Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Mental Health and Addiction
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Anne Waltermann Murphy, Secretary

"People helping people help themselves"

November 24, 2009

To: Indiana ATR Providers

From: Eric Scott, Program Director
Indiana Access to Recovery

Re: Memo 028 – Transportation Certification for Recovery Consultation Agencies

To respond to calls for more accessible transportation, IN ATR has decided to open up transportation certification, including bus/van/cab-ticketed and agency vehicle transportation, to all Recovery Consultation agencies. Recovery Consultants will receive an email with the application for Transportation and will have the option of going through an expedited certification process. This will not require agencies that are only providing RC services to become dual agencies. The following language has been added to the Recovery Consultation service definition in Appendix B:

- Transportation Agency Vehicle will only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to remain in compliance with ATR policy. No other RC services can be billed at the time of agency vehicle transportation service provision. Additionally, RCs cannot bill for transportation when the client is not present and this service should only be billed when a client is in need of transportation to fulfill recovery goals outlined in their IRP.

- Transportation Bus/Van/Cab – ticketed/billed can only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to remain in compliance with ATR policy. This service is reimbursed to the RC agency at a rate of $1.10 for each dollar spent to purchase the ticket, token or pass. The additional 10% is intended to cover administration of this service. No other RC services can be billed for the time required to distribute bus passes to clients. For each contact log entry/encounter billed, there must be a receipt present in the client file.

As you will notice, the ATR rate sheet specifies that this service will not fall under the RC client cap of $1000. Clients can use this service as needed to remove barriers to their recovery as long as this and all other services reimbursed by ATR do not exceed the overall client cap. Please contact Esther Lewis (Esther.Lewis@fssa.in.gov or 317-232-7857) if you have questions about this policy change.

Thank you,

Eric Scott
Program Director
Indiana Access to Recovery, Division of Mental Health and Addiction

Cc: Diana Williams

CLIENT CENTERED AND RECOVERY FOCUSED

Indiana Access to Recovery (ATR) – Recovery Consultation Services Rate Sheet

The reimbursement rates for each of the services available through Indiana Access to Recovery are listed below. These rates are subject to change. ***No change will be retroactive.***

Modality or Service Type	Cost Per Unit	Unit	Maximum Cost per Client	Maximum combined expenditure
RC - Intake Interview	$12.00	¼ hour	$1,000.00	$3,000.00
RC - Follow Up Interview	$16.00			
RC - Discharge Interview	$14.00			
RC - Pre-Follow Up Personal Contact	$14.00			
RC - Post-Follow Up Personal Contact	$14.00			
RC - Administration	$7.00			
RC - Follow-up Client Incentives	$1.00	$1.00	$20.00	
RC - Follow-up Provider Incentives – 85%	$20.00	$20.00	$20.00	
RC - Emergency Relapse Prevention	1:1	$1.00	$500.00	
RC - Intake Screen (Is only used when clients do not qualify for ATR)	$20.00	$20.00	$20.00	
Transportation Agency Vehicle	$1.21	Mile	n/a	
Bus/Van/Cab - ticketed/billed	Less than $6 per trip	Actual Expense +10%	n/a	

RECOVERY CONSULTATION

Organizations providing Recovery Consultation are expected to assure that clients under their care both comply with all aspects of Indiana ATR and receive the highest quality services from Indiana ATR. Additionally, Recovery Consultation shall include:

1. Administration of the federally mandated GPRA-I, GPRA-F, and if needed GPRA-D.
2. Administration of the state mandated ANSA (when available)
3. Eligibility Screening
4. Development of Individual Recovery Plan for each client
5. Telephone contact with every client, every 1-2 weeks
6. In person contact with every client, every 3-6 weeks
7. Referral to providers (both ATR and non-ATR) who are able to assist the client in gaining and maintaining a recovery centered life.
8. Activation of all Client Services Vouchers
9. Collection of Client Satisfaction data, every 3-6 weeks
10. Temporary funding for Emergency Relapse Prevention goods/services

Indiana Access to Recovery is a supplemental voucher program. The funds accessed by the client through ATR are intended to help clients begin a recovery oriented life, or to overcome a period of relapse, but are insufficient to provide for all of the needs of a recovering individual.

During the clients' participation with Indiana Access to Recovery, total expenditures for recovery consultation should not exceed $1,000.00 and all services ATR funds on behalf of an individual client should not exceed the maximum combined expenditures as listed and updated in periodic memos from the Indiana Access to Recovery state office.

Recovery Consultants must assure that Indiana ATR funds are only spent on service(s) that clients have requested of their own choice and that those services are directly linked by the client to the client's individual recovery and sobriety. Additionally, ATR Vouchers will only pay for Recovery Consultation in support of the individual client's recovery activities as listed in their individual recovery plan. Each voucher category must only be used as outlined on the following page.

- Intake Interview should be used to bill for the time spent with the client present completing the intake interview and necessary paperwork. Acceptable activities include completing required paperwork and GPRA interview. Intake interview should not be used for ineligible clients or gambling assessments.
- Follow-up Interview should be used to bill for the time spent with the client present completing the GPRA follow-up interview. Acceptable activities include completing necessary paperwork and GPRA interview. Follow-up interview should not be used for time spent attempting to contact client or administrative follow-ups.
- Discharge Interview should be used to bill for the time spent with the client present completing the GPRA discharge interview. Acceptable activities include completing GPRA discharge interview and discussing post-ATR recovery strategies. Discharge interview should not be used for time spent attempting to contact client or administrative discharges.
- Pre-follow-up personal contact should be used to bill for time spent with the client present discussing the IRP and tracking a client's progress in the ATR program in the time between GPRA Intake Interview and the GPRA Follow-up Interview. It is not acceptable to bill for personal contact for tasks completed when the client is not present. Personal contact is required once every six and can be billed up to once every three weeks.
- Post-follow-up personal contact should be used to bill for time spent with the client present discussing the IRP and tracking a client's progress in the ATR program in the time after the GPRA Follow-up Interview. It is not acceptable to bill for personal contact for tasks completed when the client is not present. Personal contact after completion of the GPRA follow-up interview can occur once every month or two.
- Administration should be used to bill for time spent performing activities included in a client's IRP when the client is not present. Acceptable activities include contacting providers or other agencies/individuals listed on a client's Release of Information to coordinate services, data entry related to the three required GPRA interviews, ANSA-related activities, time spent completing or attempting to complete electronic contacts with a client, and other services performed at the client's request. Cannot be used for travel time/expenses or time spent waiting for a client that is either late or does not show up for an appointment. A running log should be maintained for administrative activities and two substantive sentences should be recorded for each separate activity (including the date the activity was completed and how much time was spent on the activity.) Administrative time can only be billed in conjunction with (i.e. at the time of) a successful personal contact or GPRA interview.
- Intake Screen may only be used to bill for data collection on clients that do not qualify for IN ATR. Only one unit of intake screen can be billed for each negative screen client.
- Follow-up client incentive may only be billed if the client was provided a non-cash incentive, which cannot exceed $20 in value. A copy of the receipt for the purchase of the incentive must be in the file.
- Follow-up Provider incentive may only be billed once for each GPRA Follow-up if the RC has a GPRA Follow-up rate greater than 85% at the time the GPRA Follow-up is completed.
- Emergency Relapse Prevention may be reimbursed to an agency when approved services (translation services, transportation) are provided (a receipt is required.) The RC agency is reimbursed $1 for every $1 spent on the specific item provided.
- Transportation Agency Vehicle can only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to

remain in compliance with ATR policy. No other RC services can be billed at the time of agency vehicle transportation service provision. Additionally, RCs cannot bill for transportation when the client is not present and this service should only be billed when a client is in need of transportation to fulfill recovery goals outlined in their IRP.

- Transportation Bus/Van/Cab – ticketed/billed can only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to remain in compliance with ATR policy. This service is reimbursed to the RC agency at a rate of $1.10 for each dollar spent to purchase the ticket, token or pass. The additional 10% is intended to cover administration of this service. No other RC services can be billed for the time required to distribute bus passes to clients. For each contact log entry/encounter billed, there must be a receipt present in the client file.

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RC - Follow-up Provider Incentives – 85%	$20.00	$20.00	$20.00	
RC - Emergency Relapse Prevention	1:1	$1.00	$500.00	
RC - Intake Screen (Is only used when clients do not qualify for ATR)	$20.00	Negative Screen	$20.00	
Transportation Agency Vehicle	$1.21	Mile	n/a	
Bus/Van/Cab - ticketed/billed	Less than $6 per trip	Actual Expense +10%	n/a	