



**DIVISION OF BEHAVIORAL HEALTH (DBH)
INSTRUCTIONS FOR ELIGIBLE PATIENTS NEEDING TRANSPORTATION TO
SUBSTANCE USE DISORDER SUPPORTED TREATMENT SERVICES
(Non-Medicaid eligible clients only)**

Definitions

- **ELIGIBLE RECIPIENTS:** Recipients who are unable to obtain medically necessary substance use disorder (SUD) treatment services in their home community and need assistance to travel to access treatment, transition to continuing care services or return to their home community.
- **PRIORITY RECIPIENTS:** Pregnant women, injection drug users, women with children and OCS involved families.
- **REFERRING AGENCY:** The agency that is assisting the client by coordinating treatment and facilitating travel to access residential treatment, transition to continuing care, or return to the home community. This agency becomes the Receiving Agency when coordinating return travel.
- **RECEIVING AGENCY:** The agency that has agreed to admit the client to residential SUD services or aftercare. This agency becomes the Referring Agency when arranging return travel.
- **PAYER OF LAST RESORT:** DBH is the payer of last resort and will pay for travel only if there are no other means to cover the costs. Other sources of payment to be explored prior to requesting DBH assistance may be: family, the client, insurance, VA, DOC, Office of Children Services, Medicaid, village and tribal councils, Native corporations or donations.

General Instructions

- All medically necessary non-emergency travel must be approved in advance by a DBH Program Specialist.
- Only one-way travel will be approved
- DBH will only approve travel to Alaska Medicaid SUD providers
- Meals and lodging will not be authorized for the client.
- Only medically necessary escorts will be approved. Refer to Medicaid Billing Manual for expectations and limitations of payment for travel for authorized escorts.
- If an escort is approved, meals or lodging may be authorized for the escort if flight schedules necessitate overnight stays.
- If a child is accompanying a parent needing treatment, other sources of payment must be explored prior to submission of the Request for Substance Use Disorder Supported Travel Assistance for Children that Accompany Parents to Treatment form. Other sources to be explored include: The Office of Children's Services, Tribal Entities, private insurance, family or client.
- Alaska Airlines' Club 49 allows Alaskan residents up to 2 free checked bags per passenger. DBH will not authorize additional funding for baggage. Referring providers should assist clients in signing up for Club 49 at https://www.alaskaair.com/content/mileage-plan/club-49.aspx?INT=AS_C49-HOME1_%7c%7cC49%7c%7c.
- If the client misses their flight, is unable to fly, or fails to attend the SUD treatment appointment, it is the responsibility of the agency that arranged travel to notify DBH
- Non-Medicaid travel funds may be available for Clients who have left treatment against medical advice. These are considered on a case by case basis. For consideration, please submit a Non-Medicaid Travel Assistance Request.

- The Referring Agency shall notify the client of the scope, approximate length of services and obtain his or her agreement to participate in treatment. Additionally, the client shall be informed that if he/she fails to complete treatment and/or fails to arrange continuing care services he/she will be responsible for the purchase of their return ticket.

Prior to Admission

When an eligible patient is in need of medically necessary SUD services that are not available in his or her community, the Referring Agency should contact the **closest appropriate** Medicaid SUD treatment provider to discuss a referral. If the Receiving Agency agrees that treatment is appropriate, (based on information obtained during interview with the client and/or fax or secure email information from the Referring agency) and treatment space is available, the following steps should be taken:

- The Referring agency must obtain a signed Non-Medicaid Consent for Release of Confidential Information form from the client and fills out the Non-Medicaid Request for Substance Abuse Disorder Treatment Services Travel Assistance form. *(All forms must be filled out completely and legibly).* The ASAM Third Edition and DSM-5 or ICD10 criteria *must* indicate that the level of treatment required to meet the client's need is not available in the client's community. An explanation of the treatment plan must be provided.
- After obtaining an entry date from the Receiving Agency, the Referring Agency faxes both documents to the Behavioral Health Specialist in Juneau at 907.465.2185. **Travel requests will not be processed unless accompanied by the Non-Medicaid Consent for Release of Information.**
- After the travel is authorized by the DBH Behavioral Health Specialist, both forms are faxed (by the Juneau Office) to the the Referring agency, and the Receiving Agency.
- The Referring Agency must contact the Receiving Agency to confirm travel arrangements from airport to the treatment center.
- The Referring Agency, after purchasing a one-way ticket to the location of the treatment facility, will request reimbursement from DBH by submitting an invoice containing essential information such as the name of the client, cost, travel origin and destination, airfare or other transportation receipts (airline coupon, boarding pass), including the DBH Request for Substance Use Disorder Supported Travel Assistance to:

Division of Behavioral Health
P.O. Box 110620
Juneau, AK 99811-0620

Prior to Completion of Treatment

- The Receiving Agency shall notify the original Referring Agency in anticipation of the client's successful completion of treatment to coordinate discharge planning and continuing care.
- The Receiving Agency assumes the role of the Referring agency and follows above instructions for return travel. The Referring Agency confirms the continuing care arrangements and coordinates the client's travel plans with the Receiving Agency.
- Purchase of a return ticket by the Receiving Agency will be contingent on successful completion of treatment and arrangements of continuing care services. Reimbursement will be made when an invoice containing essential information such as the name of the client, cost, travel origin and destination, together with airfare or other transportation receipts, confirmation that the travel was completed, and the DBH Request for Non-Medicaid Substance Use Disorder Supported Travel Assistance form is submitted to the DBH Office, P.O. Box 110620, Juneau, Alaska, 99811-0620.

Instructions for Release of Confidential Information

- **Print** all of the information legibly;
- Print the names and addresses of the Referring Agency and the Receiving Agency involved in this travel request;
- **List all medical insurance companies** involved in paying for travel.
- The DBH Consent for the Release of Confidential Information form must be signed and returned with the Non-Medicaid Request for Substance Abuse Disorder Treatment Services Travel Assistance form.
- The counselor shall review the Release with the client to insure that he or she understands its meaning;
- The client initials the event, enters the date and signs the release;
- The counselor reviews the Release to ensure that it is complete and correctly filled out, signs as a witness, and then faxes the Release **with** the travel request to the DBH office (No travel request will be approved without a Release).