



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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SUD IOT Services

1. “Day Care Habilitative Services” (AKA IOT) means outpatient counseling and rehabilitation services provided **at least three (3) hours per day, three (3) days per week** to persons with SUD Diagnoses...”
 - a. If a client’s attendance drops below the minimum threshold (without it being a one-time documented unavoidable absence—preferably with written proof such as a scheduled specialty medical appointment where the next available appointment was several weeks away):
 - i. The SUD Counselor will meet with the Client and **adapt the Treatment Plan (by the end of the second week) to address the challenges** that are preventing the client from attending 3 hours per day, 3 days per week, with **new planned Action Steps to bring their attendance back to the minimum requirement.**
 1. If Plan is not adapted—discharge to ODF services.
 - ii. The **MD will co-sign the Tx Plan documenting** that:
 1. Fewer beneficiary contacts are clinically appropriate, and
 2. The beneficiary is progressing toward treatment plan goals.
 - iii. **If the client does not meet the minimum attendance requirements after the end of the third week, the client will be immediately discharged** from IOT and opened to ODF services by the Provider. Alternatively, they may be referred to a more appropriate treatment program.
 - iv. Charts will be audited to the above standards.
 - b. It is expected that this is an unusual situation, and minimum attendance requirements would be met for at least 90% of all clients at any given time.



- i. If attendance minimum requirements are not met for more than 10% of a caseload at any given time, Provider Services will address the matter with the Provider as a Contract matter.
2. “For Day Care Habilitative (IOT) ... the Therapist or Counselor shall record at a minimum one (1) Progress Note, per calendar week, for each beneficiary ... **within the following calendar week.**”
 - a. That is the note must be written in the following calendar week (not sooner or later).
 - b. Also, ACBHCS recommends that daily, or notes for each service, also be written.
3. “Day Care Habilitative Services” are **claimed by the day only** when the Client **attends a minimum of three hours** (even if they had an unavoidable appointment in which they had to leave early).