



**Guidelines for Requesting:
Out-of-Province Addictions Treatment and**

Out-of-Province Specialized Mental Health Services

These guidelines set out the application process for out-of-province (OOP) addictions treatment and specialized mental health services. Provincial treatment options must first be fully exhausted (different approaches and programs utilized with specific health authority services, aftercare, community follow up etc.) and deemed not suitable to meet the needs of a client with mental health and/or addictions problems before considering and applying for out-of-province treatment.

OOP Policy:

Referrals for insured, out-of-province, addictions treatment and specialized psychiatric services must:

1. Receive prior approval from the Department of Health and Community Services (DHCS). Approvals are limited to requests for inpatient programs only. Funding is not provided for out-of-province outpatient programs.
2. Contain a written summary by the referring *clinician*¹ in Newfoundland and Labrador, highlighting the assessment and medical history of the client.
3. Contact the treatment centre of choice to obtain their intake assessment and treatment recommendations before requesting approval from DHCS.
4. Reference the recommendation from the proposed treatment centre and must have approval from the Regional Director or designate in each Regional Health Authority before being submitted to DHCS.

¹ A *clinician* refers to a practicing health professional, such as a physician, counsellor, psychologist, social worker, or nurse involved in clinical practice.

Accredited treatment centres approved to receive out-of-province referrals include:

ADULT	YOUTH
1. Homewood www.homewood.org Phone: 1-866-839-2594	1. Choices IWK www.iwk.nshealth.ca Phone: 1-888-830-9595
2. Bellwood www.bellwood.ca Phone: 1 800-387-6198	2. Portage www.portage.ca Phone: 1-888-735-9800
3. Centre for Addiction and Mental Health (CAMH) www.camh.ca Phone: 1-800-463-6273	3. Youthdale www.youthdale.ca Phone: (416) 368-4896, ext. 2694

	<p>4. Pine River Institute www.pineriverinstitute.com Phone: (519) 925-9225, ext. 102</p>
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Funding approval for other specialized psychiatric and addictions treatment centers will be considered on an individual basis after a case has been put forward by the treatment team in the Regional Health Authority.

OOP Request Criteria:

Requests for out-of-province addictions treatment and specialized mental health services are considered for approval when:

1. Services to meet an individual’s needs are not available within the province, and/or
2. All appropriate in-province treatment options have been explored/exhausted and more intensive in-patient treatment is required, and
3. A follow-up plan for ongoing out-patient treatment/support when an individual returns to the province has been put in place and discussed with the client and treatment team (community support personnel and clinicians), and
4. The Director for Mental Health and Addictions (or designate) in the regional health authority has been advised of the request for out-of-province treatment and fully supports this request.

**** Note:** Some exceptional circumstances may require a client to access addictions treatment and/or specialized mental health services outside the province to ensure confidentiality and anonymity. These are specific cases that must be approved within the Regional Health Authority and DHCS.

OOP Procedures

A) Specialized Mental Health Services

1. The attending psychiatrist, and/or mental health clinician **must** submit the request for out-of-province specialized mental health services to the Mental Health and Addictions Division (Fax: 729-4429; Attention: Colleen Simms) of DHCS. This request must identify the treatment program recommended as a result of the assessment conducted by the proposed treating facility. (If the primary mental health clinician is not a psychiatrist, a supporting recommendation from a treating or consulting psychiatrist must be included with the request.)
2. An out-of-province treatment request **must include:**
 - a. client’s name, MCP number and mailing/living address;
 - b. the referring clinician’s address, phone number and fax number;
 - c. the name of the out-of-province treatment center to which the client is being referred, including address and contact information (phone and fax numbers), specific treatment program, daily per diem, and anticipated duration;
 - d. reason for the OOP request, including why in-province treatment is not a current option;
 - e. if the requesting clinician is not a psychiatrist, a supportive recommendation from a consulting psychiatrist is to be included; and

- f. the follow-up plan for on-going client treatment, follow-up and support when the client returns to the province.
3. All arrangements for out-of-province treatment are the responsibility of the referring clinician, in consultation with the accepting treatment facility and the regional health authority.
4. Treatment funding approval is conditional on acceptance by the out-of-province treatment facility. (Please see list of approved treatment facilities on page 1.)
5. All requests will be reviewed by the Mental Health and Addictions Division, DHCS. Subject to approval, program fees for out-of-province treatment centers will be paid by DHCS, Insured Services Division.
6. Approved out-of-province treatment is paid at the standard ward rate per diem for the facility providing the service, for the duration of the program.
7. When approval has been granted, the out-of-province treatment center will be advised of this approval by the Insured Services Division, DHCS, with a copy of the approval letter going to the referring clinician, the appropriate Regional Director of Mental Health and Addictions (in the regional health authority) and the provincial Mental Health and Addictions Division, DHCS.
8. If the out-of-province treatment facility team recommends a program extension or a program change for the client, this must first be discussed with the referring clinician. If there is agreement on the need for an extension/change, the referring clinician must contact the Mental Health and Addictions Division, DHCS, to request approval for the recommended extension/change. If approval is given, the treatment facility will be advised of the approved extension by the Insured Services Division, DHCS, with a copy of the approval letter going to the referring clinician, the appropriate Regional Director of Mental Health and Addictions (in the regional health authority), and the Mental Health and Addictions Division, DHCS.
9. If a client seeks readmission to a program from which s/he received prior treatment, earlier approvals that may have been granted for participating in prior programs do not cover readmissions. A separate request is required for each admission. Approval for out-of-province treatment applies only to the period of admission for which it was granted.
10. Any email exchange, must not include patient identifying information, such as name, address and other personal information.

B) Addictions Treatment

1. The attending physician and/or addictions clinician **must** submit the request for out-of-province addictions treatment to the Mental Health and Addictions Division (Fax: 729-4429; Attention: Colleen Simms) of DHCS. This request must identify the treatment program recommended as a result of the assessment conducted by the proposed treating facility and the regional health authority.

2. An out-of-province treatment request **must include**:
 - a. client's name, MCP number and mailing/living address;
 - b. the referring clinician's address, phone number and fax number;
 - c. the name of the out-of-province treatment center to which the client is being referred, including address and contact information (phone and fax numbers), specific treatment program, daily per diem, and anticipated duration;
 - d. reason for the OOP request, including why in-province treatment is not a current option;
 - e. if the requesting clinician or physician is not with addictions services in the regional health authority, supportive recommendation from an addictions clinician is to be included; and
 - f. the follow-up plan for on-going client treatment, follow-up and support when the client returns to the province.
3. All arrangements for out-of-province treatment are the responsibility of the referring clinician, in consultation with the accepting treatment facility and the regional health authority.
4. The referring clinician must refer adults experiencing addictions issues to Humberwood (the provincial addictions treatment centre in Corner Brook) and/or The Recovery Centre (the provincial inpatient withdrawal management service in St. John's) for initial and repeat treatment when deemed necessary. These decisions must be discussed with the treatment team and client before considering out-of-province addictions treatment.
5. Treatment funding approval is conditional on acceptance by the out-of-province treatment facility. (Please see list of approved treatment facilities on page 1.)
6. All requests will be reviewed by the Mental Health and Addictions Division, DHCS. Subject to approval, program fees for out-of-province treatment centers will be paid by DHCS, Insured Services Division.
7. Approved out-of-province treatment is paid at the standard ward rate per diem for the facility providing the service, for the duration of the program.
8. When approval has been granted, the out-of-province treatment center will be advised of this approval by the Insured Services Division, DHCS, with a copy of the approval letter going to the referring clinician, the appropriate Regional Director of Mental Health and Addictions (in the regional health authority) and the provincial Mental Health and Addictions Division, DHCS.
9. If the out-of-province treatment facility team recommends a program extension or a program change for the client, this must first be discussed with the referring clinician. If there is agreement on the need for an extension/change, the referring clinician must contact the Mental Health and Addictions Division, DHCS, to request approval for the recommended extension/change. If approval is given, the treatment facility will be advised of the approved extension by the Insured Services Division, DHCS, with a copy of the approval letter going to the referring clinician, the appropriate Regional Director of Mental Health and Addictions (in the regional health authority), and the Mental Health and Addictions Division, DHCS.

10. If a client seeks readmission to a program from which s/he received prior treatment, earlier approvals that may have been granted for participating in prior programs do not cover readmissions. A separate request is required for each admission. Approval for out-of-province treatment applies only to the period of admission for which it was granted.
11. Any email exchange, must not include patient identifying information, such as name, address and other personal information.

***Note:** Occasionally the Department of Health and Community Services will receive a request for out-of-province specialized mental health services and/or addictions treatment without involvement from an attending psychiatrist and other treatment team members such as addictions services and regional health authority clinicians.

These specific requests will be assessed by the Mental Health and Addictions Division, and, in consultation with the requesting physician, a decision will be made on whether the request will be returned to the clinician for further assessment/consultation, or if another course of action may be taken. The Mental Health and Addictions Division will copy the Regional Director of Mental Health and Addictions on such requests.

Approval for out-of-province treatment only covers the per diem treatment facility rate. It does not include travel or other miscellaneous costs (extracurricular events, gift shop and local retail store purchases, snacks or coffee in off hours when dining areas may be closed, laundry, toiletries, crafts made in the program that have costs associated and any other non-treatment facility costs).

OOP Travel Arrangements:

- Individuals must pay for their own travel. They may be eligible, however, for reimbursement of a portion of the travel costs through the Medical Transportation Assistance Program (MTAP), administered by the Department of Health and Community Services.
- As of January 1, 2012, the MTAP has a provision for pre-payment of 50% of economy airfare.
- MTAP information is available online: www.health.gov.nl.ca/mtap or toll free at 1-877-475-2412.
- Financial assistance with travel costs may also be available through the Department of Advanced Education and Skills (AES), subject to a financial assessment to determine eligibility.
- Travel arrangements are the responsibility of the client and/or case worker if the client is in receipt of Income Support from the Department of AES.

If some financial assistance is provided for travel to and from an out-of-province treatment center, it will not include travel costs for temporary absence from the treatment program to return to this province.

Any questions please contact the Department of Health and Community Services:
709-729-3658