

# Episode of Care and Course of Treatment Derivation Rules

2023-24

OFFICIAL

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## About this document

This document describes the closed Episode of Care (EOC) and Course of Treatment (COT) derivation rules for 2023-24. These rules are used by the department to determine how EOC and COT are attributed for state-funded service events delivered by alcohol and other drug (AOD) treatment service providers.

The EOC or COT is the funding unit for non-recommissioned state funded AOD services, primarily youth and Aboriginal non-residential treatment services. State funded residential and recommissioned services use the Drug Treatment Activity Unit (DTAU). A separate document has been produced to describe how funding units are counted for these services.

An activity will only be allocated EOC or COT if it is reported with the correct service stream code and funding source code combination. A list of the code combinations is included at **Appendix A**.

Refer to Part 2 and 3 of the [Victorian alcohol and other drug \(AOD\) indirect support trial - guidelines](https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines) <<https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines>> for information about the specifications of each program and service.

For information about Indirect AOD support refer to [Victorian alcohol and other drug \(AOD\) indirect support trial - guidelines](https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines) <<https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines>>.

## Forensic client definition

Refer to the [Forensic AOD Client Definition Policy 2022-23](https://www.health.vic.gov.au/aod-treatment-services/forensic-services) <<https://www.health.vic.gov.au/aod-treatment-services/forensic-services>>.

Services delivered to forensic clients will contribute towards the service provider's forensic performance targets.

## Defining characteristics of a forensic AOD client

Forensic clients are people who access AOD treatment as a result of their contact with the criminal justice system. Most forensic clients are mandated to attend treatment as a condition of their order or diversion. However, some are referred voluntarily via 'Other Diversion' pathways.

The department considers a forensic client as having one or more of the following defining characteristics:

- Client has judicial direction to undertake assessment/treatment
- Clients assigned a Justice Case Manager
- Clients receiving treatment as a diversion from the criminal justice system
- Clients with an ACSO COATS identifier code / in Penelope / has a TCA and/or
- Clients with current or future matters (i.e. court date pending, rather than past involvement) in the criminal justice system

## Accepted forensic client types

### 1. ACSO COATS clients

The Australian Community Support Organisation's (ACSO) Community Offenders Advice and Treatment Service (COATS) undertakes the majority of forensic intake and assessment services for forensic clients.

The following client types assessed by ACSO meet the department's definition for a forensic client:

- Clients on Community Corrections Orders (CCO), including those on a combined CCO/imprisonment order, and those on parole
- Step Out program participants and
- Family Drug Treatment Court program participants

## 2. Youth Justice referral clients

Clients on Youth Justice Community Based Orders meet the department's definition for a forensic client.

## 3. 'Other Diversion' referral clients

Catchment-based intake services provide intake, assessment and brief intervention services for voluntary diversion clients. These clients are voluntary as they are not mandated to attend AOD treatment.

'Other Diversion' clients will meet the department's definition for forensic client if they:

- A.** are not on an existing Justice order or caution; AND
- B.** meet one or more of the following diversion referral types:
  - Koori Court
  - Magistrates Court, including Drug Court, Court Integrated Services Program (CISP), CISP Remand Outreach Program (CROP), Court Referral and Evaluation for Drug Intervention and Treatment (CREDIT) and Bail Support Program, Neighbourhood Justice Centre, Assessment and Referral Court (ARC) List and First Offender's Court Intervention Service (FOCiS)
  - County Court
  - Family Court
  - Drink and Drug Driver programs
  - Child Protection Services
  - Referral from Custodial Health Alcohol and Drug Nurse
  - Referral from solicitor
  - Referral from Victoria Police, including Drug Diversion Assessment Line (DDAL) and the Cannabis Cautioning Program
  - Referral from Salvation Army Chaplain
  - Self-referral, only in cases where the client meets the defining characteristics for a forensic AOD client as stated in this policy

## Excluded clients

The following clients do not meet the definition for a forensic client:

- Clients with a Family Reunification Order
- Clients with an Intervention Order

## Reporting forensic service delivery in the VADC

The department identifies forensic activity where the service event is reported with Referral 'IN' (see 5.7.2 Referral – direction in the *VADC Data Specification 2023-24*) & the client's ACSO identifier code (see 5.7.1 Referral—ACSO identifier – N(7) in the *VADC Data Specification 2023-24*) or where a specific funding source code is reported.

Refer to Part 2E - Note on reporting requirements for forensic EOC activity.

## Part 1: Course of Treatment (COT)

A COT is allocated for all error free service events that meet the following criteria:

### A. Service events funded using the COT funding unit

This rule is used for service events that are only funded using the COT funding unit. These events are those with a funding source code and service event code combination that is marked with “C” in the *Service event funding sources and funding units* table (see Appendix A).

If funding source and service event combination intersect at:	AND	If at least one contact has a relationship to client:	AND	If at least one contact has a duration of	THEN	COT
“C”  <b>Note:</b> excludes funding source codes 500 – <i>Commonwealth (non-PHN)</i> and 502 – 507 <i>Commonwealth PHN</i> as the above rule only applies to state funded services.		0 – self (person of concern) 1 – spouse/partner 2 – parent/stepparent 3 – child/stepchild 4 – sibling 5 – friend/neighbour		> 0 mins		1

## Part 2: Episode of Care (EOC)

An EOC is allocated for all error free and closed service events that meet the following criteria:

### A. Service events funded using EOC funding unit

This rule is used for service events that are only funded using the EOC funding unit. These events are those with a funding source code and service event code combination that is marked with “E” and “E[S]” in the *Service event funding sources and funding units* table (see Appendix A).

If funding source and service event combination intersect at:	AND	If at least one contact has a relationship to client:	AND	If at least one contact has a duration of	THEN	EOC
“E”, or “E[S]”  <b>Note:</b> excludes service stream code 85 – Indirect AOD support, funding source codes 500 – <i>Commonwealth (non-PHN)</i> and 502 – 507 <i>Commonwealth PHN</i> as the above rule only applies to state funded services.		0 – self (person of concern) 1 – spouse/partner 2 – parent/stepparent 3 – child/stepchild 4 – sibling 5 – friend/neighbour		> 0 mins		1

## B. Significant goal achieved criteria for EOC funding unit

An EOC is allocated to all service events that meet the criteria described in Part 2A and the following:

If funding source and service event code combination intersect at:	AND	If significant goal achieved is:	THEN	EOC:
"E"		-		1
"E[S]"		1 - client achieved a significant goal		1

**Note:** The block funding codes are only applicable to agencies who have been notified in writing to use the block funding codes e.g. via the funded activity letter.

## C. Certain youth service events funded using EOC

This rule is used for certain youth alcohol and other drug treatment services that are EOC funded but are unable to be reported using the above rule in Part 2: A or B. Note: These EOC funded activity are not shown in *Service event funding sources and funding units* table (Appendix A).

If funding source:	AND	If service stream:	AND	If target population:	THEN	EOC:
100 – General;		11 – Non-residential withdrawal; OR 20 – Counselling		6 - Youth		1
102 – Drug Diversion Appointment Line		20 - Counselling		6 - Youth		1

## D. Indirect AOD support

This rule is used for Indirect AOD support service events that are EOC funded but are unable to be reported using the above rule in Part 2: A or B or Part C. Refer to [Victorian alcohol and other drug \(AOD\) indirect support trial - guidelines <https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines>](https://www.health.vic.gov.au/aod-service-standards-guidelines/alcohol-and-other-drug-program-guidelines)

If funding source:	AND	If service stream:	THEN	EOC:
2 – EOC block funded		85 – Indirect AOD support		0.04

## E. Note on reporting requirements for forensic EOC activity

Where funding letters stipulate forensic targets, EOC activity will be counted toward a forensic target when the following reporting requirements are met. Note: Forensic EOC activity does not attract an additional percentage weighting for Indirect AOD support (service stream code 85).

If EOC:	AND	If referral direction:	AND	If Referral—ACSO identifier:
Meets the rules in Part 2: A or B		1 – referral in		Not null or 9999999

## Obtaining an ACSO identifier code

### ACSO COATS clients

Clients that are assessed by ACSO COATS and referred to a service provider for treatment will have an existing service file and ACSO identifier code in Penelope – ACSO's client management software.

### Youth Justice clients

Youth Justice Case managers may refer clients on a Youth Justice Community Based Order in one of two ways: to ACSO COATS, or directly to a service provider for intake and assessment. Service providers are required to notify ACSO COATS using the Youth Justice Referral Form (<http://coats.acso.org.au/forms-referrals/youth-justice-referral-form/>) when they are referred a Youth Justice client for treatment. This will create a service file and ACSO identifier code for the client in Penelope.

### 'Other Diversion' referral clients

If the client is not referred by ACSO COATS (i.e. is an 'Other Diversion' referral), the service provider will need to apply to ACSO COATS to have a service file and identifier code created. For information about obtaining an ACSO identifier code for [Diversions referrals <http://coats.acso.org.au/forms-referrals/diversion-referral-form/>](http://coats.acso.org.au/forms-referrals/diversion-referral-form/).

## Part 3: Commonwealth and PHN funded activities

Funding source code 500 – Commonwealth (non – PHN) and 502-507 – Commonwealth PHN funded activities does not contribute to Victorian Department of Health performance but may be included in information provided to the Commonwealth, for example the annual alcohol and other drug treatment services national minimum data set (AoDTS NMDS) submission.

## EOC and COT Derivation Rules 2023-24 – Change log

	Detail of change	Date
1	<b>New service stream activity</b> - Indirect AOD support (service stream code 85) and funding source 2 EOC block funded will be counted as a EOC funded activity.	1 July 2023
2	<b>Forensic weighting</b> – Indirect AOD support service events does not attract forensic weighting.	1 July 2023
3	<b>New AOD guideline reference</b> – For information about Indirect AOD support refer to Victorian alcohol and other drug (AOD) indirect support trial – guidelines	1 July 2023
4	<b>Forensic client definition policy for 2022-23</b> – This is no longer applicable and has been removed.	1 July 2023

## Appendix A – Service event funding sources and funding units (VADC Specifications 2023-24)

Funding Source code																			
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counselling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support
0 –Not funded	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
1- Block funded - funding unit unspecified	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2- EOC Block funded		E[S]	E[S]	E					E[S]	E[S]			E						E
3- DTAU Block funded	D	D[L]	D[L]			D	D		D				D	D					D
100-Vic State Gov – General	D	D[L]	D[L]		E[S]	D	D		D	E[S]		C	D	D	E[S]	E[S]		E[S]	
102-Vic State Gov- Drug Diversion Appointment Line (DDAL)			D	D									D						
103-Vic State Gov-Aboriginal Metro Ice Partnership			E[S]						E[S]										
104-Vic State Gov- Pharmacotherapy Outreach			E[S]							E[S]									

Funding Source code																			
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counselling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support
105-Vic State Gov-Specialist Pharmacotherapy Program			E[S]																
106-Vic State Gov-Slow Stream Pharmacotherapy						D		D											
107-Vic State Gov-ACCHO Services-Drug Services			E[S]	E					E[S]	E[S]			E						
108-Vic State Gov-ACCHO-AOD Nurse Program		E[S]	E[S]	E					E[S]	E[S]			E						
109-Vic State Gov-Low Risk Offender Program				D															
111-Vic State Gov-Residential dual diagnosis						D		D											
112-Vic State Gov-8 hour individual offender			D																
113-Vic State Gov -15 hour individual offender			D																
114-Vic State Gov -24 hour group offender			D																



Funding Source code																				
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counselling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support	
115-Vic State Gov -42 hour group offender			D																	
116-Vic State Gov-Small Rural Health funding		D[L]	D[L]	D			D		D	E[S]	D		D			E[S]				
117-Vic State Gov-Sub-acute withdrawal	D							D												
118-Vic State Gov-Three-stage withdrawal stabilisation program	D							D												
119-Vic State Gov-Mother/baby withdrawal program	D							D												
120-Vic State Gov-Youth-specific facility withdrawal	D							D			D									
121-Vic State Gov-Residential Withdrawal (general)	D							D												
123-Vic State Gov-6-week rehabilitation program						D		D												
125-Vic State Gov-Family beds program						D		D												

Funding Source code																			
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counseling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support
126-Vic State Gov-Youth-specific facility rehabilitation						D		D			D								
127-Vic State Gov-Aboriginal-specific facility rehabilitation						D		D			D								
128-Vic State Gov-Residential Rehabilitation (general)						D		D											
129-Vic State Gov-Stabilisation model						D		D											
130-Vic State Gov-Bridging support- Post-residential withdrawal											D								
131-Vic State Gov-Bridging support- Post-residential rehabilitation											D								
132-Vic State Gov-Bridging support -intake											D								
133-Vic State Gov-Bridging support- assessment											D								

Funding Source code																			
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counselling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support
134-Vic State Gov-Brief intervention- intake				D															
135-Vic State Gov-Brief intervention- assessment				D															
136-Vic State Gov-Brief intervention-counselling				D															
137- Vic State Youth specific Community treatment		E[S]	E[S]																
500-Commonwealth (non PHN)	E[S]	NA	E[S]	NA	NA	E[S]	NA	NA	NA	E[S]	NA	NA	NA	NA	NA	NA	NA	E[S]	NA
502- PHN North Western Melbourne		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			
503- PHN Eastern Melbourne		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			
504- PHN South Eastern Melbourne		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			
505- PHN Gippsland		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			

Funding Source code																			
	10- Residential Withdrawal	11-Non-Residential Withdrawal	20-Counseling	21-Brief Intervention	22-Ante & Post Natal Support	30-Residential Rehabilitation	31-Therapeutic Day Rehabilitation	33 – Residential pre-admission engagement	50-Care & Recovery Coordination	51-Outreach	52-Bridging Support	60-Client education	71-Comprehensive assessment	80-Intake	81-Outdoor Therapy (Youth)	82-Day Program (Youth)	83-Follow up	84-Supported Accommodation	85-Indirect AOD Support
506-PHN Murray		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			
507- PHN Western Victoria		PE[S]	PE[S]	PE			PE[S]		PE[S]	PE[S]		PE	PE		PE[S]	PE[S]			
999-Unknown	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

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