

## **POLICY**

The Department of Alcohol and Drug Services (DADS) Adult System of Care (ASOC) provides Transitional Housing Units (THU) for up to 90 days, for clients participating in outpatient treatment in the System. Clients residing in a THU may request an extension of their current THU stay beyond the initial authorized 90-day stay.

## **PROCEDURE** **Outpatient Providers**

### **How to Complete the THU Request for Extension Form**

The outpatient treatment counselor completes the THU Extension Request Form during a treatment session with the client as follows:

- Complete the top portion of the form:
  - Record client's name and Unicare number.
  - Record the THU provider name and THU admit date, the THU phone number and the THU address.
  - Record the Outpatient provider name and phone number.
- Complete the Extension Request Box:
  - Record the dates the client is requesting the extension.
  - Check off and record the reason for the request.
  - If the reason is other, explain other in the space provided.
- Complete the Housing Plan at the End of the THU Extension Box:
  - Record a Housing Plan "B" for the client if Plan "A" stated above does not work.
- Client must print their name, sign and date the form.
- Counselor must print their name, sign and date the form.

The outpatient counselor should fax the completed form to DADS THU Coordinator at (408) 947-8708.

**Completed form should be submitted to DADS THU Coordinator 30 days prior to the end of the client's 90-day stay in the THU.**

## **BASN Outpatient Providers**

### **BASN clients in THU who receive an additional 180 Tx Days Outpatient and THU Length of Stay**

If a BASN client needs Outpatient Tx services beyond 180 days, the Parole Service Network (PSN) allows for an extension of another 180 days. If the client is living in a THU, those extensions can be requested in **30 day increments** after the original extension, using the same process outlined in P&P #212.

**BASN  
Outpatient  
Providers  
continued**

**For example:**

- The first THU extension is requested by **day 60**.
- If the client needs more time in Tx, the next THU extension is requested at **day 90**
- A third extension would be requested by **day 120**

**THU Providers**

**How to Complete the Form**

**If a client has successfully completed outpatient treatment but still resides in a DADS funded THU, the THU Coordinator/Director should complete the THU Extension Request form as follows:**

- Complete the top portion of the form:
  - record client's name and Unicare number.
  - record the THU provider name, the THU admit date, the THU phone number and the THU address.
  - record the Outpatient provider name and phone number client successfully completed while in current THU placement.
- Complete the Extension Request Box:
  - record the dates the client is requesting the extension.
  - check off and record the reason for the request.
  - If the reason is other, explain other in the space provided.
- Complete the Housing Plan at the End of the THU Extension Box:
  - record a Housing Plan "B" for the client if Plan "A" stated above does not work.
- Client must print their name, sign and date the form.
- THU Coordinator/Director must print their name, sign and date the form.

The THU Coordinator/Director should fax the completed form to DADS THU Coordinator at (408) 947-8708.

**Completed form should be submitted to DADS THU Coordinator 30 days prior to the end of the client's 90-day stay in the THU.**