

CSOC Substance Use Treatment Referrals

PerformCare has implemented a form titled *Consent for Release of Confidential Information about Alcohol or Drug Information and Other Protected Health Information (PHI)*. This form is in compliance with **42 CFR Part 2**, which are federal regulations established for handling information about substance use treatment. This includes requirements about an individual's specific, written consent to authorize most disclosures of protected health information (PHI). These privacy protections were developed to give assurances to individuals that their personal information is kept confidential.

What is the purpose of the consent form?

The consent form has been designed to allow PerformCare to release health care information and records that are protected under 42 CFR Part 2 to CSOC substance use treatment providers (who have been specifically approved and listed on the form) for the purpose of authorizing substance use treatment. The signed consent form also allows PerformCare to use protected information for the purpose of an internal utilization review.

Who is responsible for completing the consent form?

The form is intended for use by the following individuals/organizations:

- Any licensed Intensive In-Community (IIC) provider that is contracted by CSOC and authorized by PerformCare to complete a BioPsychoSocial (BPS) Assessment
- All CSOC-contracted substance use treatment providers who either submit an assessment electronically or by fax to PerformCare
- Any other CSOC-involved entity that is submitting a substance use assessment or summary for the purpose of referral for treatment, such as a Care Management Organization (CMO), Division of Child Protection and Permanency (DCP&P), Mobile Response and Stabilization Services (MRSS), or juvenile court agent.
- When a CSOC-involved entity is reviewing the potential for Out-of-Home treatment for a youth with a history of substance use

Where can I find the consent form?

The form is available here: <http://www.performcarenj.org/provider/forms.aspx> under "Substance Use".

When should I submit a consent form to PerformCare?

The consent form is necessary whenever you submit a substance use assessment or request for substance use treatment services. The form should be submitted at the same time as the assessment/referral request as this verifies that the youth has given you permission to disclose the information to PerformCare.

How do I submit a consent form to PerformCare?

If submitting a substance use assessment by fax, please include this form with the assessment. If submitting the BPS assessment electronically in CYBER, please fax the completed consent form in advance of the submission. The dedicated fax number for substance use consent, treatment, and referral documents is **(877) 949-6590**. Please do not submit these documents to any other fax destination at PerformCare, or submit non-substance use information to this number.

Should I fax the form if the form is incomplete?

PerformCare will not be able to conduct any utilization review of a substance use assessment or use the information for referral for treatment **without a completed, signed consent from the youth**.

Will this form be accessible for view by providers?

The form will only be accessible for view by PerformCare and CSOC.

If I am a CSOC provider such as CMO or MRSS, and I want to refer a youth to a substance use treatment agency that is not contracted with CSOC, is a signed consent form necessary?

No. The consent form is only necessary when referring youth to a CSOC-contracted substance use treatment provider.