

Section 2: Services

Service Definitions

Listed below are the currently authorized service definitions for ATR Ohana.

ASSESSOR:

The Assessor is the screening, enrollment, assessment, and referral access point for the Access to Recovery (“ATR Ohana”) Project. The Assessor is responsible for receiving referrals from a variety of community agencies and individuals, including client self-referral, screening these individuals to ensure that they meet the eligibility criteria for ATR Ohana enrollment, conducting client enrollment in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”), performing clinical substance abuse assessments and recovery support services needs assessments, assigning level of patient placement criteria and creating the related narrative reports, securing signed consent for transfer of client information to a variety of recipients, electronically referring clients to the client’s choice of service provider in each substance abuse treatment and recovery support service area of need and transferring appropriate reports to those agencies, and assuring clients are effectively linked to their choice of services and programs.

The Assessor’s purposes are:

1. To develop and maintain positive collaborative relationships with their 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 ensure that independent, objective assessments for substance abuse treatment and recovery support services are completed, and
3. To facilitate effective linkages between the client and the client’s choice of substance abuse treatment and recovery support services once need is identified.

CLEAN AND SOBER HOUSING:

Clean and Sober Housing refers to multi-person, non-related individuals sharing a structured living arrangement. Clean and Sober Housing providers shall ensure that there are sufficient rules, screening for appropriateness of level of support, and information provided to their residents to assure that all individuals living in the Clean and Sober Housing situation are in need of Clean and Sober Housing services, are informed of the prohibitions, expectations, terms and conditions of acceptance for residence at the clean and sober home, and that violations of the rules of the clean and sober home are addressed in a manner that best protects the health, wellbeing, safety, and sobriety of other residents of the clean and sober home. The density of population for the home shall not exceed the capacity of the home to legally, safely, sanitarily, and effectively deliver

Clean and Sober Housing services in a personalized, effective manner to all clean and sober home residents.

Clean and Sober Housing providers assist residents by providing general rules for communal living, program content that supports the transition of new residents into the clean and sober living community of the home, promotes development of skills that are likely to promote improved independence from subsidized Clean and Sober Housing funding, and assist individuals with practical assessment of the individual's readiness for independent living beyond the clean and sober home experience.

Clean and Sober Housing is considered a non-clinical recovery support service. Clean and Sober Housing program content shall be customized to each individual resident, shall address critical areas of independent living skills, and shall have sufficient rules and regulations, clearly defined, to assure that all residents of the clean and sober home understand the rules and expectations, and are sufficiently supported toward developing independence throughout their tenancy at the clean and sober home.

The Clean and Sober Housing service's purposes are:

1. To assist homeless individuals with entry into structured clean and sober living arrangements,
2. To promote wellness and recovery of individuals with substance use disorders by providing practical support and structure to individuals through living arrangements that promote clean and sober living and lifestyles,
3. To develop and maintain positive collaborative relationships with referral sources, ATR Ohana Assessors, and other community substance abuse treatment and recovery support services providers in both the ATR Ohana network and with non-ATR Ohana funded provider agencies, and
4. To facilitate wellness and recovery in ATR Ohana clients by effectively addressing the client's needs in appropriate settings with targeted supportive services likely to improve the capacity for the individual to transition into non-subsidized, permanent living arrangements.

GAP SERVICE:

The Gap Service is used as a pay-through to fund a special need identified by the client. It is intended to assist the client in the event of special circumstances. Clients are not automatically entitled to the Gap Service. This service must be pre-authorized in writing by the ATR Ohana Quality Assurance Monitor after consideration of the special circumstances of the request to access the Gap Service and the amount of the need must be confirmed by presence of an original receipt for the exact amount of the Gap Service authorized. Gap Service is intended to fill in the "gap" where need is identified, and where no other ATR Ohana VMS code is available to assist the client by means of

voucher for services. Two (2) examples of possible Gap Service scenarios are listed below:

Scenario 1) A client has a vehicle that would otherwise provide the client with reliable transportation, but the client has a flat tire, with no spare. The Gap Service provider may consider requesting authorization from the ATR Ohana Quality Assurance Monitor to procure a spare tire for the client's vehicle, which will then allow the client to attend treatment, work, or educational appointments.

Scenario 2) A client has an infant child in the custody of the Department of Human Services. The client has otherwise completed all requirements for return of custody of the child, except that the client does not have a car seat sufficiently rated to transport the infant safely. The Gap Service provider may consider requesting authorization from the ATR Ohana Quality Assurance Monitor to procure an infant car seat for the client's vehicle, which will then allow the client to regain custody of the child.

The Gap Service provider must secure electronic signed WITS format consent for transfer of client information when the vendor is informed that the Gap Service is being funded by the ATR Ohana project. The Gap Service claim is paid to the Gap Service provider after the service has already been paid out to the vendor of the service, and the cost of the special need shall be "fronted" by the Gap Service provider. The Gap Service provider shall claim, in addition to the exact amount of the authorized, receipted amount of the Gap Service need, a ten percent (10%) administrative service fee that shall be retained by the Gap Service provider, to compensate the Gap Service provider for identifying and facilitating the client's special need and assuring that the need is met promptly.

The Gap Service's purposes are:

1. To develop and maintain positive collaborative relationships with their referral sources, community substance abuse treatment and recovery support services providers in both the ATR Ohana network and with non-ATR Ohana funded provider agencies, and with local vendors that provide services to meet the special, unanticipated needs of ATR Ohana clients.
2. To facilitate effective linkages between the client and the vendor able to promptly meet the client's special need once the need is identified and Gap Service funds are authorized by the ATR Ohana Quality Assurance Monitor.

OUTPATIENT CLINICAL TREATMENT:

Outpatient Clinical Treatment is a clinical substance abuse treatment level service defined by the American Society of Addictions Medicine (ASAM) patient placement criteria, second edition revised (PPC-2R). Referral of the client to the appropriate level of Outpatient Clinical Treatment service shall be determined by independent assessment conducted by an Access to Recovery ("ATR Ohana") Assessor agency. Clients shall be eligible to participate in the ASAM level of Outpatient Clinical Treatment service

indicated by the conclusions of the ATR Ohana Assessor, which shall be based on self-report and corroborating collateral reports provided to the Assessor staff during the course of the clinical substance abuse assessment. The Addictions Severity Index (ASI) shall be the authorized clinical substance abuse treatment needs assessment instrument for adult ATR Ohana clients and the Adolescent Drug and Alcohol Diagnosis instrument shall be the authorized clinical substance abuse treatment needs assessment for adolescents age twelve (12) to eighteen (18). Clients shall be eligible to participate in a lower intensity ASAM level Outpatient Clinical Treatment service when: 1) no accessible Outpatient Clinical Treatment service is immediately available to the client at the ASAM level assessed as appropriate, or 2) the client refuses to accept referral to the ASAM level of Outpatient Clinical Treatment service assessed as appropriate, but will accept referral to a lesser ASAM level of Outpatient Clinical Treatment service, and the provider of the lower ASAM level of Outpatient Clinical Treatment service determines that the client may reasonably be provided meaningful and effective clinical substance abuse treatment service at the lesser ASAM level of clinical intervention.

The ASAM level services listed below are available to ATR Ohana clients when no alternate method of funding is available to pay for the cost of the OP services.

Adolescents:

Level I – Outpatient Clinical Treatment, which shall be delivered at a frequency of service less than six (6) hours per week.

Level II.1 – Intensive Outpatient (IOP) Clinical Treatment, which shall be delivered at a frequency of service between six (6) hours and twenty (20) hours per week.

No payment for Level II.5, Partial Hospitalization, which shall be considered a frequency of service twenty (20) hours of service or more per week, shall be provided by ATR Ohana for adolescents.

Adults:

Level I – Outpatient Clinical Treatment, which shall be delivered at a frequency of services less than nine (9) hours per week.

Level II.1 – IOP Clinical Treatment, which shall be delivered at a frequency of services between nine (9) hours and twenty (20) hours per week.

No payment for Level II.5 Partial Hospitalization, which shall be considered a frequency of service twenty (20) hours of service or more per week, shall be provided by ATR Ohana a for adults.

Appropriateness of client placement and the appropriateness of the frequency and volume of claims for payment for Outpatient Clinical Treatment services shall be evaluated according to the six (6) dimensions identified and defined by ASAM PPC-2R, and against the Dimension Risk Rating scoring defined by ASAM PPC-2R. (ASAM Patient

Placement Criteria, Second Edition-Revised. “Crosswalk”. Pages 191-193. August 2001.)

For purposes of this Memorandum of Understanding (“MOU”) and the Exhibit: Outpatient Clinical Treatment, the following service definitions shall be the basis for determining modality of service delivery:

Individual service shall be delivered to the client by one-on-one face-to-face interaction with the Outpatient Clinical Treatment provider clinical staff.

Group service shall be delivered to the client by face-to-face interaction between the client and the Outpatient Clinical Treatment provider clinical staff in a setting with one or more other clients receiving the same, or similar, level of ASAM PPC-2R clinical substance abuse treatment service. Group service provided to ATR Ohana clients shall not exceed a ratio of eight (8) clients to one (1) clinician (ratio of 8:1). When the ratio of clients to clinician in the group session exceeds eight to one (8:1), the Outpatient Clinical Treatment provider shall assure that one (1) or more additional agency staff shall assist or facilitate the primary clinician delivering group service at a ratio of clients to staff that does not exceed eight (8) clients for each one (1) staff.

Family/Marriage service shall be delivered to the client by the Outpatient Clinical Treatment provider’s clinical staff by face-to-face interaction with the client and at least one (1) or more of the client family members (e.g., spouse, sibling, parent, child, extended family member, surrogate family member, or other individuals determined by the client to be a significant person in the client’s recovery support network). Family/Marriage service provided to ATR Ohana clients shall not exceed a ratio of eight (8) client and family to one (1) clinician (ratio of 8:1). When the ratio of client and family to clinician in the family/marriage session exceeds eight to one (8:1), the Outpatient Clinical Treatment provider shall assure that one (1) or more additional agency staff shall assist or facilitate the primary clinician delivering family/marriage service at a ratio of client and family to staff that does not exceed eight (8) clients and family for each one (1) staff.

The Outpatient Clinical Treatment provider shall receive electronic referrals from the ATR Ohana Assessor in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”), and shall be provided electronic access to the client’s ASI (Adults) or Adolescent Drug Abuse Diagnosis (Adolescents) instrument to inform their treatment planning and service delivery efforts. The Outpatient Clinical Treatment provider shall secure signed consent for transfer of client information to a variety of recipients, electronically referring clients to the client’s choice of other service providers based on client choice and transferring appropriate reports to those agencies, and assuring clients are effectively linked to their choice of services and programs.

The Outpatient Clinical Treatment service’s purposes are:

1. To develop and maintain positive collaborative relationships with their referral sources, ATR Ohana Assessors, and other 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 ensure that the conclusions of independent, objective assessments for substance abuse treatment and recovery support services drive level of Outpatient Clinical Treatment services provided through ATR Ohana, and
3. To facilitate wellness and recovery in ATR Ohana clients by effectively addressing the client's needs at the appropriate level of care in the least restrictive environment, while honoring the client's choice of substance abuse treatment and recovery support services once need is identified.

PASTORAL COUNSELING:

Pastoral Counseling may include, but is not limited to, a client meeting with an ordained minister, priest, rabbi, imam, monk, or other advanced level qualified, authorized and endorsed faith expert to study the application of a religious text to recovery, for support during a crisis, to determine a recovery plan or to receive instruction in religious rituals that provide meaning and can replace substance abuse behaviors. This may include structured discussions about the philosophy of religion or integration of spiritual tenets into daily living and sobriety. Pastoral Counseling faith experts incorporate faith and specific religious beliefs and convictions in the treatment and recovery process. Services may be provided on an individual basis or in a group setting.

Pastoral Counseling's purpose is to provide proactive instruction or interaction between the faith expert and the client to assist the client with developing the client's own concept of spirituality and its role in sustaining recovery.

RECOVERY MENTORING:

Recovery Mentoring assists client in a variety of healthy living areas, such as:

1. Finding safe, appropriate childcare for dependent children in the client's care;
2. 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;
3. Para-professional guided skill building for activities of daily living; and/or
4. 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.

Core Value 5. To respect and appreciate individual, cultural and ethnic differences in clients.

SOBER SUPPORT ACTIVITY:

Sober Support Activity services assist clients by supporting clean and sober lifestyle activities. Sober Support Activity services may be faith-, cultural-, or community based activities that provide the client with a healthy alternative to using controlled substances. Sober Support Activity services may include, but are not limited to, cultural activities (e.g., outrigger canoe paddling, hula, or taiko drumming), church or faith activities (e.g., church league softball or other church sponsored social events), athletic activities (e.g., martial arts, meditation, or yoga), and similar activities.

Sober Support Activity's purposes are:

1. To assist the client with establishing a network of social supports in non-clinical settings that are likely to discourage use of alcohol and other drugs,
2. To assist clients with developing and maintaining and transitioning through 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,
3. To facilitate effective linkages between the client and the client's choice of substance abuse treatment and recovery support services once need is identified,

4. To assist the client with identifying his/her strengths and needs in recovery,
5. To help the client understand and set goals that relate to healthy interests, general wellness and meet the client's needs for recovery, and
6. To help the client take practical steps to explore and engage with health activities and sober social experiences.

TRANSPORTATION – MULTI-PASSENGER VEHICLE:

Transportation – Multi-passenger Vehicle is considered to be mass transit vehicles such as taxis, van or other multi-passenger vehicles.

The Transportation – Multi-passenger Vehicle service purpose is:

1. To improve the client's ability to travel to drug treatment services, to attend recovery support activities, to participate in ATR Ohana services, to engage in employment and/or education, or to attend other wellness related appointments or activities with both ATR Ohana funded providers and with non-ATR Ohana funded provider agencies, and
2. To increase the client's prompt attendance at and compliance with the above listed activities and appointments.

TRANSPORTATION – OAHU BUS PASS:

The Transportation – Oahu Bus Pass service allows service providers in for the Access to Recovery (“ATR Ohana”) Project to coordinate with Oahu Transit bus company as a consignment and distribution site for monthly bus passes and yearly disability bus passes, which are good for transportation on the Honolulu City and County (“The Bus”) transit system. Providers shall submit claims for payment for the actual cost of the bus pass plus an additional percentage administration processing cost paid to the Provider. The percentage administration processing cost for monthly bus passes distributed is ten percent (10%) and the percentage administration processing cost for yearly disability bus passes distributed is twenty percent (20%). The Transportation - Oahu Bus Pass provider shall retain a copy of the distribution log verifying the type of bus pass issued, the month and date of issue. and the identification number of the bus pass provided to the client, and shall indicate any further relevant details of the bus pass that is issued to the client in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”). The Transportation - Oahu Bus Pass provider shall secure signed consent from the client receiving the bus pass to disclose to The Bus and to ADAD the client's name on bus pass distribution log sheets that include the signature of the individual to whom the pass is distributed, and that shall be retained by the provider as documentation of service delivery to the client. The Transportation - Oahu Bus Pass provider shall assure that the client effectively receives the monthly pass issued to the client as early as possible in the month to maximize the effectiveness of the services delivered to the client.

The Transportation - Oahu Bus Pass's purpose is:

1. To improve the client's ability to travel to drug treatment services, to attend recovery support activities, to participate in ATR Ohana services, to engage in employment and/or education, or to attend other wellness related appointments or activities with both ATR Ohana funded providers and with non-ATR Ohana funded provider agencies, and
2. To increase the client's attendance at and compliance with the above listed activities and appointments.

WELLNESS FACILITATION:

Wellness Facilitation includes ensuring that ATR Ohana clients are informed of, and effectively connected to, other recovery oriented services and programs in the client's recovery-oriented system of care. Wellness Facilitation is an automatically authorized service for all non-Assessor ATR Ohana provider agencies.

The Wellness Facilitation service 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, and
2. To facilitate prompt and effective linkages between the client and the client's choice of substance abuse treatment and recovery support services once need is identified.

Service Codes

Listed below are the currently authorized WITS service codes for ATR Ohana.

ASSESSMENT:

The VMS code for Assessment services is 2010, sub category (-01 and -02). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-01 Assessment. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

-02 Second Assessment. Under limited circumstances, a Second Assessment may be authorized and shall require approval by the ADAD. New vouchers in this category shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

CLEAN AND SOBER HOUSING:

The VMS code for Clean and Sober Housing is 7020, sub category (-03). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-03 Clean and Sober Housing. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

GAP SERVICE:

The VMS code for Gap Service is 3040, sub category (-03). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-03 Gap Service, expires thirty (30) days after issuance.

OUTPATIENT CLINICAL TREATMENT:

The VMS codes for Outpatient Clinical Treatment services are;

- 2070 – Individual Clinical Treatment,
- 2080 – Group Clinical Treatment, and
- 2090 – Family/Marriage Clinical Treatment.

Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

2070 -01 Individual Clinical Treatment. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

2080-01 Group Clinical Treatment. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

2090-01 Family/Marriage Clinical Treatment. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

PASTORAL COUNSELING:

The VMS code for Pastoral Counseling services is 5050 sub category (-01). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-01 Pastoral Counseling. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

RECOVERY MENTORING:

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.

SOBER SUPPORT ACTIVITY:

The VMS code for Sober Support Activity services is 7030 sub category (-01 and -03). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-01 Sober Support Activity – Session Fee. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

-03 Sober Support Activity – Participation Fee. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

TRANSPORTATION – MULTI-PASSENGER VEHICLE:

The VMS code for Transportation services is 3050, with sub category code specified for Multi-passenger Vehicle services (-03). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-03 Multi-passenger Vehicle. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

TRANSPORTATION – OAHU BUS PASS:

The VMS code for Transportation services is 3050, with sub category codes specified for Oahu Bus Pass services (-01 and -04). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-01 Oahu Bus Pass, Monthly. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

-04 Oahu Bus Pass, Yearly Disability. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

WELLNESS FACILITATION:

The VMS code for Wellness Facilitation services is 3040 sub category (-05). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-05 Wellness Facilitation. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

Service Rates and Limits

ATR Ohana funds are intended to support, not supplant, existing funding options for the client and shall be billed only after all other options for funding a particular service have been exhausted.

Listed below are the currently authorized fee-for-service rates and limits for ATR Ohana.

ASSESSMENT:

The minimum unit of billing for -01 Assessment shall be one (1) unit, which is thirty (30) consecutive days. The maximum number of units that may be billed for -01 Assessment shall be one (1) unit. -01 Assessment shall be funded as shown below:

-01 Assessment, one (1) unit, \$180

One (1) unit shall include:

1. Client Enrollment into WITS VMS.
2. Screening using the CAGE-AID or CRAFFT screening instrument.
3. Dissemination of ATR Ohana grant information including eligibility, free-choice, and compliance requirements to selected provider agencies.
4. Intake GPRA screening.
5. Substance abuse assessment using ASI or Adolescent Drug Abuse Diagnosis instrument.
6. Determination of patient placement criteria using ASAM.
7. Recovery support services needs assessment using RSS-Q.
8. Creation of electronic consent that shall be confirmed by client signature.
9. Electronic referral to WITS user agencies, as appropriate.
10. Creation of alternate written consent when referral will be to non-WITS user provider.
11. Confirmation that the client has completed first contact with the agencies of choice.
12. When authorized by written consent, an electronic or written report by the Assessor shall be provided to the referral agency that states that the client has completed ATR Ohana enrollment, including date of completion and the names of the service provider agencies selected by the client.
13. When authorized by written consent, electronic or written results of the substance abuse treatment assessment and/or the recovery support services needs assessment shall be released by the Assessor to the authorized treatment facility, probation officer, court official, or other appropriate authority.
14. Upon completion of items 1 through 13, the creation of one (1) unit voucher authorization for -01 Assessment shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -01 Assessment voucher activation period.
15. Discharge GPRA and disenrollment from the WITS system shall be completed for clients who refuse further ATR Ohana services at the time of enrollment and prior to engagement with any other ATR Ohana provider agency.

16. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

The minimum unit of billing for -02 Second Assessment shall be one (1) unit, which is thirty (30) consecutive days. The maximum number of units that may be billed for -02 Second Assessment shall be one (1) unit, and shall be directed by the ADAD. -02 Second Assessment shall be funded as shown below:

-02 Second Assessment, one (1) unit, \$180

One (1) unit shall include:

1. Re-screening using the CAGE-AID or CRAFFT screening instrument, as appropriate.
2. Repeat of ATR Ohana grant information including eligibility, free-choice, and compliance requirements.
3. Correction of Intake GPRA information if original self-report data was inauthentic or inaccurate, as appropriate.
4. Repeat of substance abuse assessment using ASI or the Adolescent Drug Abuse Diagnosis instrument, as appropriate.
5. Re-determination of patient placement criteria using ASAM.
6. Repeat of recovery support services needs assessment using RSS-Q, as appropriate.
7. Verification that electronic consents are confirmed by client signature.
8. Electronic referral to WITS user agencies, as appropriate.
9. Creation of alternate written consent when referral will be to non-WITS user provider.
10. Confirmation that the client has completed first (or next) contact with the agencies of choice.
11. When authorized by written consent, electronic or written report shall be made by the Assessor to the referral agency that includes the names of the additional service provider agencies selected by the client.
12. When authorized by written consent the results of the second substance abuse clinical assessment and/or the recovery support services needs assessment shall be released by the Assessor to the treatment facility, probation officer, court official, or other appropriate authority.
13. Upon completion of items 1 through 12, the creation of one (1) unit voucher authorization for -02 Second Assessment shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -02 Second Assessment voucher activation period.
14. Discharge GPRA and disenrollment from the WITS system shall be completed for clients who refuse further ATR Ohana services at the time of Second Assessment and who have no active engagement with any other ATR Ohana provider agency.
15. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

CLEAN AND SOBER HOUSING:

The minimum unit of billing for 7020-03 Clean and Sober Housing shall be one (1) unit, which shall be considered one (1) calendar day. The maximum number of units that may be billed for 7020-03 Clean and Sober Housing per client shall be limited by the availability of funds for each client as managed through the WITS client cap. Clean and Sober Housing services shall be funded as shown below:

7020 -03 Clean and Sober Housing, one (1) unit, \$15.00

One (1) unit 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 Clean and Sober Housing 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 Clean and Sober Housing provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. The cost of all rent, utilities, and housing fees required for full-time residence in the clean and sober home for the client for one (1) full calendar day, from 12:00 AM to 11:59 PM for each one (1) unit of Clean and Sober Housing service claimed for payment.
7. Accurate, prompt, safe, and timely enrollment and move-in for the client for the purposes defined above.
8. Delivery of program content materials, and instruction designed to support the client's goals of wellness, recovery, and development of skills to successfully transition toward independent living.

The cost of additional items and/or expenses to the client, which are considered "board," such as meals, personal hygiene items, and other personal incidentals, are not included in the cost of Clean and Sober Housing, and shall be the responsibility of the client. Clients without the ability to pay for items considered "board" shall be extended credit to purchase such items, at the discretion of the Clean and Sober Housing provider. Clients unable to meet their debt obligations to the Clean and Sober Housing provider for items considered "board" that are extended to the client through credit arrangements shall not be evicted by the Clean and Sober Housing provider during the period of time when the cost of rent at the clean and sober home is claimed for payment through ATR Ohana, regardless of the amount or delinquency of the debt for such items incurred by the client.

9. Electronic referral to WITS user agencies, as selected by the client.
10. Creation of alternate written 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 Clean and Sober Housing provider shall be released to other Assessors, clinical substance abuse treatment and recovery support system agencies as designated by the client, such as confirmation of attendance at Clean and Sober Housing provider trainings, 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 Clean and Sober Housing service 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 as defined above, by face-to-face interaction, and during the Clean and Sober Housing voucher's activation period.
14. The Clean and Sober Housing 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 Clean and Sober Housing provider. When Clean and Sober Housing 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.

GAP SERVICE:

The minimum unit of billing for Gap Service is one dollar (\$1.00) with a maximum expenditure limited by the amount of funding available within the client's maximum expenditure cap. Vouchers will expire after thirty (30) days.

While the voucher mechanism allows Gap Service funds to be disbursed to the Gap Service provider, the cost of the actual service plus ten percent (10%) administrative service fee shall already have been incurred by the Gap Service provider agency for the goods or service delivered to the client. No Gap Service funding shall be delivered to the client. No agency may retain the goods procured on behalf of the client. No goods or services procured through ATR Ohana funds may be exchanged by the client or the Gap Service provider in exchange for cash. The original receipt shall be retained by the Gap Service Provider and retained in the client's hard copy at the Gap Service provider agency. Misappropriation of Gap Service funds by the Gap Service provider shall be sufficient cause for immediate corrective action and/or suspension or termination of the Gap Service provider's MOU for ATR Ohana.

The minimum unit of billing for -03 Gap Service shall be one (1) unit, which is one dollar (\$1.00). The maximum number of units that may be billed for -03 Gap Service shall be the actual cost of the goods or service procured on behalf of the client, as verified by

original receipt retained by the Gap Service provider and maintained in the client's hard copy file at the agency, plus ten percent (10%) service fee for the services provided to the client to procure the service on behalf of the client. The maximum limit for billing for Gap Services will be capped based on the amount of funding available to the client within the ATR Ohana client expenditure cap.

-03 Gap Service, one (1) unit, per one dollar (\$1.00)

All units billed for Gap Service shall include:

1. The exact cost to the Gap Service provider for the authorized goods or service documented as authorized for no more than the exact amount authorized.
2. Ten percent (10%) administration processing cost paid to the Provider for the goods or services purchased as authorized by the ATR Ohana quality Assurance Monitor and delivered to the client.
3. Acceptance of the electronic referral of the client in the WITS VMS and creation of the client's service Episode of Care at the Gap Service provider agency in WITS.
4. Screening of the client for appropriateness of referral to the provider agency for the services selected by the client.
5. Dissemination of ATR Ohana grant information including grant mandates on free-choice and compliance requirement with the six (6) month GPRA follow up screening.
6. Six (6) month GPRA follow up screening of the client if that has not been completed.
7. Creation of the electronic consent between the Gap Service provider and the ATR Ohana Assessor that shall be confirmed by client signature.
8. Identification of the specific good or service requested by the client for which there exists no alternate funding source.
9. Clarification of the special circumstances that support the claim that the requested goods or services are strongly relevant to the client's recovery plan.
10. Written justification that explains the special circumstances and strong relevance for the goods or services to the client's recovery plan.
11. Locating and quoting a price for the requested goods or services from a local vendor.
12. Securing written authorization from the ATR Ohana Quality Assurance Monitor for purchase of the identified goods or service for the quoted price from the identified vendor of the goods or service.
13. Once written authorization for the specific goods or service and the authorized purchase price is received by the Gap Service provider, direct procurement of the item along with the original receipt, by the Gap Service provider staff using pre-existing agency funds by the Gap Service provider.
14. Prompt and timely services delivered to the client for the purposes defined above.
15. Written confirmation signed by the client that the specific goods or services were delivered face-to-face to the client by the Gap Service provider, along with date, time, and description of the goods or service that were delivered.

16. Electronic referral to WITS user agencies, as selected by the client.
17. Creation of alternate written consent when the client chooses referral to an agency that is not a WITS user provider.
18. Confirmation that the client has completed first contact with other agencies of choice.
19. When authorized by written consent, verbal, electronic or written reports by the Gap Service provider shall be released to other recovery support system agencies as designated by the client, such as confirmation of delivery of the authorized goods or services, attendance at appointments related to the authorized goods or services to the authorized treatment facility, probation officer, court official, or other appropriate authority.
20. Creation of one (1) voucher authorization for -03 Gap Service 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 Gap Service delivered by face-to-face interaction, and during the -03 Gap Service voucher activation period.
21. The Gap Service 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 Gap Service provider. When the Gap Service 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.
22. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

CLINICAL OUTPATIENT TREATMENT:

The minimum unit of billing for 2070 -01 Individual Clinical Treatment shall be one (1) unit, which is thirty (30) consecutive minutes. The minimum unit of billing for 2080 -01 Group Clinical Treatment shall be one (1) unit, which is thirty (30) consecutive minutes. The minimum unit of billing for 2090 -01 Family/Marriage Clinical Treatment shall be one (1) unit, which is thirty (30) consecutive minutes.

The maximum number of units that may be billed for any combination of 2070 -01 Individual Clinical Treatment, 2080 -01 Group Clinical Treatment, and 2090 -01 Family/Marriage Counseling shall total no more than eighty (80) units, forty (40) hours per month, thirty (30) consecutive days, per client. Outpatient Clinical Treatment services shall be funded as shown below:

2070 -01 Individual Clinical Treatment, one (1) unit, \$15.00
2080 -01 Group Clinical Treatment, one (1) unit, \$15.00
2090 -01 Family/Marriage Clinical Treatment, one (1) unit, \$15.00

One (1) unit 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 Outpatient Clinical Treatment 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 Outpatient Clinical Treatment provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. Clinical Treatment with the client for a full thirty (30) minutes for each one (1) unit of Outpatient Clinical Treatment 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 Outpatient Clinical Treatment. Each separate service shall be fully and independently documented in the WITS VMS. For example,

Scenario 1: A client receives Outpatient Clinical Treatment from 8:00 AM to 9:00 AM. This single Outpatient Clinical Treatment 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 Outpatient Clinical Treatment service from 8:00 AM to 8:30 AM and another Outpatient Clinical Treatment service later in the day from 2:00 PM to 2:30 PM. These two (2) separate Outpatient Clinical Treatment 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 alternate written 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 Outpatient Clinical Treatment provider shall be released to other Assessors, clinical substance abuse treatment and recovery support system agencies as designated by the client, such as confirmation of attendance at Outpatient Clinical Treatment 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 each separate code of authorized Outpatient Clinical Treatment service 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, by face-to-face

interaction, and during the Outpatient Clinical Treatment voucher's activation period.

14. The Outpatient Clinical Treatment 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 Outpatient Clinical Treatment provider. When Outpatient Clinical Treatment 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.

PASTORAL COUNSELING:

The minimum unit of billing for -01 Pastoral Counseling shall be one (1) unit, which is thirty (30) consecutive minutes. The maximum number of units that may be billed for -01 Pastoral Counseling in one (1) calendar month of thirty (30) consecutive days shall be forty (40) units, which is twenty (20) hours. -01 Pastoral Counseling shall be funded as shown below:

-01 Pastoral Counseling, one (1) unit, \$20.00

Pastoral Counseling 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 Pastoral Counseling 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 Pastoral Counseling provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. Pastoral Counseling to the client for a full thirty (30) minutes for each one (1) unit of Pastoral Counseling 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 Pastoral Counseling. Each separate service shall be fully and independently documented in the WITS VMS. For example,

Scenario 1: A client receives Pastoral Counseling from 8:00 AM to 9:00 AM. This single Pastoral Counseling 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 Pastoral Counseling from 8:00 AM to 8:30 AM and another Pastoral Counseling service later in the day from 2:00 PM to 2:30 PM. These two (2) separate Pastoral Counseling 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 alternate written 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 Pastoral Counseling provider shall be released to other recovery support system agencies as designated by the client, such as confirmation of attendance at Pastoral Counseling 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 Pastoral Counseling 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 by face-to-face interaction, and during the -01 Pastoral Counseling voucher activation period.
14. The Pastoral Counseling 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 Pastoral Counseling provider. When Pastoral Counseling 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.

RECOVERY MENTORING:

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 alternate written 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 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. Discharge GPRA and disenrollment from the WITS system shall be completed for clients who refuse further ATR Ohana services from the provider or when the Recovery Mentoring provider is notified via WITS that the Recovery Mentoring provider is the last active ATR Ohana provider agency listed for the client.
15. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

SOBER SUPPORT ACTIVITY:

The minimum unit of billing for -01 Sober Support Activity – Session Fee shall be one (1) unit, which is one (1) session per calendar day. The maximum number of units that may be billed for -01 Sober Support Activity – Session Fee in one (1) calendar day shall be one (1) unit. -01 Sober Support Activity – Session Fee shall be funded as shown below:

-01 Sober Support Activity – Session Fee, one (1) unit, \$30.00

Sober Support Activity – Session Fee 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 Sober Support Activity 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 Sober Support Activity provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. Delivery of one (1) session of the client's choice of the Sober Support Activity for the one (1) unit of -01 Sober Support Activity – Session Fee 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 shall not be compensated in excess, to or in addition to, the one (1) unit of service authorized for payment. .
9. Electronic referral to WITS user agencies, as selected by the client.
10. Creation of alternate written 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 Sober Support Activity provider shall be released to other recovery support system agencies as designated by the client, such as confirmation of attendance at Sober Support Activity 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 Sober Support Activity – Session Fee 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 by face-to-face interaction, and during the -01 Sober Support Activity – Session Fee voucher activation period.

14. The Sober Support Activity 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 Sober Support Activity provider. When the Sober Support Activity 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.

The minimum unit of billing for -03 Sober Support Activity – Participation Fee shall be one (1) unit, which shall be for a period of time no less than one (1) month, thirty (30) consecutive days, and may be as long as one (1) year or more of consecutive time during which the client shall have privileges to participate in the designated activity at no further cost to ATR Ohana. The number of units that may be billed at one time for the service code -03 Sober Support Activity – Participation Fee shall be capped by the ATR Ohana Project funds available to the client within the maximum expenditure cap for the client. - 03 Sober Support Activity – Participation Fee shall be funded as shown below:

-03 Sober Support Activity – Participation Fee, one (1) unit, per \$1.00

Sober Support Activity – Participation Fee shall include:

16. Accepting the electronic referral of the client in the WITS VMS and creation of the client's service Episode of Care at the Sober Support Activity agency in WITS.
17. Screening of the client for appropriateness of referral to the provider agency for the services selected by the client.
18. Dissemination of ATR Ohana grant information including grant mandates on free-choice and compliance requirement with the six (6) month GPRA follow up screening.
19. Six (6) month GPRA follow up screening of the client if that has not been completed.
20. Creation of the electronic consent between the Sober Support Activity provider and the ATR Ohana Assessor that shall be confirmed by client signature.
21. Delivery of one (1) period of eligibility for the client to participate in the client's choice of the Sober Support Activity for the designated eligibility period at no additional cost to ATR Ohana for every instance of -03 Sober Support Activity – Participation Fee claimed for payment.
22. Prompt and timely services delivered to the client for the purposes defined above.
23. Multiple claims for payment for the same participation period for the same Sober Support Activity service provided to the client shall not be compensated.
24. Electronic referral to WITS user agencies, as selected by the client.

25. Creation of alternate written consent when the client chooses referral to an agency that is not a WITS user provider.
26. Confirmation that the client has completed first contact with other agencies of choice.
27. When authorized by written consent, verbal, electronic or written reports by the Sober Support Activity provider shall be released to other recovery support system agencies as designated by the client, such as confirmation of attendance at Sober Support Activity provider groups, activities, or appointments to the authorized treatment facility, probation officer, court official, or other appropriate authority.
28. Creation of one (1) voucher authorization for -03 Sober Support Activity – Participation Fee 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 by face-to-face interaction, and during the -03 Sober Support Activity – Participation Fee voucher activation period.
29. The Sober Support Activity 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 Sober Support Activity provider. When the Sober Support Activity 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.
30. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

TRANSPORTATION – MULTI-PASSENGER VEHICLE:

The minimum unit of billing for -03 Multi-passenger Vehicle, shall be one (1) unit, which is one (1) linear mile as measured by odometer or other accurately calibrated distance measuring device. The maximum number of units that may be billed for -03 Multi-passenger Vehicle per client shall be limited by the availability of funds for each client as managed through the WITS client cap. -03 Multi-passenger Vehicle shall be funded as shown below:

-03 Multi-passenger Vehicle, one (1) unit, \$2

One (1) unit shall include:

1. Transportation of the client for one (1) full mile of distance.
2. Prompt and timely transport of the client from one pre-identified location to a second pre-identified destination for the purposes defined above.
3. Round-trip transport of the client shall be considered two separate instances of transportation, and each instance of transportation shall be fully documented independently.
4. Creation of electronic consent that shall be confirmed by client signature to other ATR Ohana providers or non-ATR Ohana providers.

5. Electronic referral to WITS user agencies, as appropriate.
6. Creation of alternate written consent when referral will be to non-WITS user provider.
7. Confirmation that the client has completed first contact with the agencies of choice.
8. When authorized by written consent, electronic or written documents shall be released by the Transportation – Multi-passenger Vehicle provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
9. Creation of one (1) voucher authorization for -03 Multi-passenger Vehicle 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 face-to-face and during the -03 Multi-passenger Vehicle voucher activation period.
10. The six (6) month follow-up GPRA shall be completed by the Transportation – Multi-passenger Vehicle provider with clients whose eligibility period for completion of the six (6) month follow-up GPRA occurs during the period of time that the Transportation – Multi-passenger Vehicle service is authorized for the Transportation – Multi-passenger Vehicle provider.
11. Transportation – Multi-passenger Vehicle 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 Transportation – Multi-passenger Vehicle provider. When the Transportation – Multi-passenger Vehicle 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.
12. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

TRANSPORTATION – OAHU BUS PASS:

The minimum unit of billing for -01 Oahu Bus Pass, Monthly, shall be one (1) calendar month of twenty-eight (28) to thirty-one (31) consecutive days. The maximum number of units that may be billed for -01 Oahu Bus Pass, Monthly, shall be one (1) unit for a single calendar month, per client. -01 Oahu Bus Pass, Monthly, shall be funded as shown below:

-01 Oahu Bus Pass, Monthly, one (1) unit, \$66

One (1) unit shall include:

1. The exact cost to the Transportation - Oahu Bus Pass provider for one (1) calendar month bus pass delivered to the client.
2. Ten percent (10%) administration processing cost paid to the Provider for one (1) calendar month bus pass delivered to the client.
3. Effective distribution of the monthly Oahu Bus Pass to the client as early as possible in the calendar month.
4. Creation of electronic consent that shall be confirmed by client signature to other ATR Ohana providers or non-ATR Ohana providers.
5. Electronic referral to WITS user agencies, as appropriate.

6. Creation of alternate written consent when referral will be to non-WITS user provider.
7. Confirmation that the client has completed first contact with the agencies of choice.
8. When authorized by written consent, electronic or written documents shall be released by the Transportation - Oahu Bus Pass provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
9. Creation of one (1) unit voucher authorization for -01 Oahu Bus Pass, Monthly shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -01 Oahu Bus Pass, Monthly, voucher activation period.
10. The six (6) month follow-up GPRA shall be completed by the Transportation - Oahu Bus Pass provider with clients whose eligibility period for completion of the six (6) month follow-up GPRA occurs during the period of time that the Transportation - Oahu Bus Pass service is authorized for the Transportation - Oahu Bus Pass provider.
11. The Transportation - Oahu Bus Pass 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 Transportation - Oahu Bus Pass provider. When the Transportation - Oahu Bus Pass 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.
12. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

The minimum unit of billing for -04 Oahu Bus Pass, Yearly Disability, shall be one (1) unit, which is twelve (12) consecutive calendar months, three hundred sixty-five (365) consecutive days. The maximum number of units that may be billed for -04 Oahu Bus Pass, Yearly Disability, shall be one (1) unit per one (1) calendar year of twelve (12) consecutive calendar months, per client. -04 Oahu Bus Pass, Yearly Disability, shall be funded as shown below:

-04 Oahu Bus Pass, Yearly Disability, one (1) unit, \$36

One (1) unit shall include:

13. The exact cost to the Transportation - Oahu Bus Pass provider for a one (1) year (twelve [12] consecutive calendar months) disability bus pass delivered to the client.
14. Twenty percent (20%) administration processing cost paid to the Provider for a one (1) year (twelve [12] consecutive calendar months) disability bus pass delivered to the client.
15. Effective distribution of the yearly disability Oahu Bus Pass to the client as early as possible in the period of the year (twelve [12] consecutive calendar months).
16. Creation of electronic consent that shall be confirmed by client signature to other ATR Ohana providers or non-ATR Ohana providers.

17. Electronic referral to WITS user agencies, as appropriate.
18. Creation of alternate written consent when referral will be to non-WITS user provider.
19. Confirmation that the client has completed first contact with the agencies of choice.
20. When authorized by written consent, electronic or written documents shall be released by the Transportation - Oahu Bus Pass provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
21. Creation of one (1) unit voucher authorization for -04 Oahu Bus Pass, Yearly Disability, shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -04 Oahu Bus Pass, Yearly Disability, voucher activation period.
22. The six (6) month follow-up GPRA shall be completed by the Transportation - Oahu Bus Pass provider with clients whose eligibility period for completion of the six (6) month follow-up GPRA occurs during the period of time that the Transportation - Oahu Bus Pass service is authorized for the Transportation - Oahu Bus Pass provider.
23. The Transportation - Oahu Bus Pass 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 Transportation - Oahu Bus Pass provider. When the Transportation - Oahu Bus Pass 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.
24. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

In the event that an increase in the cost of Oahu Transit's monthly bus pass occurs, ATR Ohana will reimburse the Transportation – Oahu Bus Pass provider for -01 Oahu Bus Pass, Monthly, in accordance with section E. 1 and E. 2 of the Exhibit: Transportation – Oahu Bus Pass.

If the event that an increase in the cost of Oahu Transit's yearly disability bus pass occurs, ATR Ohana will reimburse the Transportation – Oahu Bus Pass provider for -04 Oahu Bus Pass, Yearly Disability, in accordance with section E. 13 and E. 14 of the Exhibit: Transportation – Oahu Bus Pass.

WELLNESS FACILITATION:

The minimum unit of billing for -05 Wellness Facilitation shall be one (1) unit, which is thirty (30) consecutive days. The maximum number of units that may be billed for -05 Wellness Facilitation per client, per agency, shall be one (1) unit. -05 Wellness Facilitation shall be funded as shown below:

-05 Wellness Facilitation, one (1) unit, \$50

One (1) unit shall include:

1. Acceptance of the electronic referral of the client in the WITS VMS and creation of the client's service Episode of Care at the Wellness Facilitation 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 requirements with the six (6) month GPRA follow-up screening.
4. Six (6) month follow up screening of the client if it has not been completed.
5. Creation of electronic consent between the Wellness Facilitation provider and the ATR Ohana Assessor that shall be confirmed by client signature.
6. Electronic referral to other WITS user agencies, as selected by the client.
7. Creation of alternate written consent when the client chooses referral to an agency that is not a WITS user provider.
8. Confirmation that the client has completed first contact with other agencies of choice.
9. When authorized by written consent, verbal, electronic or written reports by the Wellness Facilitation provider shall be provided to other recovery support system agencies as designated by the client, such as confirmation of attendance at Wellness Facilitation provider groups, activities, or appointments to the authorized treatment facility, probation officer, court official, or other appropriate authority.
10. Creation of one (1) unit voucher authorization for -05 Wellness Facilitation shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for the first face-to-face Wellness Facilitation incident delivered during the -05 Wellness Facilitation service voucher activation period.
11. Discharge GPRA and disenrollment from the WITS system shall be completed for clients who refuse further ATR Ohana services from the provider or when the Wellness Facilitation provider is notified via WITS that the Wellness Facilitation provider is the last active ATR Ohana provider agency listed for the client.
12. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.