



DEBS CHECKLIST

SUBMITTING RECOVERY RESIDENCE CLAIMS

- ☐ Select the Client.
- ☐ Click the + **New Claim** tab and then click **Start Claim**.
- ☐ Input the following information:
 - Organization
 - Facility - where the client is receiving the Intake services from
 - Fund
 - Effective Date - this should always be the start/1st of the month
 - Referral Source
- ☐ Click **Start Claim**.
- ☐ Select the type of **Service** from the dropdown menu in the box.
 - See Business Rules (Appendix D) for services covered and rates.
 - The system will automatically populate fixed service rates.
- ☐ Click **Add Service Date +** and then the **Calendar Icon** to select the date for that service from a pop-up calendar.
 - Repeat as needed for each service date.
- ☐ Add additional Services as necessary by clicking + **Add Service** tab
- ☐ Click **Submit Services** button.
- ☐ Answer Prior Authorization Questions.
 - **Question 1:** Does this client have access to all of the 3 FDA approved medications for opioid use disorder (methadone, buprenorphine, and naltrexone) while participating in your program?
 - Clients must have access to all 3 FDA approved medications to receive SOR funds.
 - **Question 2:** Does this client have Recovery Works eligibility, a referral for Recovery Works, or an open application for Recovery Works? If yes, please explain.
 - **Question 3:** What steps are being taken to prepare this resident for financial and housing stability when the service cap is hit? Please explain and update in as much detail as possible.
- ☐ Click **Create Claim** and in the pop-up window click **Confirm Claim Information**.

ADDING SERVICES TO A CLAIM THROUGHOUT THE MONTH

- ☐ Click on the Invoice for the client for the current month.
- ☐ Click **Update Services**.
- ☐ Select additional days for each Service type (Click **Add Service Date +** and then the **Calendar Icon**).
- ☐ Click **Submit Services**.

NOTES

- The **Effective Date** should always be the 1st of the month.
- You can start a claim only for services that have started at least one (1) day before the claim is being initiated.
- Best practice is to submit claims every 10 days.
- Additional information may be request by DMHA staff through the DEBS portal or directly via email.

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