

**MACOMB COUNTY OFFICE OF SUBSTANCE ABUSE
RECOVERY HOME SERVICES**

I. POLICY

It is the intent of this policy to outline the process for individuals who are eligible for Macomb County Office of Substance Abuse (MCOSA) funding to receive recovery housing services. The goal of providing recovery housing services is to provide a supportive recovery environment in order to help reduce the incidence of drug and alcohol use disorders, prevent relapse, and support individuals in their recovery.

II. PROCEDURES

A. Eligibility Screening Requirements

1. Individual meets the criteria for MCOSA funding (income, residency, and substance use disorder diagnosis).
2. Individual is actively engaged in MCOSA funded services.
3. Individual is in need of a highly structured and monitored living environment where recovery support is available.
4. Individual has experienced a history of unsuccessful recovery attempts, which have resulted in a return to chronic use.
5. Individual has significant negative factors in the areas of family, social, work, or environment that places him/her at-risk for relapse without a structured living environment.
6. Individual is in the action stage of change and motivated to continue treatment and work with other community resources as needed (ie: peer recovery coach, MRS, DHHS, etc).

B. Admission Requirements

The following admission criteria pertain to recovery homes:

1. Individual has completed or does not need medical or sub-acute detoxification.
2. Individual has successfully completed residential treatment, as applicable.
3. Individual does not present with a severe medical or psychiatric condition that would interfere in his/her ability to function in a recovery home environment.
4. Individual adheres to the requirement of attending an appropriate MCOSA funded treatment service while residing in the Recovery Home.
5. Individual demonstrates active motivation for recovery and a desire to work towards self-sufficiency.
6. Individual is able to independently care of daily living needs.
7. Individual is able and willing to actively seek employment and/or other means to become financially able to support self.

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C. Recovery Housing Placement

1. Treatment Provider will submit a Change of Level of Care Request Form for recovery housing with a signed release to the Access Management System (AMS) via the FOCUS system.
2. AMS staff member will review the request and make a recommendation for recovery house placement based on the admission requirements and availability.
3. AMS staff member will communicate the placement decision to the referring Treatment Provider, who will assist client in arranging admission to the approved recovery home.
4. Recovery Home Provider will inform AMS on a regular basis (at least weekly) of bed availability.

D. Recovery House Admission Procedure

1. Recovery Home Provider will complete the MCOSA admission packet with the client.
2. Recovery Home Provider will complete the FOCUS Registry and Authorization request within three days of client entering services.
3. Recovery Home Provider will ensure a signed Release of Information is completed for each client and submit copy to AMS within FOCUS with the Registry request.
4. Recovery Home Provider will assist the client in developing an individualized recovery plan, or if currently receiving Peer Services, obtain a copy of the plan.

E. Continued Stay Requests

1. If a client is still in need of recovery home services after sixty days and not able to independently secure financial resources to pay for housing due to extraordinary circumstances, the Recovery Home Provider may request a reauthorization for continued stay through AMS, seven (7) days prior to the expiration date of the initial authorization, via the FOCUS system.
2. Eligibility for continued stay requires demonstration that client is making progress towards recovery goals, is participating in a MCOSA treatment program and is actively involved in the recovery process, as well as an explanation of the need for additional length of stay.
3. Recovery home completes the FOCUS Authorization request form, attaches the completed MCOSA Recovery Home Continued Stay Criteria form, and submits request in FOCUS.
4. If the criteria for continued authorization is met, the AMS will approve up to an additional thirty (30) days of service, with a client copay rate

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of 50% of the contracted rate. The Recovery Home Provider will complete the MCOSA Recovery Home Fee Agreement Form, obtain the client signature acknowledging agreement of the fee, retain the agreement as part of the client file and provide the client with a copy of the agreement.

5. If continued stay is approved by AMS and the Recovery Home Provider deems that the client is not able to pay the copay amount, then documentation by the Recovery Home Provider to request a fee waiver must be submitted to MCOSA for approval and kept on file, prior to the reauthorization/continued stay date. If approved by MCOSA, the Provider must then enter a new FOCUS SUD Self Pay policy to reflect 0% copay for the additional 30 days.

F. Recovery Home Discharge Procedures

1. After the client's last day of MCOSA service, complete the FOCUS Discharge record. Information entered should reflect the client's status on the last day of MCOSA services.
2. Discharge information needs to be entered into the FOCUS system as soon as possible after the last day of service, but no later than 7 days after discharge from the program/MCOSA funding.

G. Reporting Requirements

1. Recovery Home Provider shall submit their bill to MCOSA by the 10th of every month via the FOCUS system.
2. Quarterly data on specific Performance Indicators are required, including data on access, efficiency, client deaths and outcomes, along with monthly data related to program capacity, waiting list information, client no-show tally and client satisfaction results.

H. MCOSA Reviews

1. Recovery Home Provider will receive regular on-site Quality Assurance Reviews and Annual Contract Compliance Audits.
2. The Recovery Home Provider agrees to maintain Quality audit scores above 85% or be subject to a corrective action, up to and including termination of contract.
3. Provider will receive on-site Environmental Inspection at least annually.
4. Recovery Home Providers will receive a MCOSA Billing Verification Audit at least annually.

I. Records

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The Recovery Home Provider will maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this agreement, as required.

1. A sign-in registry for each billable date of service will be kept separately for each client served.
2. MCOSA Admission and Discharge forms will be completed within 24 hours of action in the FOCUS system.
3. MCOSA Fee Agreement form will be kept on file for requests for authorization extensions/reauthorizations.
4. All client specific information will be kept in a secure location and the Recovery Home Provider will adhere to confidentiality requirements.
5. Consent forms will be obtained before sharing client information with outside entities.