



MACOMB COUNTY

COMMUNITY MENTAL HEALTH

Subject: Utilization Management	Procedure: Authorizations for SUD Recovery Housing	
Last Updated: 11/20/2025	Owner: Managed Care Operations	Pages: 4

I. PURPOSE

To provide procedural and operational guidance to contract providers on the documentation requirements for authorizations of outpatient care of substance use disorders.

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.

ASAM Continuum:

An electronic assessment tool that allows clinicians, counselors, and other staff to leverage a computerized clinical decision support system (CDSS) to assess individuals with addictive substance use disorders and co-occurring conditions.

Block Grant Funding:

Persons served without Medicaid and with limited financial resources may qualify to have fees for substance use treatment subsidized through Block Grant (Community Grant or PA2) funding. Eligibility includes, but is not limited to, income eligibility requirements based on the current MCCMH-SUD sliding fee scale and a lack of third-party substance use coverage or having exhausted their third-party benefits.

Recovery Housing:

A recovery support service provided in a living environment that supports people that are initiating and sustaining recovery from substance use.

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.

III. PROCEDURE

- A. When a person served is actively engaged in substance use disorder (SUD) treatment with a MCCMH contracted SUD provider, whether residential or community-based,

and the person indicates that their current housing situation is not safe or stable, the provider shall utilize the MCCMH-SUD Recovery Home Eligibility Flow Chart to determine if the person served is appropriate and eligible for recovery housing.

B. If the SUD provider determines that the person served is eligible for MCCMH-SUD funding of recovery housing, the SUD provider shall:

1. Ensure that the person served agrees to actively engage in substance use treatment services and assist them in coordinating an aftercare plan as needed.
2. If seeking MCCMH-SUD funding for recovery housing, the provider will submit a Change in Level of Care (CLOC) form to the MCCMH Managed Care Operations (MCO) department in the FOCUS electronic medical record (EMR). The CLOC form must include the following:
 - a) Identify the MCCMH contracted recovery home where the person served has requested a referral.
 - a) Identify all medications that the person served is taking and a plan for how those medications will be prescribed.
 - b) Document all current medical and mental health diagnoses. Identify all health-related treatment needs and a plan for how those will be addressed including what provider will assist the person served with their health concerns.
 - c) Provide information as to the aftercare plan:
 - i. If the referral is made by a SUD residential provider, then they must provide a detailed aftercare plan including the identified provider and the appointment date/time.
 - ii. If the referral is made by a community-based outpatient SUD provider, then they will provide the details of their next appointment including the date, time, clinician's name, and location.
 - d) Provide evidence that the person served is in the action stage of change.
 - e) Document the other housing options that were explored with the person served prior to requesting MCCMH-SUD funding for recovery housing.
3. Submission of the CLOC form indicates that it is the clinical determination of the treating SUD provider that the person served meets all eligibility criteria as indicated in the MCCMH-SUD Recovery Home Eligibility Flow Chart.

D. MCO has fourteen (14) calendar days to process these requests.

1. When it is determined that the person served is eligible for MCCMH-SUD funding for recovery housing, the CLOC form is approved in the FOCUS EMR, and an electronic notification is sent to the provider. MCO will notify the recovery home provider chosen by the person served of the funding approval.
2. When it is determined that the person served is not eligible for MCCMH-SUD funding for recovery housing, the CLOC form is denied in the FOCUS EMR, an electronic notification is sent to the SUD provider, and MCO sends a Notice of Adverse Benefit Determination to the person served.
3. Please note: MCO determinations are limited to the eligibility of MCCMH-SUD funding for recovery housing. MCO does not determine if a person served is appropriate for a specific recovery home or facilitate the referrals to specific programs.

E. Once the CLOC form has been processed by MCO in the FOCUS EMR, the provider staff should review the determination in the request.

1. If the person served was approved for MCCMH-SUD funding for recovery housing, the requesting provider shall:
 - a) Assist the person served in contacting the MCCMH contracted recovery home that was previously documented by the requesting provider in the CLOC form to facilitate the referral.
 - b) Secure an intake appointment from the MCCMH contracted recovery home.
 - c) Obtain a release of information for the recovery home that the person served was accepted at.
 - d) Complete all verification of treatment attendance forms for the recovery home.
 - e) The SUD treatment provider must participate in regular communication with the home recovery home and participate in discharge planning.
2. If the person served was denied MCCMH-SUD funding for recovery housing, the provider shall assist the person served in determining other options for housing.

F. The person served must be admitted to the recovery home within five (5) calendar days of the determination or the authorization will be considered null and void.

- G. The recovery home provider must submit the request to open the SUD admission to MCO within forty-eight (48) hours of admission.
- H. When a person served has an unplanned leave of absence from the recovery home for forty-eight (48) hours or more than a new CLOC must be submitted to determine eligibility prior to readmission.
- I. When a person served has a planned or unplanned leave of absence from the recovery home, this will not result in an extension of the authorization time frame.
- J. If the person served requires an authorization extension for continued MCCMH funding for recovery housing beyond the initial authorization period, the recovery home provider must submit this request. SUD treatment provider staff are not able to request extensions for recovery housing.
- K. If a person served is currently approved for MCCMH-SUD funding for recovery housing and seeking to transition from one recovery home to another, then:
 - 1. The treating provider will discuss the reason for the request to transfer homes with the person served.
 - 2. If the request is clinically appropriate, the clinician will submit a new CLOC request to MCO through the FOCUS EMR. The CLOC form must document the MCCMH contracted recovery home where the person served has requested a referral.
 - 3. MCO has fourteen (14) calendar days to process these requests.
 - a) Please note: MCO determinations are limited to the eligibility of MCCMH-SUD funding for recovery housing. MCO does not determine if a person served is appropriate for a specific recovery home or facilitate the referrals to specific programs.
 - 4. The treating provider assists the person served in contacting the new recovery home to schedule an intake.
 - 5. Once the person served transitions to the new home, the previous recovery home provider must early terminate their authorization, and the new recovery home provider submits an authorization request in the FOCUS EMR that is equivalent to the number of days remaining in the previously approved authorization.

IV. REFERENCES

None.

V. RELATED POLICIES

- A. MCCMH MCO Policy 12-004, "Service Authorizations"

VI. EXHIBITS

A. MCCMH-SUD Recovery Home Eligibility Flow Chart

Annual Review Attestation / Revision History:

Revision #:	Revision/Review Date:	Revision Summary:	Reviewer/Reviser:
1	2/19/2025	Creation of Procedure	MCCMH MCO Division
2	4/11/2025	Implementation of Procedure	MCCMH MCO Division
3	11/20/2025	Revision of Procedure	MCCMH MCO Division