

CCD Counseling P.A.

CPS Substance Use Disorder (SUD) Procedures (2/2013)

[Note: These Procedures are in addition to Agency Policies and Procedures contained in a separate document.]

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2.9. Service Authorization and Referral

Clients must be referred via Service Authorization Form (Form 2054), whether services are billable to DFPS or Texas Medicaid including Traditional Fee for Service or a Medicaid Managed Care Organization.

The referral packet includes:

2.9.1. Authorization Form

Services must be authorized on a valid Form 2054, Service Authorization prior to services being rendered. The individual case record must include Form 2054 and the Contractor must follow the specifics addressed in the form, including but not limited to:

2.9.1.1. The time limit specified;

2.9.1.2. Services end at the earliest date, based on when one of these events occurs:

2.9.1.2.1. The number of units specified on Form 2054 have been delivered; or

2.9.1.2.2. The request for service is withdrawn by DFPS.

2.9.1.3. Specifics related to non-payment:

The following claims will be subject to non-payment or collection.

2.9.1.3.1. Services or service types not specifically authorized by this contract, for example detoxification, and inpatient services;

2.9.1.3.2. Service claims that exceed the number of units;

2.9.1.3.3. Services provided outside the time frames specified on the Form 2054;

2.9.1.3.4. Services billed for a Medicaid eligible client without an acceptable denial from Medicaid; or

2.9.1.3.5. Missed appointments.

2.9.2. Referral Form

The referral must include a completed Form 2062, Referral for Substance Abuse Services Form.

2.9.3. Release of Confidential Information Form

The referral must include a completed Form 2063, Release of Confidential Information Form complete, signed and dated by the client.

2.9.3.1. Section 1 completed by DFPS;

2.9.3.2. Section 2 must be completed by Contractor.

2.9.4. Additional Referral Information

In addition, the referral packet may include:

- 2.9.4.1. A cover memo requesting the services;
- 2.9.4.2. A description of the psychological testing report or other assessment;
- 2.9.4.3. A Family Plan of Service; and
- 2.9.4.4. Other information that would help the Contractor provide appropriate services.

2.10. Initial Contact

Contractor must utilize an appropriate contact method designed to maximize the chances the referred individual will respond and honor appointment times and dates.

2.10.1. Contractor must contact client within three (3) business days of receipt of forms listed in §2.9, Service Authorization and Referral to schedule initial appointment.

2.10.2. Contractor must begin the authorized service within ten (10) business days of receipt of forms listed in §2.9.

2.10.3. Emergency - It is anticipated that emergency situations may occur requiring a need for expedited services. Contractor must work closely with DFPS to expedite service delivery as requested.

2.11. Missed or Cancelled Appointments

2.11.1. Missed by Client

- 2.11.1.1. Contractor must contact the CPS Caseworker by 5:00 P.M. on the business day following a missed appointment. When two (2) consecutive appointments are missed Contractor must contact the DFPS caseworker for instructions on how to proceed. Further appointments must not be scheduled unless instructed by DFPS to schedule additional appointments.
- 2.11.1.2. Missed appointments are not billable to DFPS.

2.11.2. Cancelled by Contractor

The Contractor is responsible for a twenty-four (24) hour notification to clients when a group session must be canceled. If the twenty-four (24) hour notification cannot be met due to unforeseen circumstances such as acts of nature, notification to the Contract Manager must occur by the next work day following the cancelled session. Contractor must maintain documentation of notification and contacts in each client file regarding cancellation.

2.12. Major Service Deliverables

2.12.5. Substance Abuse Assessment

An assessment will be authorized for each individual referred to the CDTF. Individual must be assessed by a qualified credentialed counselor (QCC) (as defined by the DSHS licensure standard) to determine the severity of a client's substance abuse disorder and identify their treatment needs.

As part of child safety, substance abuse assessment needs to address current use of drugs and alcohol. The assessment process consists of two main tasks:

2.12.5.1. Intake includes the completion of the following, but not limited to:

- 2.12.5.1.1. Basic demographics;
- 2.12.5.1.2. Reason for referral;
- 2.12.5.1.3. Drug of choice; and
- 2.12.5.1.4. To some extent, a brief summation of the client's expectations regarding the proposed services.

2.12.5.2. Assessment

The administration and the determination of results of a substance abuse assessment tool. The assessment tool should identify problems associated with substance use including but not limited to the following minimum requirements:

- 2.12.5.2.1. The most recent version of Diagnostic and Statistical Manual (DSM) diagnosis, if applicable;
- 2.12.5.2.2. The issues identified in the CPS client referral information;
- 2.12.5.2.3. The identification of the parent/caregiver's strengths, diminished protective capacities and unmet needs of the child(ren);
- 2.12.5.2.4. The parent/caregivers' perception of family problems, to include how the parent/caregivers' substance use poses threat to child safety and risk and why the child is in care or involved with CPS;
- 2.12.5.2.5. The parent/caregivers' ability to protect the child(ren) from abuse or neglect;
- 2.12.5.2.6. The parent/caregivers' ability to problem solve and utilize resources;
- 2.12.5.2.7. The family's support system and extended family;
- 2.12.5.2.8. Substance abuse;
- 2.12.5.2.9. Family violence issues;
- 2.12.5.2.10. Parent/Caregivers' ability to function as provider for the family;
- 2.12.5.2.11. Evaluation of safety threats and continued risk to the child; and
- 2.12.5.2.12. Specific recommendations for further evaluation or continued treatment.

2.12.5.3. Additional Assessments

DFPS normally authorizes only one assessment per client; however, additional assessments may be considered when:

2.12.5.3.1. Medically indicated; or

2.12.5.3.2. Individual is transitioning in their level of treatment (e.g. residential to outpatient treatment).

2.12.5.4. Documentation of Assessment

Documentation of the assessment must be maintained in the client's record.

2.12.5.5. Due Date Assessment

Assessment is due to DFPS not later than ten (10) business days following face to face meeting.

2.12.5.5.1. Include a copy of completed Form 2063.

2.12.6. Substance Use Disorder Treatment

Substance use disorder treatment services are authorized individually as a separate service after review of the assessment report completed by CDTF. DFPS may consult with the CDTF, but the decision to refer for treatment is solely that of DFPS.

Substance abuse treatment must be provided on an:

- 2.12.6.1. Outpatient basis;
- 2.12.6.2. Face to face; and
- 2.12.6.3. Within guidelines consistent with Medicaid requirements.

DFPS does not authorize detoxification, residential treatment, or medical services under this contract. DFPS may authorize two types of counseling treatment:

- 2.12.6.4. Group Counseling: Group counseling by QCC is the preferred DFPS treatment. Treatment is designed to equip clients with skills needed to understand the disease concept and maintain sobriety.
- 2.12.6.5. Individual Counseling: If there are issues with group counseling, DFPS may, after consultation with the CDTF authorize individual counseling; however, the decision to refer client for individual counseling treatment is solely that of DFPS.

2.12.6.6. Communication to CPS

2.12.6.6.1. Substance Abuse Treatment Exceptions

- 2.12.6.6.1.1. Form 2040, Substance Abuse Treatment Exception Form must be completed by the Contractor as a means of communicating client changes to CPS.
- 2.12.6.6.1.2. Form 2040 must be sent to the CPS Caseworker/Supervisor within twenty-four (24) hours of appointment;
- 2.12.6.6.1.3. Form 2040 must provide this information in at least two (2) of the following ways:
 - 2.12.6.6.1.3.1. Phone call;
 - 2.12.6.6.1.3.2. E-mail; or
 - 2.12.6.6.1.3.3. Fax.

2.12.6.7. Treatment Plan: All treatment services require documentation to support the medical necessity of the service rendered. The client's written treatment plan is therefore required and must be provided and maintained within requirements outlined below throughout the course of treatment:

2.12.6.7.1. Initial Treatment Plan: The Contractor's initial treatment plan shall identify the issues, intervention strategies, and goals of treatment.

2.12.6.7.1.1. Treatment Plan - Minimum Requirements: A treatment plan and supporting documentation must include, but is not limited to, the following components:

2.12.6.7.1.1.1. Identification and rank the issues to be addressed based on the client's assessment; including those identified in the CPS referral and any child safety threats

2.12.6.7.1.1.2. Define goals;

2.12.6.7.1.1.3. Write an objective for each goal;

2.12.6.7.1.1.4. Determine strategies/interventions;

2.12.6.7.1.1.5. Address DSM-TR axis;

2.12.6.7.1.1.6. Recommended projected length of services and frequency;

2.12.6.7.1.1.7. Dated signature of participating client;

2.12.6.7.1.1.8. Dated signature of performing CDTF staff;

2.12.6.7.1.1.9. Drug testing method and frequency of testing, if appropriate;

2.12.6.7.1.1.10. A Relapse Prevention Safety Plan; and

2.12.6.7.1.1.11. Date and manner in which the plan was submitted to the CPS Caseworker.

2.12.6.7.1.2. Due Date for Initial Plan: Initial treatment plan is due to the DFPS caseworker no later than twenty-one (21) business days following the initial referral for treatment.

2.12.6.7.2. Updates to Treatment Plan

2.12.6.7.2.1. Treatment plan must be updated at least every ninety (90) days; and

2.12.6.7.2.2. At one (1) year.

2.12.6.7.2.3. Due Date for Updates to Treatment Plan: Contractor must submit each update to the plan to the CPS Caseworker no later than ten (10) business days following the cycles cited in §2.12.6.7.2.1 and §2.12.6.7.2.2.

2.12.6.8. Quarterly Summary Notes - Quarterly summary notes must be provided to DFPS caseworker detailing approach, progress or lack of progress at least every ninety (90) days. Notes must include sufficient information to keep the DFPS caseworker updated at a minimum the notes must address:

- 2.12.6.8.1. Sessions scheduled and attended by client;
- 2.12.6.8.2. Primary purpose of session;
- 2.12.6.8.3. Level of participation, engagement, and responsiveness of client;
- 2.12.6.8.4. Discussion summary by session;
- 2.12.6.8.5. Progress toward treatment goals;
- 2.12.6.8.6. Number of substance abuse tests, results; and
- 2.12.6.8.7. Plans for upcoming sessions.

It may be necessary or required between quarterly summary notes to communicate in writing with CPS. Form 2040, Substance Abuse Treatment Exception Form is one tool available to the Contractor for that purpose.

2.12.6.9. Discharge Plan: To document and report closure of treatment services case due to either completion or termination. Contractor must provide a discharge plan to DFPS no later than ten (10) days after closure. A Discharge Plan must include, but is not limited to, the following:

- 2.12.6.9.1. Name of client(s) seen;
- 2.12.6.9.2. Summary with sufficient detail to support the client's participation and progress, or lack thereof, in meeting goals identified in the Treatment Plan as applicable;
- 2.12.6.9.3. Reason for case closure;
- 2.12.6.9.4. Dated signature of performing QCC;
- 2.12.6.9.5. Date and manner in which the summary report was submitted to the CPS caseworker; and
- 2.12.6.9.6. Any recommended protective measures.
- 2.12.6.10. Substance Abuse and Alcohol Testing: Substance abuse and alcohol testing is not payable as a separate expense in this Contract. It is expected that the Contractor will have a method for testing as needed for treatment services.
 - 2.12.6.10.1. Positive Test Results
 - 2.12.6.10.1.1. Client Admission: DFPS considers a clients' admission of current drug use or abuse of alcohol as a "positive" drug result. Clients' denial of drug use should not be considered a negative drug test result.
 - 2.12.6.10.1.2. Documentation: Contractor must communicate and document the clients' self-reporting or the positive test result to the DFPS caseworker within twenty-four (24) hours, including:
 - 2.12.6.10.1.2.1. Substances tested; and
 - 2.12.6.10.1.2.2. Cut off levels.

2.12.7. Limits on Service Duration

Limits on service duration are defined by:

- 2.12.7.1. Medicaid protocol; or
- 2.12.7.2. Form 2054, Service Authorization; and
- 2.12.7.3. The needs of the referred client; and
- 2.12.7.4. Request from CPS for discontinuation of services.

Specific maximum units are detailed in §7.1.1.2, Attachment A-2 Fee Schedule.

2.12.8. DFPS Support Resources and Information

The following documents used in the delivery of SUD services can be located at:

http://www.dfps.state.tx.us/PCS/Regional_Contracts/forms.asp

- 2.12.8.1. Form 2062, Referral for Substance Abuse;
- 2.12.8.2. Form 2063, Release of Confidential Information;
- 2.12.8.3. Form 2040, Substance Abuse Treatment Exception Form;
- 2.12.8.4. Form 2057, Court Related Services Case Note;
- 2.12.8.5. PCS-102SUD, Contracting Entity and List of Staff, Subcontractors, and Volunteers;
- 2.12.8.6. Form 4736, Certificate of Insurance, an ACORD Certificate of Insurance, or a copy of the policy; and
- 2.12.8.7. Background checks Information:
 - 2.12.8.7.1. Form 2970c, Disclosure and Consent to Release of Information Regarding Criminal or Abuse/Neglect History for Applicants and Employees; and Volunteers or Contractor and Subcontractor;
 - 2.12.8.7.2. Form 2971c, Request for Criminal History and DFPS History Check

2.12.9. Court Related Services

DFPS purchases court related services when legally necessary and appropriate for the well-being, safety, or permanency of the child. This service is not optional and is an allowable charge to the contract only when requested by DFPS.

- 2.12.9.1. Preparation: The Contractor and its representatives must ensure that they and the applicable service providers have personal knowledge of the matters to be discussed and are adequately prepared to provide the service.
- 2.12.9.2. Payment Restrictions: To be paid for court related services, the Contractor must:
 - 2.12.9.2.1. Receive a valid Form 2054 Service Authorization, prior to the service being delivered.
 - 2.12.9.2.2. Complete the Court Related Services Case Note, Form 2057, for all court related services delivered. This form is located on the DFPS website at URL: http://www.dfps.state.tx.us/PCS/Regional_Contracts/forms.asp
 - 2.12.9.2.3. Obtain a DFPS signature on Form 2057 attesting to the delivery of service.
 - 2.12.9.2.4. Submit a completed, signed Form 2057 with its associated monthly billing invoice.
- 2.12.9.3. Attendance: The Contractor must ensure and require all requested or subpoenaed parties to attend depositions and court appearances at the times requested by DFPS.
- 2.12.9.4. Court Related Documentation: The following information must be maintained in the client file:
 - 2.12.9.4.1. A copy of the completed Court Related Services Case Note, Form 2057; and
 - 2.12.9.4.2. Subpoena, if applicable.

2.12.10. Case Specific Diagnostic Consultation

DFPS purchases diagnostic consultation services to obtain professional recommendations and opinions about a specific client.

- 2.12.10.1. Preparation: The Contractor and its representatives must ensure that they are prepared to discuss relevant information at the case specific diagnostic consultation.
- 2.12.10.2. Attendance: The Contractor is required and must ensure the service Providers are available as requested by DFPS to provide case specific diagnostic consultation services, including attendance at case staffing.
- 2.12.10.3. Documentation: Case specific diagnostic consultation documentation includes but is not limited to the following information:
 - 2.12.10.3.1. A case note dated (month/day/year) and signed by the performing provider to the appropriate and specific file is required and must include:
 - 2.12.10.3.1.1. Name of client;
 - 2.12.10.3.1.2. Date start and end time of consultation;
 - 2.12.10.3.1.3. Location of consultation;
 - 2.12.10.3.1.4. Purpose of diagnostic consultation;
 - 2.12.10.3.1.5. Brief summary of case information shared at consultation: and
 - 2.12.10.3.1.6. Summary of any recommendations made by CDTF.

Table 3 - Required Records

2.16.1. Individual Client Service Case Record

Purpose: To support and maintain details of services requested by DFPS and provided by the Contractor.

Minimum Requirements: Contractor must maintain (hard copy) individual case records for each referred client. Individual file must include at a minimum, but is not limited to the following documentation:

- 2.16.1.1. Valid Form 2054, "Service Authorization," date stamped with receipt date;
- 2.16.1.2. Referral Form - Form 2062;
- 2.16.1.3. Release of Confidential Information Form - Form 2063
- 2.16.1.4. Additional referral information, if applicable;
- 2.16.1.5. All contacts, attempts to contact;
- 2.16.1.6. All appointments including:
 - 2.16.1.6.1. The agreed upon date and time;
 - 2.16.1.6.2. Any subsequent additional appointments or rescheduling; and
 - 2.16.1.6.3. Record of missed or rescheduled appointments including required notifications to CPS Caseworker.
- 2.16.1.7. Record of CPS worker notifications or other contract related contacts;
 - 2.16.1.7.1. Copy of each Form 2040 completed and shared with CPS;
- 2.16.1.8. Completed Substance Abuse Assessment to include:
 - 2.16.1.8.1. Contractor's signed and dated review and notes;
 - 2.16.1.8.2. Completed tools and any information provided by the client;
 - 2.16.1.8.3. Specific results of the assessment;
 - 2.16.1.8.4. Specific recommendations, if any, to reference additional treatment; and
 - 2.16.1.8.5. Date submitted to DFPS and to whom it was submitted.
- 2.16.1.9. If applicable, records detailing Substance Abuse Treatment to include:
 - 2.16.1.9.1. Treatment Plan
 - 2.16.1.9.2. Session notes specific to each group and individual session held;
 - 2.16.1.9.3. Changes to Treatment Plan as treatment progresses; and
 - 2.16.1.9.4. Results of any drug or alcohol tests and date and name of DFPS staff to whom any positive results were reported.
- 2.16.1.10. Detail of any court related services, if provided;
- 2.16.1.11. Detail of any case specific diagnostic consultation, if provided;
- 2.16.1.12. Detail of any other service authorized and provided under this contract; and
- 2.16.1.13. Copy of all required reports.

Table 4 - Required Reports

2.17.1. Substance Abuse Assessment

Purpose: To assess and determine the severity of an individual's substance use disorder and identify treatment needs.

Minimum Requirements: Contractor must maintain (hard copy) in individual case records for each referred client. The assessment must include at a minimum:

- 2.17.1.1. Elements and items identified in §2.13.6.6, Substance Abuse Assessment.
- 2.17.1.2. Format: To be determined by DFPS and the Contractor.
- 2.17.1.3. Due Date: Assessment is due to DFPS not later than ten (10) days following face to face meeting.
- 2.17.1.4. Who Receives: DFPS referring Caseworker

2.17.2. Form 2040, Substance Abuse Treatment Exception Form

Purpose: To help keep CPS updated as needed or required between Quarterly Summaries on essential events or information.

Minimum Requirements: Contractor must maintain (hard copy) in individual case records. The Form 2040 must include at a minimum:

- 2.17.2.1. Information referenced in Form 2040 applicable to the event or information being reported.
- 2.17.2.2. Format: Use the required Form 2040 available via DFPS Support Resources and Information. Form 2040 and can be located at:
http://www.dfps.state.tx.us/PCS/Regional_Contracts/forms.asp.
- 2.17.2.3. Due Date: Form 2040 is due to DFPS not later than twenty-four (24) hours following any event of information required to be reported by the Form.
- 2.17.2.4. Who Receives: DFPS referring Caseworker

2.17.3. Treatment Plans

Purpose: To document and support the medical necessity of services to be provided under outpatient (ambulatory) substance abuse treatment.

Minimum Requirements

- 2.17.3.1. Elements and items identified in §2.13.6, Outpatient (Ambulatory) Substance Abuse Treatment.
- 2.17.3.2. Format: To be determined by DFPS and the Contractor.
- 2.17.3.3. Due Date: Initial treatment plan is due twenty-one (21) business days after initial DFPS referral for treatment.
- 2.17.3.4. Treatment plan must be updated at least every ninety (90) days and at one (1) year, if services are still authorized.
- 2.17.3.5. Who Receives: DFPS referring Caseworker.

2.17.4. Quarterly Summary Notes

Purpose: To provide DFPS caseworker information detailing approach, progress or lack of progress.

Minimum Requirements: Must include sufficient information to keep the DFPS caseworker updated on:

- 2.17.4.1. Elements and items identified in §2.13.6.4, Quarterly Summary Notes.
- 2.17.4.2. Format: To be determined by DFPS and the Contractor.
- 2.17.4.3. Due Date: Assessment is due to DFPS not later than ten (10) business days following the initial session and continuing every ninety (90) days through the end of treatment.
- 2.17.4.4. Who Receives: DFPS referring Caseworker

2.17.5. Drug and Alcohol Testing

Purpose: To support decisions regarding child safety where substance abuse is known or suspected to be a contributing factor.

Minimum Requirements:

- 2.17.5.1. Elements and items identified in §2.13.6.6, Drug and Alcohol Testing.
- 2.17.5.2. Format: To be determined by DFPS and the Contractor.
- 2.17.5.3. Due Date: Within twenty-four (24) hours.
- 2.17.5.4. Who Receives: DFPS referring Caseworker

2.17.6. Discharge Plan

Purpose: To document and report termination of treatment services and closure of the case by the Contractor.

Minimum Requirements: A closure summary report must include, but is not limited to, the following:

- 2.17.6.1. Elements and items identified in §2.13.6.5, Discharge Plan.
- 2.17.6.2. Format: To be determined by DFPS and the Contractor.
- 2.17.6.3. Due Date: Ten (10) business days of completion or termination of services
- 2.17.6.4. Who Receives: DFPS referring Caseworker

2.17.7. Contract Performance Data Report

Purpose: To collect, document and report contract performance measure data.

Minimum Requirements:

- 2.17.7.1. Elements and items identified in §2.20.2 and Attachment A-1, Performance Measures.
- 2.17.7.2. Format: To be determined by DFPS and the Contractor.
- 2.17.7.3. Due Date: Quarterly as defined in the Report and instructions contained in Attachment A-1, Performance Measures.
- 2.17.7.4. Who Receives: DFPS Contract Performance Division

**ATTACHMENT A-2
FEE SCHEDULE
Substance Use Disorder Services**

Payment is based on "unit of service." Unit of service is based on face to face time with the client, or the specific time spent providing the service authorized by DFPS and provided within the terms defined in PEN 530-13-0005. For detailed benefits and limitations, providers should refer in the order of precedence listed to:

- The details within the §2, Statement of Work and §3, Utilization and Compensation
- The current year's Texas Medicaid Provider Procedures Manual and relevant issues of the Texas Medicaid Bulletin.

Category	Service - Service Codes	Unit Rate	Limitations
Assessment	CDTF Assessment performed by a qualified credentialed counselor (QCC) (as defined by the DSHS licensure standard) to determine the severity of an individual's SUD and identify treatment needs. DFPS Service Code: 83F Medicaid Code: H0001-HF	\$41.35	Once per episode of care
Group Counseling	CDTF Group Counseling performed by a qualified credentialed counselor (QCC) (as defined by the DSHS licensure standard) to equip clients with skills needed to understand the disease concept and maintain sobriety. DFPS Service Code: 83H Medicaid Code: H0005 HF	\$16.00 Per Hour	Provided in one (1) hour increments Maximum: 135 hours per calendar year
Individual Counseling	CDTF Individual Counseling performed by a qualified credentialed counselor (QCC) (as defined by the DSHS licensure standard) to equip clients with skills needed to understand the disease concept and maintain sobriety. DFPS Service Code: 83G Medicaid Code: H0004 HF	\$47.00 Per Hour	Provided in fifteen (15) minute increments Maximum: 26 hours per calendar year

ATTACHMENT A-2
FEE SCHEDULE-Continued
Substance Use Disorder Services

Category	Service - Service Codes	Unit Rate	Limitations
Court Related Services	When legally necessary and appropriate for the well-being, safety, or permanency of the child.	\$47.00 Per Hour	Only billable when specifically requested and authorized by DFPS. Maximum: Controlled by authoring F2054 §2.12.9 Court Related Services for more specific limits and requirements
Case Specific Diagnostic Consultation	To obtain professional recommendations and opinions about a specific client.	\$47.00 Per Hour	Only billable when specifically requested and authorized by DFPS. Maximum: Controlled by authoring F2054 §2.12.10 Case Specific Diagnostic Consultation for more specific limits and requirements