Training:

Program website on April 1. The new rates and units will be effective April 1, 2020. The new reimbursement rate will be posted to the program website.

Clear definitions for these additional services as well as reimbursement rates will be posted to the program website.

Service Definitions:

We strongly encourage you to read this entirely.

Attachment Information in regards to how your agency can continue to be successful in the program. We are pleased to make available the information that this memo is intended to convey. However, please note that this is only a summary of the information available. The full details are available in the provided documents. The information provided is intended to be as current as possible, but it is subject to change without notice. Please refer to the agency's website for the most up-to-date information.

Subject: Services Definitions, Training, Prior Authorization, WITS

Re: Memo 002

From: Angela Boazman

To: Recovery Works Providers and Referral Sources

March 23, 2016
The prior authorization settings form guides the individual completing the form through the questions that are required. The purpose of the setting specific prior authorization form is to ensure that services provided in community corrections are permitted.

2. Z1 Day Pre-Release Services in Jail

3. Services provided in Community Corrections and/or Work Release Facilities and:

Authorization requests for specific settings, when approved, through prior authorization these settings allow providers to submit prior authorization requests for services to Recovery Works for feedback. Recovery Works has moved to allow providers to submit prior authorization requests for services. A worksheet on how to complete the prior authorization form, along with case examples, will be offered on services.

Authorization settings for services for prior authorization, you will need to complete individual prior authorization forms for each service you are requesting Work Release Facilities. There is a worksheet available with all of the Recovery Works worksheet, it is limited to 500 visits per day and it will be recorded and available only."
Now that the additional option is available, Recovery Works staff is asking that all agencies catch up on their billing. If your agency has outstanding bills from January, February, or March agencies have until April 15 to do so.

If you receive the first notice, where the statement indicates that billing will occur on April 15, please keep an eye on the dates on your statement. If the dates on your statement indicate that billing will occur on April 15, please ensure that all charges are paid and that the account is current before April 15.

If you receive the second notice, where the statement indicates that billing will occur on April 22, please ensure that all charges are paid and that the account is current before April 22.

If you receive the third notice, where the statement indicates that billing will occur on April 29, please ensure that all charges are paid and that the account is current before April 29.

If you receive the fourth notice, where the statement indicates that billing will occur on May 6, please ensure that all charges are paid and that the account is current before May 6.

If you receive the fifth notice, where the statement indicates that billing will occur on May 13, please ensure that all charges are paid and that the account is current before May 13.

If you receive the sixth notice, where the statement indicates that billing will occur on May 20, please ensure that all charges are paid and that the account is current before May 20.

If you receive the seventh notice, where the statement indicates that billing will occur on May 27, please ensure that all charges are paid and that the account is current before May 27.

If you receive the eighth notice, where the statement indicates that billing will occur on June 3, please ensure that all charges are paid and that the account is current before June 3.

If you receive the ninth notice, where the statement indicates that billing will occur on June 10, please ensure that all charges are paid and that the account is current before June 10.

If you receive the tenth notice, where the statement indicates that billing will occur on June 17, please ensure that all charges are paid and that the account is current before June 17.

If you receive the eleventh notice, where the statement indicates that billing will occur on June 24, please ensure that all charges are paid and that the account is current before June 24.

If you receive the twelfth notice, where the statement indicates that billing will occur on July 1, please ensure that all charges are paid and that the account is current before July 1.

If you receive the thirteenth notice, where the statement indicates that billing will occur on July 8, please ensure that all charges are paid and that the account is current before July 8.

If you receive the fourteenth notice, where the statement indicates that billing will occur on July 15, please ensure that all charges are paid and that the account is current before July 15.

If you receive the fifteenth notice, where the statement indicates that billing will occur on July 22, please ensure that all charges are paid and that the account is current before July 22.

If you receive the sixteenth notice, where the statement indicates that billing will occur on July 29, please ensure that all charges are paid and that the account is current before July 29.

If you receive the seventeenth notice, where the statement indicates that billing will occur on August 5, please ensure that all charges are paid and that the account is current before August 5.

If you receive the eighteenth notice, where the statement indicates that billing will occur on August 12, please ensure that all charges are paid and that the account is current before August 12.

If you receive the nineteenth notice, where the statement indicates that billing will occur on August 19, please ensure that all charges are paid and that the account is current before August 19.

If you receive the twentieth notice, where the statement indicates that billing will occur on August 26, please ensure that all charges are paid and that the account is current before August 26.

If you receive the twenty-first notice, where the statement indicates that billing will occur on September 2, please ensure that all charges are paid and that the account is current before September 2.

If you receive the twenty-second notice, where the statement indicates that billing will occur on September 9, please ensure that all charges are paid and that the account is current before September 9.

If you receive the twenty-third notice, where the statement indicates that billing will occur on September 16, please ensure that all charges are paid and that the account is current before September 16.

If you receive the twenty-fourth notice, where the statement indicates that billing will occur on September 23, please ensure that all charges are paid and that the account is current before September 23.

If you receive the twenty-fifth notice, where the statement indicates that billing will occur on September 30, please ensure that all charges are paid and that the account is current before September 30.

If you receive the twenty-sixth notice, where the statement indicates that billing will occur on October 7, please ensure that all charges are paid and that the account is current before October 7.

If you receive the twenty-seventh notice, where the statement indicates that billing will occur on October 14, please ensure that all charges are paid and that the account is current before October 14.

If you receive the twenty-eighth notice, where the statement indicates that billing will occur on October 21, please ensure that all charges are paid and that the account is current before October 21.

If you receive the twenty-ninth notice, where the statement indicates that billing will occur on October 28, please ensure that all charges are paid and that the account is current before October 28.

If you receive the thirtieth notice, where the statement indicates that billing will occur on November 4, please ensure that all charges are paid and that the account is current before November 4.

If you receive the thirty-first notice, where the statement indicates that billing will occur on November 11, please ensure that all charges are paid and that the account is current before November 11.

If you receive the thirty-second notice, where the statement indicates that billing will occur on November 18, please ensure that all charges are paid and that the account is current before November 18.

If you receive the thirty-third notice, where the statement indicates that billing will occur on November 25, please ensure that all charges are paid and that the account is current before November 25.

If you receive the thirty-fourth notice, where the statement indicates that billing will occur on December 2, please ensure that all charges are paid and that the account is current before December 2.

If you receive the thirty-fifth notice, where the statement indicates that billing will occur on December 9, please ensure that all charges are paid and that the account is current before December 9.

If you receive the thirty-sixth notice, where the statement indicates that billing will occur on December 16, please ensure that all charges are paid and that the account is current before December 16.

If you receive the thirty-seventh notice, where the statement indicates that billing will occur on December 23, please ensure that all charges are paid and that the account is current before December 23.

If you receive the thirty-eighth notice, where the statement indicates that billing will occur on December 30, please ensure that all charges are paid and that the account is current before December 30.

If you receive the thirty-ninth notice, where the statement indicates that billing will occur on January 6, please ensure that all charges are paid and that the account is current before January 6.

If you receive the forty-first notice, where the statement indicates that billing will occur on January 13, please ensure that all charges are paid and that the account is current before January 13.

If you receive the forty-second notice, where the statement indicates that billing will occur on January 20, please ensure that all charges are paid and that the account is current before January 20.

If you receive the forty-third notice, where the statement indicates that billing will occur on January 27, please ensure that all charges are paid and that the account is current before January 27.

If you receive the forty-fourth notice, where the statement indicates that billing will occur on February 3, please ensure that all charges are paid and that the account is current before February 3.

If you receive the forty-fifth notice, where the statement indicates that billing will occur on February 10, please ensure that all charges are paid and that the account is current before February 10.

If you receive the forty-sixth notice, where the statement indicates that billing will occur on February 17, please ensure that all charges are paid and that the account is current before February 17.

If you receive the forty-seventh notice, where the statement indicates that billing will occur on February 24, please ensure that all charges are paid and that the account is current before February 24.

If you receive the forty-eighth notice, where the statement indicates that billing will occur on March 2, please ensure that all charges are paid and that the account is current before March 2.

If you receive the forty-ninth notice, where the statement indicates that billing will occur on March 9, please ensure that all charges are paid and that the account is current before March 9.

If you receive the fiftieth notice, where the statement indicates that billing will occur on March 16, please ensure that all charges are paid and that the account is current before March 16.

If you receive the fifty-first notice, where the statement indicates that billing will occur on March 23, please ensure that all charges are paid and that the account is current before March 23.

If you receive the fifty-second notice, where the statement indicates that billing will occur on March 30, please ensure that all charges are paid and that the account is current before March 30.

If you receive the fifty-third notice, where the statement indicates that billing will occur on April 6, please ensure that all charges are paid and that the account is current before April 6.

If you receive the fifty-fourth notice, where the statement indicates that billing will occur on April 13, please ensure that all charges are paid and that the account is current before April 13.

If you receive the fifty-fifth notice, where the statement indicates that billing will occur on April 20, please ensure that all charges are paid and that the account is current before April 20.
Please print and keep with your Recovery Works Program Manual.

Family Social Services Administration
Division of Mental Health and Addiction
Recovery Works Program
Manager
Angelagamman

Sincerely,

The Recovery Works Program.
Feel free to contact the team at RecoveryWorks@essa.ill.gov. Thanks for all of your efforts as we grow. We continue to work through the kinds of a new program. If you have any questions or concerns, please be in touch. We greatly appreciate each and every one of you, and we thank you for your patience and flexibility as we go.

Time with paper vouchers.

Identifying number for each client/service. Again, this will only pertain to services rendered during our
appearance on your ACH is: 724357212131. Simply cross out the last 6 numbers and you will have the
for example: Client: DARMHARO: 724357 Service date: December 15, 2015. The number that would
combination of the individual's DARMHARO number and the date of service.
unique identifying number for each client. The 10 number you will see on your ACH is actually a
complete list which will list each payment you have made while we were still using paper vouchers. The
As you begin receiving payment for services rendered, you will receive your ACH. There has been a little

ACH Client Information:

Please email us at the Recovery Works email address.

4 am on April 15, 2016 to enter all of those encounters. Recovery Works staff is available to assist as


is resource limited and recovery is non-linear. For these reasons, having a plan
is required. It is a question that I expect to always see an answer to, because the program
must be in place to get the participant in recovery. The question of how this action will clinically benefit the client,
and how will action on this affect the participant’s recovery?

1. What plan is in place to get the participant in recovery?
2. What resources are available to the client after the resources are
renewing resources that will be available to the client after the holistic
treatment (e.g., case management, individual therapy, group therapy, etc.)?
3. What resources are already used interventions (e.g., individual therapy) and how you have
been using them to help clients develop distress tolerance skills (to do all the things that are not
rightful)
4. What resources have you already utilized to assist the participant
in recovery?
5. What distinctive characteristics make this participant a good candidate for the
7. Narrative
Other

8. Medication exceeds $500
9. HIPPA Power Account
10. Telepsychiatry

a. Clinically Managed High-Intensity Residential Services
b. Clinically Managed Medium-Intensity Residential Services
c. Clinically Managed Low-Intensity Residential Services

d. Prior Authorization Services

b. Participant CAP increase (if applicable)

c. Prior Authorization Service

d. Type of Prior Authorization

2. The date that the prior authorization is being completed should go here.
3. The official name of the recovery works approved agency should be provided here.
4. WITS ID

b. Ex. E. Girlando Bruno, LMSW, LSW
a. The child(ren) name should go here along with any credentials.
8. The name of the designated provider
2. Ex. Psychosources Consulting Services, LLC

a. The official name of the recovery works approved agency should be provided here.

APPENDIX II: Prior Authorization Form (see sample PA)
1. EX. $660
2. Total
3. EX. $22 (rate) 1 day (unit)
4. Rate/unit
5. EX. 30
6. Service duration/frequency

continuity of care and supporting the efficacy of the recovery works program.

For helping the participant find insurance coverage is critical to ensuring