**Procedure update: SUD Diversion Clinician Step-downs from State Hospitals Using State Facility Utilization Reduction Funds**

SUD Diversion Clinician uses State Facility Utilization Funds to facilitate state hospital discharge to residential SUD treatment facilities, sober housing, and Crisis Stabilization Units. Clinician works with home CSB liaison and state hospital treatment team to determine appropriate level of care and aftercare plan and secures placement at the facility:

a. Clinician emails the home CSB SARPOS/SA Diversion Manager requesting assurance that he/she is aware of the client and the client’s billing status has been set up in their system correctly eg SFUR v SARPOS

b. The Manager’s assurance and contact information are forwarded to the Facility

c. Clinician mails a copy of the SFUR authorization to the home CSB billing office (or wherever designated) and the Regional Manager’s office; copies are also uploaded to the client’s Region Ten electronic health record and placed in the Clinician’s files

d. If there are unexpected expenses while client is at the Facility (eg medications, transportation), the Facility or Clinician notifies the home CSB SARPOS/SAD manager to see if he/she can handle the expense directly or the CSB has SARPOS/SA Diversion to pay for the expense. If the need is time-sensitive, Clinician may proceed before there is a response

e. If the home CSB is not managing the expense, the Clinician pays the expense using the SFUR credit card and completes an SFUR authorization with copies going to the home CSB SARPOS/SAD Manager, the Regional Manager, the client's Region Ten electronic health record, and Clinician’s files

f. If the home CSB SARPOS/SAD Manager responds that the CSB has funds to pay the expense after the charge has been made, Clinician directs the Manager to the Region Ten Payroll Manager so the home CSB can reimburse Region Ten. Clinician notifies the Regional Manager not to send the expense on to the fiscal agent for reimbursement from SFUR

g. The Facility bills the home CSB who pays the bill and then submits the authorization and payment information to the Regional Manager’s office for reimbursement

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