

# Data Reporting Flow Sheet for the Discharge of Patients with Substance Related Disorders

*\*This document refers to discharge data reporting only. For Billing Instructions visit the Combination of Service Rules at <http://maryland.valueoptions.com/provider/clin ut/Combination-of-SUD-Services.pdf>*

## A. FOR PATIENTS IN LEVEL 1 TREATMENT (Outpatient or Opioid Treatment Program [OTP]):

**1. Short term transfer to Level 2.1 (Intensive Outpatient Services), Level 2.5 (Partial Hospitalization Services), Level 3.7 (Medically Monitored Intensive Inpatient Services-Community-based), Level 3.7 WM (providers who also provide withdrawal management services), and 4.0 WM (Medically Managed Intensive Inpatient Services-Hospital-based) from Level 1.**

Returning to Level 1 or OTP with an agency or OTP provider after higher level of care?

“Yes”->Leave authorization open. Do not discharge patient from Level 1 or OTP services.

“No”->Discharge patient from Level 1 or OTP.

**2. Transfer to Level 3.1 from Level 1 or Opioid Treatment Program (OTP)**

Returning to Level 1 or OTP?

“Yes”->Leave authorization open. Do not discharge patient from Level 1 or OTP services.

“No”->Discharge patient from Level 1 or OTP services.

**3a. Long term transfers to Level 3.3, 3.5 from Level 1.**

Transferring from Level 1 to Level 3.3 or 3.5?

“Yes”->Discharge patient from Level 1 services.

**3b. Long term transfers to Level 3.3, 3.5 from Opioid Treatment Program (OTP).**

Still providing Opioid Maintenance dosing while receiving Residential services?

“Yes”->Do not Discharge patient from OTP program providing methadone or buprenorphine.

“No”->Discharge patient from OTP services.

**Patients leaving against medical advice, failing to return for service, Level 1, and OTP.**

An authorization may be kept open for **no more than 90** days. If patient does not return to service, patient should be discharged. Date of discharge should be equal to last face-to-face contact with patient.

## PATIENTS TRANSFERRING BETWEEN LEVELS 2.1, 2.5

Transfer from Level 2.1 to Level 2.5 from same Provider? “Yes”-> Discharge patient from Level 2.1.

Transfer from Level 2.1 to Level 2.5 to different Provider? “Yes”-> Discharge patient from Level 2.1.

Transfer from Level 2.5 to Level 2.1 from same Provider? “Yes”-> Discharge patient from Level 2.5.

Transfer from Level 2.5 to Level 2.1 to different Provider? "Yes"-> Discharge patient from Level 2.5.

**B. PATIENTS IN TREATMENT IN LEVELS 3.1, 3.3, 3.5**

Residential services at Level 3.1, 3.3, or 3.5 require admission and discharge at each level of care and/or data updated every 6 months if patient's length of stay exceeds 6 months.

**C. PATIENTS IN TREATMENT IN LEVELS 3.7, 3.7 WM**

Patient transferring from a Level 3.7 WM bed to a 3.7 bed with the same Provider?

"No"-> No need to discharge patient from 3.7 WM.

Patient leaving Level 3.7 bed?

"Yes"-> Discharge patient from Level 3.7.

Patient leaving Level 3.7 WM bed and not transferring to 3.7 bed with the same Provider?

"Yes"-> Discharge patient from Level 3.7 WM.

**Patients Leaving Against Medical Advice from Levels 2.1, 2.5, 3.1, 3.3, 3.5, 3.7, and Ambulatory Detox.**

Patient should be discharged as soon as the Provider is aware that the patient will not be returning to services, but ***no later than 30*** days after the last face-to-face contact. Date of discharge should be equal to last face-to-face contact with patient.