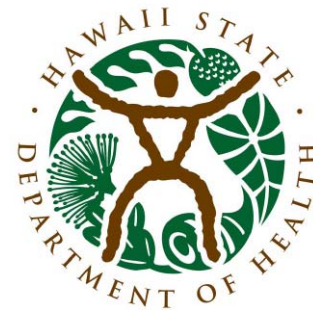
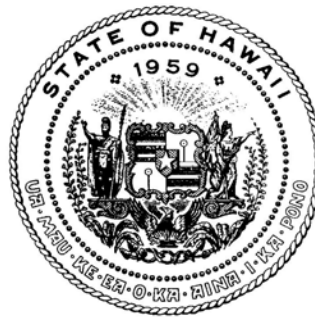


Exhibit: Wellness Facilitation Requirements

A Warm Introduction

Presenter



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

A. Definition

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.

B. Scope of Services

Wellness Facilitation services require that ATR Ohana providers develop, maintain, and facilitate professional coordinating relationships that include, but are not limited to, the client, referral sources, other ATR Ohana providers, non-ATR Ohana providers, client authorized family members and other recovery support and wellness systems available to the client.

Client Wellness Facilitation shall include complete and accurate documentation of actions taken on behalf of the client in the WITS VMS, collaboration with the client to identify ways that the client can meet identified clinical treatment, recovery and on-going wellness needs, screening of the client for appropriateness of enrollment in a range of services available from the Wellness Facilitation provider, and ensuring program eligibility and fitness of match between the client's identified needs and the capacities and capacities of the Wellness Facilitation provider's services.

Wellness Facilitation shall continue across the client's involvement in ATR Ohana services. A one-time payment of \$50.00 to each ATR Ohana provider agency is authorized. The fee for Wellness Facilitation service is not intended to reimburse the agency for actual case management costs. The Wellness Facilitation fee is a stipend to encourage all ATR Ohana providers to proactively and tenaciously connect the ATR Ohana client with services and systems available to the client that support the clients recovery efforts and pursuit of wellness.

Wellness Facilitation shall mean that Wellness Facilitation provider staff work with the client to facilitate entry into substance abuse treatment or other recovery support services programs that may be ATR Ohana grant funded or may be non-ATR Ohana grant funded. This includes contacting and building relationships with ATR Ohana Assessors, other ATR Ohana providers, and non-ATR Ohana substance abuse treatment, recovery support services providers, health and wellness programs, and family members of the client. Wellness Facilitation shall include assuring that electronic referrals generated in the WITS system are complemented with efforts, telephonic or otherwise, that ensure that clients engage with the substance abuse treatment, recovery support services providers, and other health and wellness programs selected by the client.

Wellness Facilitation providers shall document all Wellness Facilitation services they provide to the client. The first face-to-face incidence of Wellness Facilitation service delivered to the client shall be fully documented in the WITS system as an Encounter Note. Completion of the relevant details of the first Wellness Facilitation action taken on behalf of the client shall be submitted as a claim for payment. Minimum documentation to support this claim for payment of Wellness Facilitation services shall include the client's signature along with the date of service on a relevant service document provided by the Wellness Facilitation provider.

All further Wellness Facilitation efforts by the Wellness Facilitation provider shall be fully documented for each incident using the WITS system as a Miscellaneous Note. The WITS Notes shall be the electronic document recording the on-going actions taken on behalf of the client by the Wellness Facilitation provider. The Wellness Facilitation provider shall take, demonstrate and document proactive and tenacious actions on behalf of the client to assure the client's successful transition and transfer across all parts of the ATR Ohana network, and to the best of their abilities, across non-ATR Ohana recovery-oriented system of care supports.

For the purposes of this Memorandum of Understanding (“MOU”), Wellness Facilitation shall be considered a non-clinical treatment recovery support service. Wellness Facilitation shall begin with the acceptance of the client’s electronic referral in WITS, and shall continue through face-to-face contacts, telephone consultation and coordination on behalf of the client, and shall include correspondence needed by the client to facilitate access to services and agencies in the recovery-oriented system of care.

D. Voucher Management System ("VMS") Codes

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.

The voucher for -05 Wellness Facilitation shall be initiated by the Wellness Facilitation provider, and shall be capped at one (1) unit of service per client, per agency.

E. Fee Schedule

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 WITS format 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. The Wellness Facilitation 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 Wellness Facilitation provider. When the Wellness Facilitation 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.