

POLICY

The System provides transitional housing for clients who are engaged in Outpatient treatment. A Transitional Housing Unit (THU) is a structured, safe living environment that provides additional support to a client during the recovery process. If a THU provider decides that a client is inappropriate for any reason, QI should be consulted immediately before any action is taken related to that client.

THU services are available to men, women, pregnant women, and women with children, men with children, individuals with dual diagnoses, and individuals in custody, who are residents of Santa Clara County and in need of substance use/abuse treatment.

The priority for admission of clients to a THU are as follows:

- Pregnant women
- Women with children
- Detox clients
- Clients in Residential tx
- In-Custody clients AND Outpatient clients in order of date the referral is received.

PROCEDURE

All Providers

Clients are allotted a maximum of 120 days per calendar year for Adult System Of Care THU services. The first placement episode can be no longer than 90 days. **Exception:** pregnant women and women with children may receive an extension, based on individualized need.

In general, clients should be admitted to an Outpatient treatment program *before entering a THU*. **Exception:** clients who are in-custody, in Detox Units, or, in some cases Residential settings, may be placed in a THU prior to admission to Outpatient treatment. These clients must have a transition plan that identifies action steps the clients will take to support their recovery, while waiting for Outpatient treatment. Clients referred by a Detox site must show on the DADS Referral For Services Form that the client has an intake appointment at an OP provider site.

Once the client has received a THU placement, they are given a pre-admission screening over the phone. THU staff will speak with the client to ensure eligibility, and then schedule the admission appointment. This pre-admission screening will be completed within the two working days allotted for the placement process.

**All Providers
(cont'd)**

Referral Criteria

To be eligible for THU placement, clients must:

- Be attending and participating in Outpatient treatment in DADS Adult System of Care.

Exception: As mentioned above, In-custody, Detox, and some Residential clients may not be engaged in outpatient treatment. However, they must have a scheduled outpatient intake appointment before being referred to the THU.

- Be working, able to work, in training, in school or engaged in volunteer activities (volunteer activities may be done in lieu of employment for clients who are unable to work)

Exception: Clients who temporarily cannot do the above must submit a doctor's note to the THU Coordinator.

- Be able to do daily chores as assigned by the facility manager

Exception: Any physical disabilities must be taken into consideration.

Clients with co-occurring mental health and medical issues must meet the following additional conditions (please refer to Policy #136 for more detail):

- Be able to participate in Outpatient treatment.
- If taking medications should have the prescribed medications with them at the point of THU intake; if in-custody, a prescription request will have been faxed to the Lenzen Pharmacy, and will be picked up by the client upon release from custody. If a client shows up without medications, providers **do not turn clients away**. Rather, they should call the assessor or the referring party for assistance.
- If taking medications, clients must be able to manage the medication schedule and dosing on their own, i.e., request medications at the proper time from the THU staff (medications shall be kept in a locked container in THUs).
- Clients with medical conditions must be under a physician's care, able to ambulate on their own, and attend to their own physical/medical needs, i.e., wound care (there are no medical staff present in THUs).

The process and required documentation for referring a client to a THU varies, depending on the timing of the request. Following is a description of each type of referral:

**Detox &
In-custody
Screeners**

**For Detox and In-Custody clients entering a THU prior to OP admission
Required Documents**

- DADS Referral For Services Form
- System Authorization for the Release of Confidential Client Information
- The District Attorney Advisement Form
- CJS Consent (if CJS referred)

Referral Process

Complete a DADS Referral For Services Form including Section C of the Form. Fax the documents to the QI/THU Coordinator. Priority for THU placement is based on the date the complete set of paperwork is received.

**Residential
Providers**

**For Residential clients entering a THU prior to Outpatient admission
Required Documents**

- Continuum of Care Referral Summary Form
- Client Face Sheet (page 1 of DADS Referral For Services Form)
- System Authorization for the Release of Confidential Client Information
- The District Attorney Advisement Form
- CJS Consent (if CJS referred)

Referral Process

Complete a Continuum of Care Referral Summary Form. Record information in all applicable spaces provided. The questions are self-explanatory. Include important information that could affect the client's placement at a particular THU location. Rate each Dimension in the spaces provided and according to the client's level of severity.

In the spaces provided in Dimension Six, note the client's plan for maintaining community support while waiting for Outpatient admission. Indicate whether or not the client is/will be participating in community support groups and if so, note the type of group and frequency of attendance. *This is required information for clients who will be entering THUs prior to their Outpatient admission.*

Fax the required documentation to the QI/THU Coordinator. Priority for THU placement is based on the date the complete set of paperwork is received.

**Residential
Providers
(cont')**

Referring a client who will enter a THU after Outpatient admission

Referral Documentation

Requests from Outpatient and Residential sites for clients who will enter a THU *after* Outpatient admission must include the following documentation:

- Continuum of Care Referral Summary Form
- Client Face Sheet (page 1 of DADS Referral For Services Form)
- System Authorization for the Release of Confidential Client Information
- The District Attorney Advisement Form
- CJS Consent (if CJS referred)

Referral Process

Complete a Continuum of Care Referral Summary Form. Record information in all applicable spaces provided. The questions are self-explanatory. Include important information that could affect the client's placement at a particular location. If the client is participating in community support activities, note it in the spaces provided in Dimension Six. Rate each Dimension in the spaces provided and according to the client's level of severity. Note: Since the client will be entering a THU *after* entering Outpatient treatment, a Transitional Plan is *not* required.

**QI/THU
Coordinator**

Fax the required documentation to the QI/THU Coordinator. Priority for THU placement is based on the date the complete set of paperwork is received. The QI/THU Coordinator will facilitate placement and then confirm the placement with the referring provider.

All Providers

Once placement is confirmed by the QI/THU Coordinator, the referring Provider or the client must contact the THU provider to arrange the client's THU admission. Outpatient Providers should routinely ask clients if they are living in a THU. If so, the Outpatient Provider should alert the THU Provider when the client is first admitted to treatment at their site.

THU Providers

Once the client moves into the THU, the THU provider will fax a completed Client Disposition Form to the QI/THU Coordinator to confirm the client's admission.

All Providers

TB Requirement:

All clients placed in a DADS' funded THU must obtain a TB test from DADS HIV/TB Nurses, complete the TB testing process and provide the required documentation to the THU House manager within 10 business days of placement in the THU.