

District 4 (At Large) Steps for Funding Request for Behavioral Health Services:
for Inpatient or Outpatient Substance Use or Mental Health Treatment

STEP 1:

- Community Member contacts Behavioral Health Patient Service Coordinators:
 - Black River Falls: Erika Slenczka at (715) 284-9851 extension 35014
 - House of Wellness: Nicole Cotto at (608) 355-1240 extension 35583
- A screening will be completed and forwarded to either of the Behavioral Health Shared Care Manager(s).
 - Black River Falls: Darien Lowe at (715) 284-9851 extension 35393
currently unavailable due to return to the office October 2023
 - House of Wellness: Chris Van Sickel at (608) 355-1240 extension 35542

Please note if the either of the Behavioral Health Shared Care Manager(s) is unavailable, an available therapist will assist.

STEP 2:

- Behavioral Health Shared Care Manager(s) will obtain any/all Release of Information (ROI) completed for anyone we need to communicate with regarding client care.
 - If the Community Member is already engaged in counseling, an ROI is obtained and sent to counselor with a request for the AODA assessment (required for entry into any inpatient facility).
 - If not engaged in counseling, the Community Member is made aware of local options for assessment (required for entry into any inpatient facility).
 - **If IHS facility is available**, the client completes ROI for facility and sets up appointment for assessment.
 - Upon receipt of the completed assessment it is sent to potential treatment facilities (in which we have signed ROI's for) for review. If client is appropriate for treatment and they have an open bed, the client signs treatment funding policy and bed date is provided.
 - **If IHS facility is not available**, and client has no insurance, then we begin the process for treatment funding for ASSESSMENT ONLY.
 - Request for financial approval is presented to BH Director. If approved, the client, treatment facility, and other collateral contacts are notified.
 - Behavioral Health Shared Care Manager(s) will follow up with client to assist with coordination of treatment and aftercare to ensure compliance with BH Treatment funding policy.
- Should additional funding be necessary (inpatient, transitional living, outpatient or detox), then the Treatment Funding protocols begins again.