



Client Tuberculosis (TB) Testing Services Procedure

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Purpose To provide DBH Substance Use Disorder and Recovery Services (SUDRS) and contract agencies written guidelines regarding the process for providing mandated TB services in accordance with Code of Federal Regulations (CFR), Title 45, Part 96, §96.121 and §96.127.

Background The Department of Behavioral Health (DBH) requires all County and contracted providers adhere to the Code of Federal Regulations (CFR), Title 45, Part 96, §96.121 and §96.127 by ensuring Tuberculosis (TB) testing and follow-up services are provided to each individual receiving Substance Use Disorder (SUD) treatment.

Definition(s) **Tuberculosis (TB):** A disease caused by a bacterium called Mycobacterium tuberculosis that is spread from person to person through the air. TB usually affects the lungs. The bacteria go into the air when a person with TB of the lung coughs, sneezes, laughs, or sings. TB infection then occurs if the bacteria becomes inactive. If the bacteria becomes active then the person develops TB disease.

Tuberculosis (TB) Services: Services defined by the Substance Abuse Prevention and Treatment Block Grant (referred to as SABG) Title 45 Code of Federal Regulations (CFR) Part 96 (45 CFR 96), including the following:

- Making TB services available to each individual receiving treatment;
- Referring individuals to another provider of TB services if the individual is denied substance use disorder treatment due to lack of capacity;
- Implementing infection control procedures designed to prevent the transmission of TB;
- Providing follow-up monitoring and education for individuals who have completed treatment;
- Conducting case management activities, including providing referrals for testing and treatment, and
- In accordance with the Admission Preference and Interim Services for High Risk Clients Policy ([SUDRS0214](#)), interim services must be provided within 48 hours, including counseling, education and referrals for TB services for pregnant women and intravenous drug user's (IVDU), when a SUD treatment provider lacks capacity to admit the individual.

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Client Tuberculosis (TB) Testing Services Procedure, Continued

TB Screening and Documentation

Risk of TB will be identified through the comprehensive assessment and intake process, which includes completion of the [DHCS Client Health Questionnaire](#).

If a SUD client cannot furnish a negative TB screening within the last 12 months, the client will be referred for testing services. The client can either be referred to their primary care physician (if requested by the client), the SUD treatment provider can provide the test if they have the ability, or the client can be provided a DBH voucher to receive testing at a Department of Public Health (DPH) clinic location.

In accordance with the Client Tuberculosis (TB) Testing and Services Policy (SUDRS0219), when referring a client to DPH for testing, the following TB Voucher process must be followed:

Step	Responsible Party	Description
1	DBH SUDRS Clinics or Contractor to identify client need for TB test and/or X-Ray	<ul style="list-style-type: none"> • Complete the comprehensive assessment process, including the DHCS Health Questionnaire and Tuberculosis Screening Questionnaire; • Qualified staff reviews the documentation and determines if the client needs a referral for TB test; • Discuss with the client testing options: <ol style="list-style-type: none"> 1. Referral to client's primary care provider; 2. Testing on site (if offered at the clinic), and 3. Referral to DPH utilizing a DBH voucher that will be at no cost to the client. • Conduct the test on site (if applicable) or provide a referral to the primary care provider or complete and provide the DBH TB voucher to the client (contract providers use the Voucher Supply Request process outlined below).

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Client Tuberculosis (TB) Testing Services Procedure, Continued

TB Screening and Documentation
Continued

Step	Responsible Party	Description
2	Client	<ul style="list-style-type: none"> • Client is provided a test onsite (if applicable); or • Given a referral to take to their primary care provider; or • Client is provided a DBH TB voucher and given the information on the nearest PH clinic location for TB testing, • Client provides TB test results to the provider for inclusion in the client file.

The following TB service documents shall be maintained in the client's file:

- Screening Questionnaire;
- Consent for TB Testing & [Authorization Release to Protected Health Information](#);
- Referrals for treatment services;
- TB testing vouchers & referral letters;
- Documentation of skin test clearances;
- Documentation of chest X-ray/evaluation clearances, and
- Client TB education documentation.

Note: When DBH SUDRS Clinic or Contractor provides client interim services, the Client Interim Services form is maintained in a separate secured file. [Admission Preference and Interim Services Policy](#) (SUDRS0214 and Procedure [SUDRS0214-1](#)) provides additional information regarding Interim Services.

Follow-Up TB Monitoring

DBH SUDRS Clinics and Contractors are responsible for TB follow-up monitoring, which includes the following:

- Complete and send the TB follow-up letter and educational bulletin to clients who have completed or otherwise left SUD treatment and have a consent for follow-up on file;
- Include flyer – CDC (2.18) “Stop TB” in [English](#) and [Spanish](#), and
- Complete the TB follow-up 30 days after client has completed or left SUD treatment and notify DBH-SUDRS Administration at: DBH-SUDRSADMIN@dbh.sbcounty.gov, following completion of the TB services monitoring process.

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Client Tuberculosis (TB) Testing Services Procedure, Continued

**Voucher
Supply
Request**

The following tables outlines the process for access to TB Testing Vouchers:

Step	Responsible Party	Description
1	DBH SUDRS Clinics or Contractor	<ul style="list-style-type: none"> Complete TB/Interim Voucher Request Form, and Email completed request to DBH-SUDRSADMIN@dbh.sbcounty.gov or fax to (909) 501-0831
2	SUDRS Administration Clerical Support	<ul style="list-style-type: none"> Prepare voucher package request; Enter TB Voucher beginning and ending numbers into the TB tracking worksheet (located in the TB shared drive); Print and copy tracking sheet and request and provide a copy to the SUDRS Clinic or Contractor, and keep one for SUDRS Administration's records; Attach request form, a copy of the tracking worksheet, and DPH flyer to voucher, and Arrange pick-up/transport with SUDRS Clinic or Contractor.
3	DBH SUDRS or Contractor	<ul style="list-style-type: none"> Sign vouchers upon receipt.
4	SUDRS Administration Clerical Support	<ul style="list-style-type: none"> Store documents in clerical files as a receipt and submit testing vouchers to DPH for reimbursement.

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Client Tuberculosis (TB) Testing Services Procedure, Continued

**DBH
Monitoring of -
Interim and TB
Services**

The table below describes the TB services tracking process:

Step	Responsible Party	Description
1	DBH SUDRS Clinics or Contractor	<ul style="list-style-type: none"> • Complete the Interim and TB Services Tracking Log monthly including the number of follow-ups in the month, • Send the Interim and TB Services Tracking Log to SUDRS Administration by the 10th of the month.
2	SUDRS Administration Clerical Support	<ul style="list-style-type: none"> • Complete the Master TB Tracking sheet with the information provided, • Contact the Program Coordinator if the information is not received by the SUDRS Clinic or Contractor by the 10th of the month.
3	DBH-SUDRS Program Coordinator	<ul style="list-style-type: none"> • Contact the designated person at the SUDRS Clinic or Contractor location if the Interim and TB Services Tracking Log is not received by the 10th of the month. <p>Note: Deficiencies in timely reporting will be noted during annual monitoring reviews.</p>

Related Policy or Procedure

DBH Standard Practice Manual:

- Provision of Tuberculosis (TB) Services Policy (SUDRS0219)
- Admission Preference and Interim Services Policy (SUDRS0214)
- Admission Preference and Interim Services Procedure (SUDRS0214-1)

Reference(s)

- CCR, Title 9, Section 10567(b)
- Code of Federal Regulation, Title 45, Part 96, Sections 96.121 and 96.127