

CARE COORDINATION TIP SHEET

Every client must be offered choice of care coordinators and choice of providers. Once client has chosen the care coordinator, the coordinator will meet with the client within 48 hours to:

1. INTAKE (must be confidential and one-on-one, not in a group setting):

- ✓ Determine eligibility based on the following criteria (client must meet all five (5) eligibility requirements and documentation must be in the client's individual case record):

- ✓ Income-200% of poverty level*

Household Size	Gross Monthly Family Income
1	\$1,862
2	\$2,522
3	\$3,182
4	\$3,842
5	\$4,502
6	\$5,162
7	\$5,822
8	\$6,482
9	\$7,142
10	\$7,802
For each additional family member add	\$660

**families who receive TEA, Medicaid, SSI, AR Kids First, or Food Stamps will automatically qualify as their income would be below 200% of poverty*

- ✓ 18 years of age or older
- ✓ Test positive for substance abuse disorder using a standardized screening tool
- ✓ Residence in one of the 13 counties
- ✓ Categorical eligibility
 - Convicted of multiple DUI/DWI offenses with continuing substance use disorder(if DUI/DWI not recent)—does **not** include drug possession charges
 - Pregnant woman with SUD
 - Military (Army Reserve/National Guard/Active Duty/Post 9-11 Veteran)
 - A custodial parent or custodial family member involved with or at risk of involvement with AR DHS child welfare Divisions of Children & Family Services (DCFS) or Youth Services (DYS)— e.g., active DCFS supportive or protective services case; or meets the DYS criteria for preventive services, or has a FINS petition, or adjudication as a juvenile delinquent, or child is currently in the custody of DYS and will be released on aftercare status.
- ✓ Issue Voucher for Care Coordination Services
- ✓ Complete GPRA, Arkansas questions, and RSS, and client confidentiality disclosure form and enter information into AR WITS (cannot bill for an intake until all steps have been completed)
- ✓ Develop Recovery Support Plan
- ✓ Client determines services to be provided under ATR
- ✓ Care Coordinator offers choice of service providers
- ✓ Contact service provider to determine what funding source will be used and ability to accept client
- ✓ If ATR funds will be used, issue voucher(s) based on client's selection of service providers
- ✓ Purchase \$15 gift card to be used at 6-month follow-up

2. Conduct monthly contacts and enter encounter information in AR WITS

3. Issue/re-issue vouchers based on monthly contact and determination of continuing service needs

4. Complete GPRA 6-month follow-up and issue gift card to client (client must sign receipt)

5. Discharge client in AR WITS based on completion of recovery support plan goals/objectives or exhausting ATR funding.

If client requests change in service provider, cancel current voucher and issue voucher for new provider.

If client requests change in care coordinator, client must be offered choice of care coordinators. Care coordinator must turn over copies of the complete client record and attend transition conference with the client and the new care coordinator.

Maintain complete client files for review by DBHS or its representatives.