SUBSTANCE USE DISORDER TREATMENT REFERRAL PROCESS

All referrals will be processed through the Substance Abuse Recovery Unit (SARU) Program Coordinators for referral to the Department’s primary contracted provider for substance use disorder treatment.

Direct referrals to any outside agency are not allowed without prior approval from the Substance Abuse Recovery Program Administrator or Clinical Supervisor.
(This does not include referring violators to inpatient treatment.)

To make a referral to a Department/Substance Abuse (SA) community-based treatment program:

1. The Community Corrections Officer (CCO) will email the applicable TS Mailbox with the request for services.

2. A response email will be returned within one week:
   a. Confirming an appointment date and time based on available group slots and the SA triage, or
   b. Re-directing the referral back to the referring CCO using DOC 14-129 Substance Use Disorder Treatment Response to Community Referral and indicating one of the following:
      1) Not admitted to Department treatment based on priorities. You may refer the offender to Apple Health to obtain insurance benefits for SA treatment.
      2) No appointment times are available. The offender has been placed on waiting list and will be given an appointment once there is an opening.
      3) The offender is a priority for treatment. However, based on the location of the offender’s residence, s/he is being referred to a Department-funded community provider.

3. The referring CCO will ensure the offender is informed of and attends his/her scheduled appointment.

4. If an offender fails to attend the appointment, the referral will be closed and the offender will not be re-scheduled until the CCO submits a new referral to the TS mailbox.

5. The contracted provider will create a chrono entry in the offender’s electronic file and send an email to the referring CCO and the TS mailbox indicating:
   a. The offender did not show for the appointment, or
   b. The outcome of the appointment, including the recommended level of care and treatment start date only. No other clinical information will be included.

6. The contracted provider will notify the referring CCO and the RPM Coordinator by email of changes to the offender’s participation status (e.g., discharge as compliant or non-compliant, etc.).

7. The contracted provider will notify the RPM Coordinator of the SA group attendance.
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For total confinement transition to the community:

1. The SARU Program Coordinators will track offender Planned Release Dates (PRDs) and Offender Release Plans.

2. When an offender’s PRD is set, a SARU Program Coordinator will send the SA referral to the appropriate TS mailbox. The SARU Program Coordinator who manages the mailbox will schedule an appointment.