SECTION 7.01: General Provisions

Part Seven, which defines the application of liabilities for addiction treatment services, has been revised to address Single County Authority participation with co-pays and deductibles. The General Provisions Section introduces the allowance for cost sharing regarding co-pays and deductibles, with the provision that liability determinations are to be conducted to assess treatment recipient payment responsibility.

SECTION 7.03: Determination of Liability

This section was modified to correct references within the text to other sections of Part Seven that were renumbered due to the insertion of a new Section 7.04 that addresses cost sharing assistance.

SECTION 7.04: Cost Sharing Assistance for Clients with Insurance

This new section was inserted to specifically address the nuances of SCA participation for co-pays and deductibles.

SECTION 7.05: Reduction or Elimination of Liability

This section, originally identified as Section 7.04, was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance.

SECTION 7.06: Collection and Write-Off of Past Due Accounts

This section, originally identified as Section 7.05, was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance.

SECTION 7.07: Client Fee Schedules

This section, originally identified as Section 7.06, was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance.

SECTION 7.08: Instructions for Use of Liability Tables and Forms

This section, originally identified as Section 7.07, was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance. Additionally, references to other sections were updated to reflect the changes to numbering and date references were modified to a more generic presentation.

SECTION 7.09: Client Liability Tables

This section was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance. Additionally, the web link to the liability tables has been updated to reflect a new web address where these tables can be accessed, and the list of tables has been added to this page. New, more current tables have been uploaded to the website as well. The revised tables include:

1. Inpatient Residential Client Liability Tables
2. IOP-Partial Client Liability Tables
3. Outpatient Drug-Free Client Liability Tables

SECTION 7.10: Client Liability Forms

This section, originally identified as Section 7.09, was renumbered to accommodate the insertion of a new Section 7.04 concerning cost sharing assistance. Additionally, the web link to the liability forms has been updated to reflect a new web address where these forms can be accessed, since the site changed from the original issuance of the Fiscal Manual. The Client Liability Form was renamed the Client Liability Determination Form, with a revision to the section reference for instructions and a minor modification to a column heading title. The earlier form was replaced with this revised version on the website. The Request for Liability Reduction or Elimination Form was added to the website, since this form was previously absent from the website.

SECTION 9.01: Audit Coverage

This section was enhanced to reference regulations that require an annual financial audit of activities associated with a project's drug and/or alcohol services in a licensed freestanding facility.

SECTION 9.07: General Audit Provisions

This section was modified to reiterate licensing regulations requiring licensed freestanding facilities to annually secure a financial audit, as well as require that such audits include supplemental schedules by individual program activity to assist the rate setting process for rates utilized by the Single County Authorities.