

ATTACHMENT C-1

SCOPE OF WORK: OPIOID TREATMENT PROGRAM (OTP) MEDICATION DELIVERY SERVICE

OBJECTIVE

Providers will use strategies within the constraints of the grant for the purpose of providing and/or supporting the provision of medication delivery for substance use disorder (SUD) patients in need.

ALLOWABLE USE OF FUNDS

Funds may be utilized for the purpose of providing medication delivery services to patients who are in need and should only be provided when said patient have no other means of obtaining medication, such as designated other(s) or other transportation services. Only OASAS approved medication for the purpose of maintenance or detoxification treatment for SUD is permitted to be delivered to an OTP patient. There are no restrictions toward the patient's delivery location such as congregate care setting, long-term care facility, isolation or quarantine sites, or private residences.

Patient eligibility for the service must be initially and continuously assessed whenever reasonable by a healthcare professional. It is the responsibility of the OTP to ensure treatment compliance for patients receiving delivery services, while also continuing to provide other OTP services, such as counseling services, as needed.

Funds may be utilized to support the costs associated with:

- Supplementation of staff wages for the purpose of delivering medication to patients
- Mileage reimbursement associated with performing the delivery of medication
- Tolls associated with performing the delivery of medication
- Parking fees associated with performing the delivery of medication
- Leasing a vehicle for the purpose of performing the delivery of medication
- Administration costs up to 10%

These funds are not to be used for:

- Purchasing a vehicle
- Any costs associated with the maintenance or insurance of the vehicle
- Transporting patients
- Medication reimbursement
- Providing direct funds to patients

These funds must be expended on or before March 14, 2023.

SCOPE OF WORK

Opioid Treatment Programs (OTPs) provided with funding are to establish the following as it relates to the medication delivery service:

- Policies and Procedures; including but not limited to:

- Medication Delivery Service Workflow - this is the overarching workflow of the OTP's medication delivery service.
- Patient or Approved Recipient Verification Process at Point of Delivery - this is to ensure that a procedure is in place to prevent errors in the delivery process.
- Medication Delivery Service Patient Treatment Compliance Monitoring Procedure - this is to ensure that patients who receive delivery services long-term are continuously monitored and other services are also provided.
- Undelivered Medication Policy - the OTP must include in its policies the plans for any failed deliveries.
- Empty Bottle Monitoring and Retrieval Workflow - the OTP must put in place a mechanism for patients receiving delivery of medication to return any empty bottles safely and effectively.
- Patient Consent – the OTP must establish a procedure to obtain patient consent for the medication delivery service.
- Patient Eligibility - the OTP must establish clear patient eligibility criteria for the medication delivery service. Note that patient time in treatment would not preclude a patient from accessing the delivery service.
- Other policies, procedures, and/or action steps that the OTP deems necessary for the safe and effective delivery of medication to patients in need.
- Recordkeeping:
 - The maintenance of accurate records as it relates to the medication delivery service, which may be subject to audit by OASAS.
- Execution of Delivery:
 - The delivery of OASAS approved medication to eligible patients using a private vehicle or other means and completed by OTP staff person(s). For any medication deliveries made besides using a private vehicle, such as walking to the delivery address, the OTP will obtain prior approval from OASAS. Note that since deliveries are made by the OTP's staff person(s), the OTP need not submit a designated other/third party exception request.
 - When a medication delivery is being made by the OTP's employees at the executive level (i.e., Program Administrator and Medical Staff), a delivery team of only 1 staff person is required.
 - When a medication delivery is being made by the OTP employees who are NOT of the executive level, a team of at least 2 staff people must be assigned to make that delivery.
 - Medication deliveries are to be made using appropriate locking containers.
- Patient Consent:
 - A standardized patient consent form should be utilized whenever initiating a delivery service for a patient.
 - Patient consent to delivery should be kept in the patient's file. Note that the initial patient consent is in effect until the patient revokes it or it expires. In addition, the OTP will periodically “check-in” with the patient to ensure the consent is still valid.
- Patient Eligibility:
 - All OTP staff and patients are to be informed of the OTP's medication delivery service patient eligibility criteria.

- Patient eligibility is initially and continuously assessed whenever reasonable by a healthcare professional. All information formulated as part of this assessment is kept in the patient's file.
- The medication delivery service is accessed only after a patient's multidisciplinary team at the OTP attempts but is unable to establish other methods for the patient to obtain medication. This includes exhausting potential designated other/s and other transportation services.

REPORTING REQUIREMENTS

- Quarterly reports will be submitted with details of delivery services provided. OTPs must use the OASAS template ledger when submitting quarterly reports (See Appendix 1).

