DAKOTA COUNTY COMMUNITY SERVICES

SOCIAL SERVICES

Policy # 4011

Section: Social Services – Adult Services

Title: Rule 25 Assessment and Eligibility Process

POLICY

PURPOSE
The purpose of this policy is to establish procedures for assessing eligibility and access for Rule 25 chemical health assessments.

DEFINITIONS
Rule 25: When a person is seeking chemical dependency treatment and needs public funding to pay for the treatment, they get a chemical use assessment. The assessor gathers information from the client and concerned others and applies criteria to determine whether the person needs treatment and what sort of treatment would be best. This assessment process and the decision criteria are governed by Rule 25 (Minnesota Rules, parts 9530.6600 through 9530.6655).

PROCESS
Step 1: Application
An application for Rule 25 Assessment and Tennessen must be completed and can be done in one of two ways. Clients will either:

a. Visit the NSC Social Services office during business hours and front desk staff will give clients the application packet.

b. Download and complete an application from the Dakota county website (http://www.co.dakota.mn.us/HealthFamily/CaringFor/FindAlcoholDrugService/ChemicalHealthServices.htm) and send to Dakota County Social Services by mail, fax or email.
   i. Fax #: 651.554.6043
   ii. Email: chcal@co.dakota.mn.us
   iii. Mail: 1 Mendota Rd. W. Ste 300, West St. Paul, MN 55118

If clients have questions or immediate needs when requesting the assessment, an intake social worker will be called.

Step 2: Eligibility Determination
a. Receptionist will review application and based on income, residency, and insurance status to determine eligibility.
b. If the receptionist has questions or concerns when determining eligibility, they will check with the intake social worker or program supervisor who will investigate further. Eligibility determination will be made within 24 business hours of request.

c. If determined not eligible, client will be contacted by letter, email or phone [they will indicate method] to notify them of the eligibility determination. Letters will be mailed/emails sent by receptionist staff. Clients requesting notification by phone will be called by intake social worker.

d. If determined eligible, client will be contacted by letter, email or phone [they indicate method] with their authorization number and a list of places where they can access an assessment. Letters will be mailed/emails sent by receptionist staff. Clients requesting notification by phone will be called by intake social worker.

e. For clients who come into the office to complete eligibility paperwork, receptionist will take eligibility application and provide a list of treatment providers.

**Step 3: Scheduling Assessment Appointment**

a. Client calls agency to set up appointment.

b. The client must call the agency within 20 calendar days of receiving their authorization for the authorization to be valid.

c. Client provides agency with their authorization number which will indicate to the provider that the client has been authorized for an assessment. Authorization numbers will be issued within 24 business hours of receipt of eligibility application. The following is an example of an authorization #: 233163162 10/19/10. Client must present Dakota County letter with authorization number.

d. Upon receiving the call from the client, agency has up to 20 calendar days to conduct their Rule 25 assessment.

e. Agency completes the assessment at their place of business, or at a location approved by the County.

f. Agency checks insurance status at time of assessment to determine if payer source has changed.

**Step 4: Client Completes Assessment**

a. Client goes to the agency and presents Dakota County letter with authorization number.

b. Agency completes the Rule 25 packet [our forms] and agency’s ROIs during the assessment.

c. Agency/client completes the Rule 25, including collateral contacts in accordance with Minnesota Rules, 9530.6600-9530.6655.

d. Agency scans and sends via encrypted email or faxes completed Rule 25 Packet and agency’s ROIs to Dakota County Social Services ATTN: CH Case Aide. Fax # 651-554-6349 ATTN: CH Case Aide or sent via encrypted email to: chcal@co.dakota.mn.us.
e. Agency must submit each Rule 25 assessment and all relevant documentation to the County within seven business days of the date of the assessment date.

f. CH Case Aide compiles paperwork, submits case for opening in SSIS, and places in a pending file for the next screening committee meeting.

g. CH Case Aide follows up with agency if information is incomplete.

Step 5: Screening

a. A screening team made up of CHU staff will meet daily starting at 10:00 a.m. until all cases have been reviewed to review the Rule 25s and recommend services.

b. The County reviews the assessment and makes a service recommendation within three business days.

c. The screening committee will process the Rule 25 upon receipt of completed and accurate materials. If a provider would like to be part of the screening committee discussion, please call (651) 554-6312 toward the beginning of the screening timeframe (first half hour). If there is no answer, the phone forwards to the reception desk. Please then ask to have the screening committee paged. It should be emphasized that the contracted provider does the assessment, makes a recommendation, and is encouraged to provide input to the screening committee, but the screening committee is the placing authority and makes the final decision.

d. Chemical Health Case Aide will assist with administrative aspects of the Screening Team process.

e. Screening Team/Chemical Health Case Aide will generate a letter to the client with other relevant professionals (e.g. probation officer, treatment provider who completed the assessment) copied stating the service recommendation and the name of the assigned Dakota County Social Worker.

Step 6: Treatment Authorizations

a. Case aide enters information to the CHUTS database during screening.

b. The case aide will obtain CPA’s and start dates from the providers in the Rule 25 packet received within 7 days from the assessment date.

c. Providers are required to send start dates to Dakota County in writing via the following methods:
   i. Fax #: 651.554.6349
   ii. Email: chcal@co.dakota.mn.us

d. Once the start date is obtained, the case aide will enter a service agreement into MMIS.

e. The case aide will fax the CPA with service agreement number to the treatment provider.

Step 7: Billing for Assessments

a. Within thirty (60) working days following the last day of each calendar month, Contractor submits an invoice to the County on a form acceptable to the County
that lists all Rule 25 assessments performed for individuals, who provided, a County issued and verified authorization code.

b. The form contains, at minimum, the following information: client name, date of birth, authorization number, assessment date, and rational or reason for billing. The County shall, within thirty (30) days of the date of receipt of invoice, make payment to the Contractor for clients identified on the invoice as eligible for payment, except in the case of a good faith dispute of any charges. For these, payment will be withheld pending clarification and resolution of disputed amounts.

**AUTHORITY/REFERENCE**

X

**APPROVAL**

As approved by:

Patrick J. Coyne, Director
Dakota County Social Services

**REVISED (2/2011)**