



Michael R. Pence, Governor
State of Indiana

Division of Mental Health and Addiction
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Recovery Works Conference Call

Minutes

December 5, 2016

Toll Free Number: 1(877) 422-1931

Conference Code: 9626119100

1. Welcome and Check-in
2. Updates
 - a. Numbers- 7206 individuals enrolled, nearly \$5 million delivered in services – AMAZING job! Keep up the great work!
 - b. Policies and Procedures Manual:
 - i. We went over the updates in the manual
 1. Transition Housing Assist Changes: please review at you convenience
 2. Added services: added all services that have been added since the inception of Recovery Works 13 months ago
 3. Included previous memo language
 - c. Staffing and response time
 - i. Sarah's last day will be 12/16 – not b/c she wants to but b/c she will be getting married and her future hubby is stationed in Mississippi so she will be leaving us.
 - ii. Our policy has also been that we will respond to inquiries, PAs, and requests within 48 business hours. However, Sarah is amazing and has greatly reduced that wait time, however with our staff being reduced to only me for most likely the next 2 months, I kindly ask your grace and patience as it will be closer to a 48 hour response time. Please continue to use Recovery.Works@fssa.in.gov for all WITS and PA requests.
 - d. Holiday Time
 - i. In addition to reduced staff, we will have reduced hours of operation due to the upcoming Holidays. The Office will be closed on December 23rd, and 26th as well as Jan 2. I will be available from 11-1 Dec 27-30 for WITS needs, please plan accordingly.



3. Reminders

- a. Payments: We have noticed that for all the new services that we added on 10/1, there were a few digits missing that caused WITS to miss picking up those services for payment. We are in the process of fixing it now, and will rerun all of those that have been processed since 10/1 and they will go out for payment as usual on Saturday morning with all other claims. You should receive payment for them on your usual payment cycle. I am very sorry for this inconvenience and I appreciate your patience on this matter.

4. Other business or questions?

- a. Can I bill for the Enrollment Admin Fee if I bill HIP/Medicaid for the assessment?
 - i. Yes. Please include in the Encounter Notes the date of the assessment and that it was billed to HIP/Medicaid.
- b. How do I bill for Vivitrol?
 - i. Vivitrol should be billed under Medication.
- c. We applied for a Jail RFP, what are the next steps?
 - i. We will be reviewing and announcing before the end of the year. Throughout the first quarter we will be working with each Jail and Agency to provide direct TA to put their program into place.
- d. Are there any special requirements to meet the Forensic CEUs required?
 - i. No, as long as providers are further their knowledge on how to treat the forensic population.
 - ii. Recommended newsletters to assist:
 - 1. <http://eepurl.com/cd3-xT> - Justice Center
 - 2. <https://www.prainc.com/gains/enews/may16.html> - SAMHSA GAINS Center