

RECOVERY SERVICES ENROLLMENT FLOWCHART
In a different program:

Clients who completed treatment
(in a different program than the program providing Recovery Services)

Clients who are currently enrolled in treatment
(in a different program than the program providing Recovery Services)

Care Coordination
Current provider should coordinate care with new provider of Recovery Services and fax all relevant documents (i.e. most recent Adult ASAM Criteria Assessment, Problem List, Risk Assessment, and Health Questionnaire)

Warm Handoff
New provider must document 1st, 2nd, and 3rd available appointments during warm hand off process with client and other program

If the client is a no show to the appointment, minimum 3 attempts to engage client within 30 days. Document outcome/disposition of the client contact.

Recovery Services

**Please refer to MIS Tip Sheet for SanWITS enrollment procedures

Complete admission/intake documents:

- Brief Level of Care Screening Tool
- Problem List (w/provisional diagnosis)
- Financial Eligibility
 - Consents
 - 42 CFR
- Risk Assessment
 - HIPAA/NPP
 - TB Screening

Within 30 days of admission*, complete:

- Diagnosis
- Adult ASAM Criteria Assessment (AACAA) or TEA

*Up to 60 days, if client is under age 21 or if a provider documents that the client is experiencing homelessness and therefore requires additional time to complete the assessment/establish the diagnosis.

The program should update the following as clinically appropriate *(or when something significant occurs)*:

- TEA OR Adult ASAM Criteria Assessment (AACAA)
- Problem List