

Policy Bulletin

Department of Drug and Alcohol Programs

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Pennsylvania Client Placement Criteria (PCPC)

In the 2010-2015 Grant Agreement, Treatment Manual Section 9.03 (Assessment), Pages 9.03.1-2 has been revised to read:

Level of Care (LOC) assessment and placement determination:

LOC assessment is defined as a face-to-face interview with the individual to ascertain treatment needs based on the degree and severity of alcohol and other drug use/abuse through the development of a comprehensive confidential personal history, including significant medical, social, occupational, educational, and family information. An LOC assessment must be completed within seven calendar days from the date of initial contact with the individual. If this time frame is not met, the reason must be documented. An LOC assessment must be completed in its entirety in one session prior to referring the individual to the appropriate level of care, except when the individual is in need of detox. The assessor, not the client, must complete the clinical portions of the assessment tool. Any demographic information and/or support data gathered prior to the face-to-face interview must be reviewed by the clinician or case manager with the client during the LOC assessment.

Once an assessment is completed, it will be valid for a period of six months. The six-month time frame does not pertain to active clients. This applies to individuals who have never engaged in treatment after being assessed or who have been discharged and are seeking to reinitiate services. An exception to this timeline may be made for individuals who were incarcerated during this six-month time period. Specifically, time prior to being in the controlled environment may be considered. If an individual requests to reinitiate services prior to the end of the six-month period, the case manager may update the most recent assessment in lieu of completing a new assessment; however, a new PCPC Summary Sheet must be completed.

If the Single County Authority (SCA) limits the number of LOC assessments or admissions to treatment, the limitations must be expressed in written policy, and all individuals must sign off to indicate that they have been notified of the limitations in writing.

In order to determine the appropriate LOC, the individual conducting the LOC assessment must apply PCPC criteria. The PCPC Summary Sheet must be used to record and exchange client information necessary in making or validating placement determinations. The contents of the PCPC Summary Sheet must comply with state and federal confidentiality regulations. Alterations, modifications, or additions to the PCPC Summary Sheet cannot be made, with the exception of the addition of the SCA name, provider name, or client identification number.

The PCPC Summary Sheet must be completed accurately to reflect the recommendation of the assessor based on PCPC criteria. The PCPC must be based on what LOC the client actually needs and not what funding is or is not available for a specific LOC or what LOC the client or the referral source is requesting.

The PCPC Summary Sheet can be found in Appendix D.

This change has been made in the Treatment Manual on the Department's Communicator and is effective immediately.