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

Phone: 1-866-580-3922 Fax: 1-866-580-4322

INSTRUCTIONS FOR USING THE SAMPLE ATR II FORMS

As an ATR II service provider, you must maintain hard-copy files for each recipient whom you serve. DMHAS and ABH will use these files to verify the provision of services and ensure the ATR II provider is following proper procedures.
Files must be:

- individualized to each recipient and only contain information for one recipient;
- kept in a secure location to which only approved staff have access;
- kept at the service location approved for services in the ATR II service rate schedule; and
- kept by the provider for a period of three years following the end of ATR II.

Below is a list of useful forms for planning, tracking and documenting services.

REQUIRED FORMS - ALL PROVIDERS (UNLESS OTHERWISE SPECIFIED)

- Chart Review Form
- Client Agreement
- Consent to Participate , Consent to Disclosure and Re-disclosure of Confidential Information and Records (ROI), , and Authorization to Disclose Last Known Address and Phone Number (Locator Form)
- Discharge Summary
- Grievance Procedure and Grievance Log
- Group-Service Sign-in Sheets (Faith-based and Peer-based)
- Intake Summary OR Intake Assessment Form
- Job Readiness Form (Sober Housing)
- Progress Notes
- Recovery Plan (Case Management)
- Referral Forms
- Sober Housing Early Departure and Site Change Form (Sober Housing)
- Telephone Verification Form
- W-9

Some forms are required of all ATR II providers as noted, and others are applicable only to certain programs.

Samples of the documents below can be found on the ATR II website, at www.abhct.com under Resources: ATR II: Forms.
Please note that in some instances more than one sample is provided for each type of form. Providers can choose from among samples, modify samples as needed or create their own form. Providers are not required to keep a copy of documents that are entered into the web-based voucher management system. Providers do not have to keep copies of the GPRA, the contact sheet, or any service requests.

• **Chart Review Form**	• **Job Readiness Form (Sober Housing)** •
Providers should develop a process for performing quality assurance on recipient charts. The chart review form provides an easy checklist for a program supervisor or director to use to identify documentation issues and is a mechanism for ensuring the services provided are appropriate. Charts should be reviewed 1-3 times during the length of services.	The Job Readiness form is used to track employment searches. This form is required of recipients applying for more than one month of sober housing. Other providers may find this form useful for tracking employment searches for those recipients who are job-ready.
• **Client Agreement**	• **Progress Notes**
The Client Agreement describes the services offered by the provider, discusses the rights and responsibilities of the recipient and the rules around service engagement. Recipients will acknowledge by signing, that they understand what services will be provided to them, what work the provider will do on their behalf, and what tasks the recipient must complete in order to remain in services. A copy of the signed form should be given to the recipient.	Progress Notes are a record of the services. Notes should track the progress toward achieving goals, document the staff's work on behalf of the recipient, and summarize the recipient's recovery status. Progress notes must contain: 1. Name of recipient 2. Recipient's ID number 3. Type of service 4. Date of service

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	5. Length of service 6. Summary of the service provided 7. Signature of staff providing the service 8. Progress towards identified goals (as appropriate)
• **Consent to Participate, ROI, and Locator Form**	• **Recovery Plan/Service Plan (Case Management)**
The above three forms are required in order to complete the ATR II application. A more detailed explanation is provided in the ATR II Application Instructions, located at www.abhct.com under Resources: ATR II. These forms may not be altered.	A Recovery Plan is required for case management services and documents the measurable goals the recipient plans to achieve while in services. Recovery plans should be developed in the first week of services, and be updated regularly. A sample recovery plan has been created with the most frequently used goals. Staff, in collaboration with recipients, shall update the recovery plan as necessary.
• **Discharge Summary**	• **Referral Forms**
A brief Discharge Summary should be completed when a recipient completes services successfully or leaves services prematurely. Despite the fact that providers enter discharges on the voucher management system, a discharge summary summarizes the recipient's progress on goals, next steps (including any referrals), and recovery status at the time of discharge.	The referral form allows providers to refer recipients to other service providers. A referral form should be completed and given to the recipient when they are being connected to other community resources. Providers should also document any service referrals in the recipient's progress notes.
• **Grievance Procedure and Grievance Log**	**Sober Housing Early Departure and Site Change Form**
Each provider is required to have a procedure for receiving grievances from service recipients. This procedure should be posted where recipients can easily view it. A signed version of the procedure should be kept in the recipient's chart.	The Sober Housing Early Departure and Site Change Form shall be used by sober housing providers to inform ATR II when recipients have either left or been discharged early from sober housing, or if they have been moved between provider sites.
• **Group-Service Sign-in Sheets (Faith-based and Peer-based)**	• **Telephone Verification Form**
The group service logs are useful for those services provided in a group format. The log indicates when the group was held, who attended the group and briefly describes what material was covered in the group.	The follow-up GPRA assessment may be obtained via telephone. In order to complete an FGPRA over the phone, providers must use the Telephone Verification form to verify they are speaking with the service recipient. Telephone verification forms must be faxed to ATR II. Providers may not complete the initial GPRA or discharge GPRA via telephone.
• **Intake Summary <u>OR</u> Intake Assessment Form**	• **W-9**
The Intake Summary/Assessment helps to demonstrate the strengths, needs, recovery status, and environmental issues of the recipient at the time of intake. In addition to the three assessment tools (the GPRA, mental health screen and the substance abuse screen), the intake summary or assessment will help formulate a plan of services for the recipient. Intake summaries should include items such as the recipient's living arrangements, work experience, motivations, recent drug/alcohol use, and needs.	A W-9 needs to be completed by any new vendor that will receive payments from ATR II. This includes landlords providing independent housing and vocational/educational vendors. Vendors may call the ATR II toll free number to find out whether they need to complete a W-9.