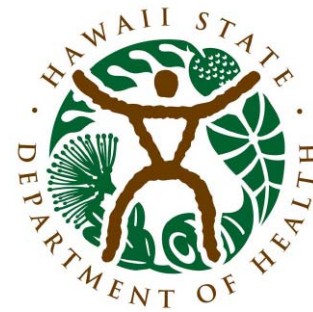
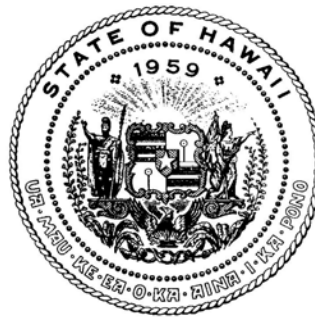


# Exhibit: Recovery Mentoring Requirements

## Peer-to-Peer Support

Bernie Strand



All content provided in the Exhibit Basics training is relevant to the Exhibit: Assessor.

# A. Definition

- Recovery Mentoring assists client in a variety of healthy living areas, such as:
  - Finding safe, appropriate childcare for dependent children in the client's care;
  - Locating and securing long-term appropriate, clean and safe living arrangements where alcohol and other drug use is not likely to be accepted or encouraged;
  - Para-professional guided skill building for activities of daily living; and/or
  - Lay person or peer coaching in the client's chosen religious or cultural community.
- The Recovery Mentoring provider is responsible for receiving ATR Ohana client referrals in the Hawaii Web Infrastructure for Treatment Services ("WITS") electronic voucher management system ("VMS"), securing signed consent for transfer of client information to a variety of recipients, electronically referring clients to the client's choice of other ATR Ohana service providers, transferring appropriate reports to those agencies when authorized by written consent by the client, and assuring clients are effectively linked to their choice of services and programs.

- Recovery Mentoring's purposes are:
- 1. To develop and maintain positive collaborative relationships with referral sources and community substance abuse treatment and recovery support services providers in both the ATR Ohana network and with non-ATR Ohana funded provider agencies,
- 2. To facilitate effective linkages between the client and the client's choice of substance abuse treatment and recovery support services once need is identified,
- 3. To assist the client with identifying his/her strengths and needs in recovery,
- 4. To help the client understand and set goals that use the client's strengths and help meet the client's needs for recovery, and
- 5. To help the client take practical steps to meet their goals for recovery.

- Recovery Mentoring providers shall promote five (5) core values:
- Core Value 1. To cultivate self-determination and empowerment,
- Core Value 2. To respect the dignity and worth of every human being,
- Core Value 3. To convey optimism that improvement and recovery are
  - possible and desirable,
- Core Value 4. To acknowledge that every one has the capacity to grow
  - and learn and reinforcing progress, no matter how small, supports recovery, and
- Core Value 5. To respect and appreciate individual, cultural and ethnic
  - differences in clients.

## B. Scope of Service

- The Recovery Mentoring service allows service providers for the Access to Recovery (“ATR Ohana”) Project to assist clients in collaborating with the client’s choice of clinical substance abuse treatment provider, recovery support services, including housing providers, education and employment specialists, or other wellness related activities.
- The Recovery Mentoring provider shall document actions related to the delivery of Recovery Mentoring, including, but not limited to: securing written confirmation that services were initiated by face-to-face session before additional services are provided by telephone or other remote service delivery mechanism, date that services are provided, start and end times, location where services are provided, the purpose for the session, and shall include any further relevant details related to the Recovery Mentoring session in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”).
- The Recovery Mentoring provider shall secure signed consent from the client receiving the service to disclose to ADAD the client’s name and other service related details on log sheets or other documents that verify the signature of the individual who received the Recovery Mentoring service and the details listed above, and that shall be retained by the provider as documentation of service delivery to the client. The Recovery Mentoring provider shall assure that the client effectively receives the Recovery Mentoring service in a timely manner to assure that the client has the maximum practical benefit from the service.

The Recovery Mentoring provider shall create a recovery plan for the Recovery Mentoring service that lists at least one (1) practical goal related to the client's recovery that the client is willing to actively pursue as a result of receiving the Recovery Mentoring service. If the identified goal is achieved, the Recovery Mentoring provider shall update the recovery plan for the Recovery Mentoring service that lists at least one (1) currently active practical goal related to the client's recovery that the client is willing to continue to actively pursue as a result of receiving on-going Recovery Mentoring service.

The Recovery Mentoring service occurs in a one-on-one setting, and is delivered primarily by face-to-face contacts made by Recovery Mentoring provider staff with clients enrolled in ATR Ohana. When Recovery Mentoring service occurs telephonically, the Recovery Mentoring provider shall extensively document the content of the telephone conversation in the WITS VMS to provide evidence that the substance of the telephone conversation contained substantial Recovery Mentoring services to justify billing for the service.

For the purposes of this Memorandum of Understanding (“MOU”), Recovery Mentoring service shall be considered a recovery support service.



# D. Voucher Management System ("VMS") Codes

- The VMS code for Recovery Mentoring services is 7050 sub category (-01). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:
- -01 Recovery Mentoring. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.
- The voucher for -01 Recovery Mentoring shall be initiated by the Recovery Mentoring provider, and shall be capped at forty (40) hours of service in a single period of thirty (30) consecutive days. Vouchers unexpended within the thirty (30) day authorization period shall be automatically released back to the ATR Ohana general fund, and shall be made available for re-assignment to other ATR Ohana clients. Delinquent billing past the closing date of the single authorized voucher shall not be authorized.

# E. Fee Schedule

The minimum unit of billing for -01 Recovery Mentoring shall be one (1) unit, which is thirty (30) consecutive minutes. The maximum number of units that may be billed for -01 Recovery Mentoring in one (1) calendar month of thirty (30) consecutive days shall be eighty (80) units, which is forty (40) hours. -01 Recovery Mentoring shall be funded as shown below:

-01 Recovery Mentoring, one (1) unit, \$7.50

Recovery Mentoring shall include:

1. Accepting the electronic referral of the client in the WITS VMS and creation of the client's service Episode of Care at the Recovery Mentoring agency in WITS.
2. Screening of the client for appropriateness of referral to the provider agency for the services selected by the client.
3. Dissemination of ATR Ohana grant information including grant mandates on free-choice and compliance requirement with the six (6) month GPRA follow up screening.
4. Six (6) month GPRA follow up screening of the client if that has not been completed.
5. Creation of the electronic consent between the Recovery Mentoring provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. Mentoring of the client for a full thirty (30) minutes for each one (1) unit of Recovery Mentoring service claimed for payment.
7. Prompt and timely services delivered to the client for the purposes defined above.
8. Multiple units of service delivered to the client on the same calendar date, but at non-consecutive times during the day shall be considered two (2) separate instances of Recovery Mentoring. Each separate service shall be fully and independently documented in the WITS VMS. For example,

Scenario 1: A client receives mentoring from 8:00 AM to 9:00 AM. This single mentoring service to the client for a total amount of two (2) units shall be documented as one (1) Encounter Note in the WITS VMS.

Scenario 2: A client receives mentoring from 8:00 AM to 8:30 AM and another mentoring service later in the day from 2:00 PM to 2:30 PM. These two (2) separate mentoring services to the same client for a total of two (2) units of services shall be documented as two (2) separate Encounter Notes in the WITS VMS.

9. Electronic referral to WITS user agencies, as selected by the client.
10. Creation of WITS format consent when the client chooses referral to an agency that is not a WITS user provider.
11. Confirmation that the client has completed first contact with other agencies of choice.
12. When authorized by written consent, verbal, electronic or written reports by the Recovery Mentoring provider shall be released to other recovery support system agencies as designated by the client, such as confirmation of attendance at Recovery Mentoring provider groups, activities, or appointments to the authorized treatment facility, probation officer, court official, or other appropriate authority.
13. Creation of one (1) voucher authorization for -01 Recovery Mentoring per client, per thirty (30) consecutive days shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered, predominantly by face-to-face interaction, and during the -01 Recovery Mentoring voucher activation period.
14. The Recovery Mentoring provider shall close the client's episode of care at that agency in the WITS system for ATR Ohana clients who refuse further ATR Ohana services from the Recovery Mentoring provider. When Recovery Mentoring provider is the last ATR Ohana provider working with the client, the WITS system will prompt the provider to further complete that client's Discharge GPRA in WITS.
15. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.