



Subject: Substance Use Services	Procedure: SUD Health Homes	
Last Updated: 4/3/2025	Owner: MCCMH SUD Division	Pages: 5

I. PURPOSE

To provide procedural and operational guidance to contract providers on the documentation requirements for Substance Use Disorder Health Homes.

II. DEFINITIONS

American Society of Addiction Medicine (ASAM) Criteria:

A comprehensive set of standards for placement, continued service, and transfer of persons served with addiction and cooccurring conditions. A multidimensional assessment that considers the person’s biomedical, psychological, and social needs.

Medical Necessity:

Determination that a specific service is medically (clinically) appropriate; necessary to meet needs; consistent with the person’s diagnosis, symptomatology, and functional impairments; is the most cost-effective option in the least restrictive environment; and is consistent with clinical standards of care.

Opioid Treatment Program (OTP):

An accredited treatment program with SAMHSA certification and Drug Enforcement Administration (DEA) registration to administer and dispense opioid agonist medications that are approved by the Food and Drug Administration (FDA) to treat opioid addiction. OTPs provide medical, counseling, vocational, educational, and treatment services as identified in the Individualized Treatment Plan.

Substance Use Disorder (SUD):

A treatable mental disorder that affects a person’s brain and behavior, leading to their inability to control their use of substances like legal and illegal drugs, alcohol, or medications.

SUD Health Home:

A model of care coordination utilizing a wraparound team consisting of a peer recovery coach/community health worker, a nurse care manager, and a behavioral health specialist designed to help persons served with an alcohol use disorder, a stimulant use disorder, and/or an opioid use disorder navigate the broader healthcare landscape to address their needs in the areas of physical health, behavioral health, and social determinants of health.

Office Based Opioid Treatment Provider (OBOT):

The treatment of opioid use disorders in the clinical setting by a qualified provider who prescribes buprenorphine or buprenorphine-naloxone medications. Opioid use disorder is considered a chronic condition, and the management of this disorder is incorporated into the general care of the beneficiary.

III. PROCEDURE

- A. When a person served engages with outpatient services at a contracted Opioid Treatment Program (OTP) that is also Substance Use Disorder Health Home (SUDHH) provider, the provider initiates the SUDHH program enrollment and authorization process.
 1. The provider verifies Macomb County residency, Medicaid status, qualifying diagnosis, and at least one required chronic condition risk factor prior to completing SUDHH orientation and intake with the person served.
 2. The person served and the provider complete the SUDHH consent to treat, MDHHS – 5515 Consent to Share Behavioral Health Information, and a social determinants of health screening in full during the SUDHH intake encounter. This first service must occur in person.
 3. The provider then must login into the Waiver Support Application (WSA) through the MiLogin Portal, locate the person served within the application, upload the consent to treatment and MDHHS 5515, and submit the SUDHH enrollment recommendation to MCCMH-SUD. This must occur within seven (7) days of the intake appointment, or before the next SUDHH encounter, whichever is sooner.
 4. The MCCMH Substance Use Disorder (MCCMH -SUD) Division reviews the SUDHH enrollment request through the WSA by verifying the enrollment documentation for completeness, verifying Medicaid and residency status.
 - a) If all documentation and eligibility requirements are met, MCCMH-SUD approves the enrollment.
 - b) Any requirements that are not met results in MCCMH-SUD sending the recommendation back to the provider along with detailed information on required changes.
 5. MCCMH-SUD then adds an OHH-OTP FOCUS registry assigned to the SUDHH provider.
 6. Provider is then required to enter the OHH Insurance policy, OHH OTP Registry admission layer, and SUDHH authorization.

- a) The admission date, OHH Insurance Policy start date, and SUDHH authorization start date must all match the date contained on the SUDHH consent to treat document signed by the person served.
 - b) The authorization entered by the provider has a length of one (1) year, consisting of the approved CPT codes outlined in the provider contract.
- B. Individuals wishing to receive SUDHH services with a contracted Office Based Opioid Treatment (OBOT) provider that is a Substance Use Health Home (SUDHH) provider would initiate the process by directly contacting the provider of choice. The provider can also initiate services through identifying eligible persons served already receiving services at their locations.
1. The provider verifies Macomb County residency, Medicaid status, qualifying diagnosis, and at least one required chronic condition risk factor prior to completing SUDHH orientation and intake with the person served.
 2. The person served and the provider complete the SUDHH consent to treat, MDHHS – 5515 Consent to Share Behavioral Health Information, MCCMH-SUD Request to Open in FOCUS form, and a social determinants of health screening, in full during the SUDHH intake encounter. This first service must occur in person.
 3. The provider must locate the person served in the Waiver Support Application (WSA) accessible through MiLogin website and upload the consent to treatment and MDHHS-5515 to submit the recommendation for enrollment. The Request to Open in FOCUS form must be sent to “SUD Release” via FOCUS mail. This must all occur within seven (7) days of the intake date.
 4. MCO reviews the Request to Open in FOCUS form and grants access to the SUDHH provider.
 5. MCCMH-SUD reviews the SUDHH enrollment request through the WSA by verifying the enrollment documentation for completeness, verifying Medicaid and residency status.
 - a) If all documentation and eligibility requirements are met, MCCMH-SUD approves the enrollment.
 - b) Any requirements that are not met results in MCCMH-SUD sending the recommendation back to the provider along with detailed information on required changes.
 6. The provider locates in person served in FOCUS and enters the SUD admission, SUDHH authorization, and OHH Insurance policy, all of which has a start date that matches the consent to treat signature date.

7. The authorization entered by the provider has a length of one (1) year, consisting of the approved CPT codes outlined in the provider contract.

IV. REFERENCES

The ASAM Criteria: Treatment Criteria for Addictive, Substance-Related, and Co-occurring Conditions, Fourth Edition, Volume 1

V. RELATED POLICIES

- A. MCCMH MCO Policy 11-001, “Substance Abuse Provider Manual”
- B. MCCMH MCO Policy 12-004, “Service Authorizations”

VI. EXHIBITS

None.

Annual Review Attestation/Revision History:

Revision #:	Revision/Review Date:	Revision Summary:	Reviewer/Reviser:
1	2/19/2025	Creation of Procedure	MCCMH SUD Division
2	05/05/2025	Implementation of Procedure	MCCMH SUD Division