

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

POLICY STATEMENT

SUBJECT: WAITING LIST MANAGEMENT POLICY

EFFECTIVE DATE: May 25, 2022

PURPOSE

To ensure that residents of Cuyahoga County can access opioid and co-occurring drug addiction and recovery support services within a specific and reasonable period of time and to ensure community addiction services providers are meeting the needs of the community that the ADAMHS Board serves.

POLICY

For community addiction services providers who receive public funding from the ADAMHS Board, it is the policy of the ADAMHS Board that each community addiction service provider adopts its own policies and procedures for admission, referral and waiting list management consistent with Ohio law, including Ohio Revised Code section 5119.362 and Ohio Administrative Code section 5122-08-01, and this Policy.

PROCEDURE

- I. **ADAMHS Board Requirements** – community addiction services providers will prioritize admission to services based on the priority populations as follows:
 - a. Pregnant women may not be placed on a provider’s waiting list. If the provider has insufficient capacity to deliver the treatment services recommended by the assessment, then the provider must notify the ADAMHS Board, utilizing the referral form for pregnant women within five business days. Upon notification, the ADAMHS Board will attempt to place the pregnant woman into a facility that can provide the appropriate services. If a facility is not available, then the ADAMHS Board will coordinate the provision of interim services within 48 hours. Interim services must include education on the effects of alcohol and other drug use on the fetus, HIV and tuberculosis (TB), the risks of needle-sharing, and disease transmission to sexual partners and infants, as well as for the prevention of HIV and TB transmission and referral to prenatal care. The provider will refer clients, as appropriate, for additional HIV and TB treatment services.
 - b. Intravenous Drug Users seeking treatment services shall be admitted to a provider no later than fourteen days after the request for admission. If a treatment slot is not available, interim services must be made available to the client within 48 hours. Interim services must include counseling and education about HIV and TB, education regarding the risk of needle-sharing and disease transmission to sexual partners and infants, as well as steps for the prevention of HIV and TB transmission. The provider will refer clients, as appropriate, for additional HIV or TB treatment services.
- II. **Statutory Requirements – Ohio Revised Code**
 - a. Ohio Revised Code section 5119.362, Community Addiction Services Providers shall

- i. Notify individual on waiting list if a slot is available – if the individual does not contact within the time specified in rule – contact individual to assess whether individual still needs services
 - ii. Remove an individual from waiting list if either apply:
 - Individual withdraws request for services
 - Individual does not contact provider within time specified in rule
 - iii. In maintaining the waiting list, determine both:
 - Number of days from first contact to assessment if clinical or access for support
 - Number of days from assessment to first of services
 - iv. Using data from waiting list determine whether services are insufficient to meet the needs of individuals on the waiting list
 - v. Report no later than the last day of the month the following:
 - Unduplicated count of individuals on the waiting list the immediately preceding month and the type of service waiting
 - Number of days individual has been on waiting list the preceding month
 - Last known type of residential setting for the immediately preceding month
 - Total number in the preceding month who did not contact provider after receiving notice
 - Total number in preceding month who withdrew their request for services
 - Unduplicated count of individuals referred to another treatment program because provider does not provide needed services
 - vi. Report submitted by the provider shall:
 - Specify the county of residence including identifying information including information provided in the rules so OhioMHAS is able to identify duplicates
 - Identify residential settings as institutional or non-institutional
- b. Ohio Revised Code section 340.20, each ADAMHS Board shall:
- Acknowledge to OhioMHAS that the Board has received and reviewed the waiting list information
 - Using waiting list data, determine whether any included opioid and co-occurring drug addiction services and recovery supports are not meeting the needs for the Board service district and notify OhioMHAS
- c. OhioMHAS
- Make reports available on OhioMHAS website
 - Make reports available electronically to Boards electronically in a manner that provides the information about an individual contained in a report to the board that serves the individual's county
 - On the OhioMHAS website, the information shall be updated monthly and present the information contained in the reports on both a statewide aggregate basis and county-level aggregate basis

III. Administrative Rule Requirements – Ohio Administrative Code section 5122-8-01

- a. Providers shall report the following to the department no later than the last day of each month for each individual on the provider's waiting list in the immediately preceding month:
 - Last four digits of social security number
 - First two letters of last name
 - County of residence
 - Gender
 - Year of birth
 - Date of first contact by client
 - The date when the first assessment is offered, if applicable, and first offered date of services or supports if different from the start date of services or supports
 - The opioid and co-occurring drug addiction services and recovery supports for which the individual was waiting
 - The last known type of residential setting
- b. Providers shall also report the following data:
 - The count of individuals referred to another provider because the originating provider does not provide the opioid and co-occurring drug addiction services and recovery supports requested or been assessed as having a clinical need for and each type of service and support for which those individuals were referred
 - The total number of individuals who did not contact the provider after receiving notice that the provider has a slot open and if known the reasons the why contact was not made
 - The total number of individuals who withdrew their requests for services and supports, the type of service and support the individual had requested or been assessed as having a clinical need for, and if known the reasons for withdrawing the request

IV. Waiting List Tracking Form

- a. OhioMHAS along with stakeholders have developed a template which can be found at <https://apps.mha.ohio.gov/ContinuumOfCare/WaitingLists/GetLatestTemplate>. The waiting list template captures the necessary fields for a provider to be compliant with the waiting list statutory requirements. The template must be submitted monthly by the last day of the month. The template requires the community addiction services provider to maintain the following:
 - i. User Information - allows the department to identify individuals that may be on multiple lists:
 - Last Known Residential Setting
 - Client County of Residence
 - First 2 Characters of Last Name, Year of Birth, Gender, Last 4 digits of Social Security number
 - ii. Level of Care – identifies the time period from date of first contact to assessment, the diagnosis and the recommended level of care
 - Date of First Contact
 - Date Assessment Offered
 - Date Assessment Completed
 - Diagnosis

- Level of Care Recommendation

- iii. Treatment – identifies the time period from assessment to the beginning of treatment or a recovery support, a reason why an individual is not at the recommended level of care and why an individual was removed from the waiting list.
 - Treatment/Recovery Support Offered Date
 - Treatment/Recovery Support Start Date
 - Level of Care Reason- Not at recommended Level of Care
 - Remove from Waitlist

V. Submitting Wait List Information:

- A completed waiting list form must be submitted monthly to OhioMHAS by the last day of every month. The waiting list form should be uploaded at the following link: <https://apps.mha.ohio.gov/ContinuumOfCare/Anonymous/Welcome>

Supersedes and retires: Waiting List Management Policy, February 25, 2016

Reference: Ohio Revised Code sections 5119.362, Ohio Administrative Code section 5122-8-01.

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Rev. Benjamin F. Gohlstin, Sr

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Rev. Benjamin F. Gohlstin, Sr.
ADAMHS Board Chair

May 25, 2022

Approval Date

DocuSigned by:

Scott S. Osiecki

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Scott S. Osiecki
ADAMHS Board Chief Executive Officer

May of 2025

Review Date