

## **Addendum B**

### **CARE COORDINATOR SCOPE OF SERVICES**

1. The Care Coordination agency (CC) will provide care coordination and case management services for clients enrolled in the ATR grant who are returning from residential treatment to \_\_\_\_\_ (identify specific location).
2. The Care Coordination agency will meet with clients at their inpatient facility (or via phone if necessary) prior to their release from treatment to discuss care coordination services. Follow-up meetings will be held at treatment facilities, patient homes/transitional houses/recovery houses, at the CC offices or other facilities as agreed upon by the Care Coordinator and client.
3. The initial screening will include information about health needs, housing, employment, and other requested services. During this meeting the Care Coordinator will also review the services which have been granted via voucher through ATR. These services will be prioritized and a plan will be developed with the client.
4. If the client is uninsured, the Care Coordinator will determine the most appropriate insurance program and assist the client with applying for this benefit. Basic referrals will be made for all other recovery support services not covered under the ATR grant.
5. The CC will assist clients with obtaining proper citizenship and identity documents if needed for insurance applications. The CC will also coordinate with agencies/employers to obtain any other required documentation for insurance benefits.
6. After health insurance is approved, the CC will educate clients on their options and benefits. The CC will also provide assistance with enrollment into a managed care organization and selection of a primary care physician. The CC will schedule appointments for clients to receive primary medical care and mental health services, as needed.
7. The CC will meet with clients on an as-needed basis to provide ongoing assistance accessing services and coordinating care. The Care Coordinator will maintain a relationship with the client for at least six months to guarantee successful completion of the Discharge and 6-month GPRA (Government Performance and Results Act).
8. The CC will administer and submit GPRA forms as required by ADAA.