

**Problem Gambling Services
Client Finding Outreach Billing Guidelines (SE 81)
Effective 7/1/09**

Client Finding Outreach is defined as Treatment Specific Outreach with the primary purpose of getting problem gamblers and/or family members enrolled in services. This type of outreach is geared specifically towards increasing the number of clients receiving treatment; it is targeted; it generally involves repeated contacts and the development of a relationship with the provider; the provider is generally another professional and the goal is to increase the number of clients they assess and refer to your program.

Billing Code 50A Strategic outreach plan training and/or plan development.
Limited to maximum of 10% of 81 allocations unless preauthorized by department.

Billing Code 50B Time spent with allied agencies to develop and follow up on formal referral agreements.
Limited to (8 Hours) per allied agency, unless preauthorized by department

Billing Code 50C Time spent delivering presentations to professionals in health/medicine/social services/legal/financial with the express intent to follow up with individual contacts in order to establish relationship, develop screening and referral agreements and protocols, etc.

Billing Code 50D Time spent delivering presentations to targeted high risk clients groups, including but not limited to:
Incarcerated individuals
A/D clients (OP/Residential)
MH clients (OP/Residential)
CAF clients
These presentations shall be focused on signs and symptoms of disordered gambling, treatment options and how to access treatment

Billing Code 50E Treatment Ads (yellow pages, web-based ads, radio, tv, newspaper)
Limited to maximum of 20% of 81 allocations unless preauthorized by department.

Billing Code 50F Exhibiting at a conference or meeting of professionals that we know from experience are likely to have problem gamblers in their practices and are in a position to potentially refer (ie, physicians, nurses, social services, corrections, legal, financial). This is in contrast to a conference for service organizations (ie Kiwanis, Elks), schools, PTAs and health fairs.
Limited to (4 hours) per exhibit, unless preauthorized by department.

Billing Code 50G Other as pre-authorized by Department

Documentation Requirements: To be kept on file for review during State Program Office Site Visit

50A Copy of Strategic Outreach Plan and/or Training Plan

50B Copy of referral agreements/outcome, documentation of meetings (date, time and persons attending)

50C Outline of presentation including date, audience, location, presenter and hours billed.

50D Same as 50C

50E Copy of ads, flight schedule of radio, tv, and invoices from media purchased.

50F Copy of exhibitor confirmation letter or equivalent documentation and name of staff member and hours billed.