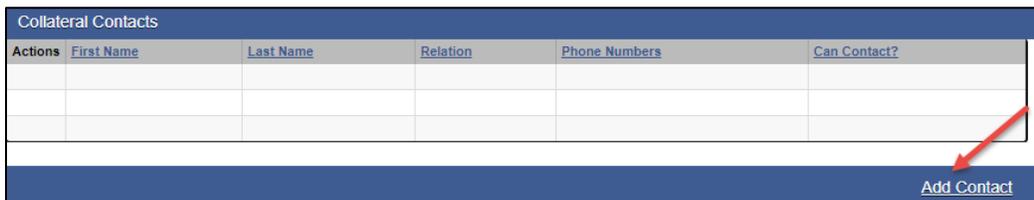**Effective July 1, 2021, BHS contracted clients who are admitted to a Recovery Residence (RR) while actively receiving SUD treatment are to be tracked in SanWITS. This is an EQRO expectation and will be reported on.**

INSTRUCTIONS

1. **Click on Client Profile**

2. **Click on Collateral Contacts – then Add Contact**

- First Name = Name of Recovery Residence
- Last Name = BHS Contract number (use your agency/facility contract number with BHS)
- Relation = Other
- Can Contact = Yes
- Click Finish
- Click Save (Don't forget to click SAVE after Finish, or the entry will not stay saved)

- The Recovery Residence will show in the Collateral Contacts list

Actions	First Name	Last Name	Relation	Phone Numbers	Can Contact?
✏️	Communities Moving Forward	55498	Other		Yes

Collateral Contacts

NOTE:

If the client changes the Recovery Residence site, a new Collateral Contact will need to be added

I.e. the client changes from "Life Beyond Inc" to "Communities Moving Forward"

3. **Click on Other Numbers – then Add Other Number**

Other Numbers

Actions	Number Type	#	Start	End	Contact Name	Status

Add Other Number

- Number Type = select appropriate RR type
  - Recovery Residence – Regular
  - Recovery Residence – COVID
  - Recovery Residence – COVID Bed Hold
- Number = Month *(Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec)*
  - If the month is split due to changes, additional entries must have a number following the month. *(Jan2, Jan3) The system will not accept multiple entries with the same month name.*

NOTE:

A new "Other Numbers" entry must be created, and the previous entry end dated under these circumstances:

- ✓ *Monthly while the client is admitted to a Recovery Residence while receiving SUD Tx services.*
- ✓ *For non-consecutive stays within the same month*
- ✓ *If the client changes residence within the same month*
- ✓ *If the client changes between RR-Regular and RR-COVID or RR-COVID Bed Hold*
- ✓ *If the rate changes during the same month*

- Start Date = Enter the first day of the month that the client stayed at the specific RR at a specific rate
- End Date = Enter the last day of the month that the client stayed at the specific RR at the same rate, same type of RR with consecutive days
- Status = Active until the entry is end-dated
- Contact = will prepopulate if client only has one RR listed on Collateral Contacts; if multiple RR listed, click the drop-down menu, and make the appropriate selection
- Comments = Rate per day
    - This field must be numeric

- Follow instruction #3 above for each month the client is actively participating in SUD treatment and admitted to a Recovery Residence
- There will be a line entry on the Other Numbers list as seen below for each Recovery Residence during a specific timeframe for a specific rate and type of RR.
- Click Finish
- Click Save (Don't forget to click SAVE after Finish, or the entry will not stay saved)

Other Numbers						
Actions	Number Type	#	Start	End	Contact Name	Status
✏️	Recovery Residence--Regular	Mar	3/1/2021	3/31/2021	55498, Communities Moving Forward	Active
✏️	Recovery Residence--Regular	Feb2	2/27/2021	2/28/2021	55498, Communities Moving Forward	Active
✏️	Recovery Residence--COVID	Feb	2/1/2021	2/26/2021	55498, Communities Moving Forward	Active

NOTE:

At the time of discharge from SUD treatment, all Recovery Residence entries must be marked inactive. Go to Client Profile, Other Numbers, and review each entry to make sure all status is inactive.

4. **Generate an SSRS Report and Review**
   - Log into SanWITS, then click SSRS Reports in top right corner of screen
   - Click on Provider Reports folder, then click Recovery Residence Report (it will be located at the bottom under Paginated Reports)
   - Select the agency, contract # or select all, enter start date from and end date, then click <u>View Report</u> at the upper far right side of the screen

NOTE:

The report uses the start and end dates to auto calculate the total days and then multiplies them by the rate for invoice purposes.

Example Report

Agency	UCN	Recovery Residence Type	Recovery Residence	Contract	Month of Service	Start Date	End Date	Rate	Total Charge
San Diego County		Recovery Residence--Regular	Life Beyond Inc.	554865	Jan	01/01/2021	01/15/2021	$40.00	$600.00
San Diego County		Recovery Residence--Regular	Life Beyond Inc.	554865	Jan2	01/16/2021	01/31/2021	$60.00	$960.00
								Monthly Total	$1,560.00
San Diego County		Recovery Residence--Regular	R&R Sober Living	556354	Feb	02/15/2021	02/28/2021	$40.00	$560.00
San Diego County		Recovery Residence--Regular	Total Care Recovery	553789	Feb	02/01/2021	02/28/2021	$40.00	$1,120.00
San Diego County		Recovery Residence--Regular	Communities Moving Forward	55498	Feb	02/02/2021	02/28/2021	$40.00	$1,080.00
San Diego County		Recovery Residence--COVID	Communities Moving Forward	55498	Feb	02/01/2021	02/26/2021	$60.00	$1,560.00
San Diego County		Recovery Residence--Regular	Communities Moving Forward	55498	Feb2	02/27/2021	02/28/2021	$40.00	$80.00
								Monthly Total	$4,400.00
San Diego County		Recovery Residence--Regular	R&R Sober Living	556354	Mar	03/01/2021	03/11/2021	$40.00	$440.00
San Diego County		Recovery Residence--Regular	Courage to Continue	556354	Mar2	03/12/2021	03/31/2021	$40.00	$800.00
San Diego County		Recovery Residence--Regular	Life Beyond Inc.	554865	Mar	03/01/2021	03/31/2021	$40.00	$1,240.00
San Diego County		Recovery Residence--Regular	Communities Moving Forward	55498	Mar	03/01/2021	05/31/2021	$40.00	$3,680.00
								Monthly Total	$6,160.00
San Diego County		Recovery Residence--COVID	Life Beyond Inc.	554865	Apr	04/18/2021	04/30/2021	$60.00	$780.00
								Monthly Total	$780.00
								YTD Total	$12,900.00

5. **Corrections Needed**
   - If corrections are to be made, user will need to go to the Collateral Contact OR the Other Numbers section of the Client Profile
   - Column D (Recovery Residence) and Column E (Contract) are found in the Collateral Contacts section
   - Columns F (Month of Service), G (Start Date), H (End Date), & I (Rate) are found in the Other Numbers section
   - If there is a #valid! error on column I (Rate) and column J (Total Charge), then correct the Comments field in Other Numbers section

IMPORTANT NOTE: BHS Admin Services/Fiscal Unit:

- Recovery Residence – COVID is limited to all or a portion of individual bed days payment when utilization is a result of or has been directly impacted by COVID-19.
  Examples include but are not limited to:
  1. Increased rate above the $40 daily maximum due to RR's required social distancing
  2. Increased rate above the $40 daily maximum due to client's inability to provide contribution due to job loss
  3. Extended stay at RR due to COVID

- Each monthly claim that includes RR costs must be accompanied by a SSRS RR Report (Excel) to support the RR amount claimed for that month.

- If RR adjustments are needed for previously invoiced months, attach the adjusted SSRS RR Report (Excel) for the revised month AND the RR report for the current month (Excel).
  - In the adjusted SSRS RR Report highlight the adjusted entries and indicate the amount adjusted.
  - Adjustments are to be added to the current month claim and the YTD RR claim amount should reflect the adjustments for the RR line.

- ***For any invoicing questions contact your Fiscal Analyst***