

## **Procedure update: SUD Diversion Clinician Step-downs from State Hospitals Using State Facility Utilization Reduction Funds**

SUD Diversion Clinician uses State Facility Utilization Funds to facilitate state hospital discharge to residential SUD treatment facilities, sober housing, and Crisis Stabilization Units. Clinician works with home CSB liaison and state hospital treatment team to determine that residential services are needed and secures placement at the Facility:

- a. Within 2 business days Clinician emails the home CSB SARPOS/SA Diversion Manager requesting to know whether the CSB has funds to pay for the services or whether they would need to use SFUR
- b. Within 2 business days the Manager responds with which funding source will be used and assurances that the client's billing status has been set up in their system correctly so the bill will be paid; Clinician connects the facility with the CSB's designated billing contact
- c. Within 3 business days Clinician sends a copy of the SFUR authorization to the Manager or designee and the Regional Office at [Region1Invoices@regionten.org](mailto:Region1Invoices@regionten.org); the authorization is also uploaded to the client's Region Ten electronic health record
- d. If there are unexpected expenses while client is at the Facility (eg medications, transportation), the Facility or Clinician notifies the home CSB SARPOS/SAD manager to see if he/she can handle the expense directly or the CSB has SARPOS/SA Diversion to pay for the expense within 1 business day. If the need is time-sensitive, Clinician may proceed before there is a response
- e. If the home CSB is not managing the expense, the Clinician pays the expense using the SFUR credit card and completes an SFUR authorization within 3 business days
- f. After the client has discharged, the Facility bills the home CSB who pays the bill and then submits proof of payment, the SFUR authorization, and a Check Request Form to [Region1Invoices@regionten.org](mailto:Region1Invoices@regionten.org)
- g. The Regional Office reimburses the home CSB

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