



STATE OF CONNECTICUT
ACCESS TO RECOVERY II PROGRAM (ATR II)
Department of Mental Health and Addiction Services

Phone: 1-866-580-3922

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INSTRUCTIONS FOR COMPLETING THE INITIAL ATR II RECIPIENT APPLICATION

REGISTRATION FORMS

Forms to be completed upon registration of applicant with ATR II:

1. ATR II Registration and Portal.
2. Simple Screening Instrument for Alcohol and Other Drugs (SSI/AOD) Screening Instrument OR CAGE-Adapted to Include Drugs (CAGE-AID) Screening Instrument.

1. ATR II Registration and Portal.

To be completed when registering the applicant for ATR II services. Form provides basic information on the applicant, the provider requesting services, and the qualifying portal (target population). Information from this form must be entered into the online system. This can be done by clicking on “Register New Client” on the main screen after log in.

This form does not need to be faxed to ABH.

2. Substance Abuse Screenings (One of the following two screens must be completed, NOT BOTH).

Simple Screening Instrument for Alcohol and Other Drugs (SSI/AOD) Screening Instrument.

To be completed when registering the applicant with ATR II. The SSI/AOD form provides information regarding the applicant’s use of alcohol and drugs over the past six months. The applicant must receive a score of four or greater in order to qualify for ATR II services, not counting questions one and fifteen. Information from this form must be entered into the online system. On the online system, this screen is at the bottom of the registration and portal screen.

This form does not need to be faxed to ABH.

CAGE-Adapted to Include Drugs (CAGE-AID) Screening Instrument.

To be completed when registering the applicant for ATR II services. The CAGE-AID screen provides information regarding the applicant’s history with drinking and drug use. The applicant must receive a score of one or higher on this form in order to qualify for ATR II services. Information from this form must be entered into the online system. On the online system, this screen is at the bottom of the registration and portal screen.

This form does not need to be faxed to ABH.

GPRA and MENTAL HEALTH SCREEN

Forms to be completed after successful registration of applicant with ATR II:

1. Government Performance and Results Act (GPRA).
2. Mental Health Screening Form-III (MHSFIII) Mental Health Screening OR Modified Mini Screening Instrument.

1. Government Performance and Results Act (GPRA).

This form must be completed after the applicant is successfully registered with ATR II. A GPRA interview must be completed by the provider face to face with the applicant. Once the GPRA is on file with ATR II another one is not needed until the six month follow-up GPRA or the discharge GPRA. Detailed instructions on completing this form can be found at www.abhct.com under the Resources tab, labeled “Question by Question GPRA Instruction”. Information from this form must be entered into the online system. This can be done after searching for the applicant, by clicking on “ADD” under the Initial GPRA column.

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2. Mental Health Screenings (One of the following two screens must be completed, NOT BOTH).

Mental Health Screening Form-III (MHSF III) Mental Health Screening.

This form must be completed after the applicant is successfully registered with ATR II. The MHSF III provides information regarding the applicant's mental health during his/her entire life history. While this form is required for all applicants, a score of one or greater is only required when requesting Co-Occurring IOP. Information from this form must be entered into the online system. The screen for the MHSF III will open automatically after the GPRA has been saved.

This form does not need to be faxed to ABH.

Modified Mini Screening Instrument.

This form must be completed after the applicant is successfully registered with ATR II. The Modified Mini provides information regarding the applicant's mental health at different periods of his/her life. While this form is required for all applicants, a score of 6 or greater is only required when requesting Co-Occurring. Information from this form must be entered into the online system. The screen for the MHSF III will open automatically after the GPRA has been saved.

This form does not need to be faxed to ABH.

RECIPIENT APPROVAL AND SERVICE REQUESTS

Forms required to complete an application for services:

- 1. Consent to Disclosure and Re-Disclosure of Confidential Information and Records (ROI).
2. Consent to Participate.
3. Authorization for Disclosure of Last Known Address and Phone Number.
4. Contact Form.
5. Non Housing Service Request.
6. Supported Recovery Housing Request.
7. Independent Living Housing & Landlord Verification Form.

1. Consent to Disclosure and Re-Disclosure of Confidential Information and Records (ROI).

This form must be completed with the initial application for services from the provider. It allows ATR II to communicate with the necessary agencies to successfully process the application. Spaces are provided to write the name of the provider, as well as the portal contact for the applicant. ATR II must have an ROI on file for each of these parties in order to process an application for services. The applicant must specify a date when the ROI will expire. A new ROI is required for additional applications if the ROI on file with ATR II has expired. All ROI forms must be signed and dated by the applicant, and are not entered into the online system.

This form must be faxed to ABH.

2. Consent to Participate.

This form must be completed with the initial application for services from the provider. The Consent to Participate form outlines the main components of the ATR II program, and provides the applicant with the opportunity to agree to these guidelines. This form does not expire. The Consent to Participate must be signed and dated by the applicant, and is not entered into the online system.

This form must be faxed to ABH.

3. Authorization for Disclosure of Last Known Address and Phone Number.

This form must be completed with the initial application for services from the provider. Recipients of services are requested to authorize indicated agencies to disclose the recipients last known address and phone number, so that



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recipients may be located in approximately 6 months for a follow up GPRA interview. The Authorization must be signed and dated by the applicant, and is not entered into the online system.

This form must be faxed to ABH.

4. Contact Sheet.

This form must be completed with the initial application for services from the provider. The form asks for the applicant's contact information and the contact information of other people who know the applicant to be used to complete the mandatory follow-up GPRA. All Information from this form must be entered into the online system and should be updated monthly on the online system. This can be done after searching for the applicant, by clicking "ADD" or "EDIT" under the Contact Sheet column.

This form does not need to be faxed to ABH.

5. Request forms: Non-Housing Service Request Form.

This form must be completed when applying for any non-housing credentialed service. This form is also used to request the following: Food, Clothing, Personal Care, Transportation, and/or Educational/Vocational Services, which all require thirty days of ATR II services prior to authorization. Only those applicants who qualify under the DOC: End of Sentence (within 30 days of release) portal may request assistance with Food, Clothing, Personal Care, Other and/or Transportation on the initial application. The form allows the applicant to specify which provider he/she would like to receive services from, as well as the applicable start date for any services. All Educational/Vocational vendors must be approved by the Connecticut Department of Labor, and listed on the "Eligible Training Providers List" available at <http://www1.ctdol.state.ct.us/etpl/index.asp>. All Information from this form must be entered into the online system. This can be done after searching for the applicant, by clicking ADD under the Service Requests column.

This form does not need to be faxed to ABH.

6. Request forms : Supported Recovery Housing Request.

This form must be completed when applying for supported recovery housing. The form allows the applicant to specify his/her provider of choice. The request for all housing is entered into the online system. This can be done after searching for the applicant, by clicking "ADD" under the Service Requests column. A copy of this form should be retained in the applicant's chart in case of audit.

This form does not need to be faxed to ABH.

When requesting additional months of supported recovery housing, ATR II requires the applicant's net weekly total income and proof of this income, a completed Job Readiness Information sheet, or other proof of attempts to secure employment.

This form must be faxed to ABH.

7. Request forms: Independent Living Housing & Landlord Verification Form.

This form must be completed when applying for independent housing, which is available to recipients after 60 days in ATR II services. Independent housing is available for one month's rent OR the security deposit at the HUD rate or the landlord requested rate (whichever is lower). The form allows the applicant to specify the provider of choice. The Independent Living Housing request form acts as the Landlord Verification form, and therefore must be signed and dated by the owner of the requested location. The Independent Living Housing & Landlord Verification Form must be signed and dated by the applicant. All information from this form is ALSO entered into the online system. This can be done after searching for the applicant, by clicking ADD under the Service Requests column. A copy of this form should be retained in the applicant's chart in case of audit.

This form must be faxed to ABH.