

Substance Use Case Management Tool

SA Case Management 01 (65D-30.012(4)) Does the provider maintain written policies and procedures that address the delivery of case management services, including assessment, linkage, referral, follow-up, and documentation requirements?

SA Case Management 02 (65D-30.012(4)(b)) Does documentation demonstrate that the individual meets criteria for case management services based on multiple needs or complex service requirements and that those needs have been identified, prioritized, and documented?

SA Case Management 03 (65D-30.012(4)(a)) Does the provider identify staff responsible for carrying out case management services, and is the assigned case manager documented in the clinical record when applicable?

SA Case Management 04 (65D-30.012(4)(c)(1)) Does documentation demonstrate ongoing assessment and monitoring of the individual's condition, progress, and service needs?

SA Case Management 05 (65D-30.012(4)(c)(2)) 65D-30.012(4)(c)(2) Does documentation demonstrate that the case manager actively links the individual to appropriate internal or external services based on identified needs? (Referrals, scheduling appointments, provider contacts; active facilitation rather than just providing information)

SA Case Management 06 (65D-30.012(4)(c)(3)) Does documentation demonstrate that the case manager follows up on referrals to confirm whether services were accessed and to identify any barriers?

SA Case Management 07 (65D-30.012(4)(c)(4)) Does documentation demonstrate that the case manager advocates for the individual when accessing services or resolving barriers?

SA Case Management 08 (65D-30.012(4)(d)) Does documentation demonstrate that the case manager meets face-to-face with the individual at least monthly, or that a justification is documented when this requirement is not met?

SA Case Management 09 (65D-30.012(1)(b)(3)) Does documentation demonstrate that referrals are completed within 48 hours when additional services are needed, or immediately in the case of an emergency?

SA Case Management 10 (65D-30.004(18)) Do release of information forms include all required confidentiality elements, including the recipient, purpose, scope of disclosure, expiration date, revocation statement, and required signatures?

SA Case Management 11 (65D-30.0044(2)) When a treatment or service plan is present, does documentation demonstrate that case management activities support identified goals and service needs?

SA Case Management 12 (65D-30.0041(1)(a)-(c)) Does documentation demonstrate that case management services and activities are recorded in the clinical record, including services provided, dates of service, outcomes when applicable, and staff signature or electronic authentication?

SA Case Management 13 (65D-30.0044(2)) Does the chart include documentation of referrals including the type of service, date of referral, and whether linkage occurred or was attempted?

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SA Case Management Cx Screening (65D-30) Screening information;

SA Case Management Cx Services (65D-30) Case manager meets face-to-face with each client at least monthly unless otherwise justified in the client record?

SA Case Management Cx Services (65D-30) Linking and brokering for services as dictated by client needs?