



Michael R. Pence, Governor  
State of Indiana

***Division of Mental Health and Addiction***

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June 24, 2016

To: Recovery Works Providers and Referral Sources

From: Angela Boarman

Re: Memo 005

Subject: July 1 Vouchers, Previous Unit Changes, Staff Changes, Holiday Schedule

**July 1 Vouchers**

The new fiscal year will begin on July 1, and with that will come the updated service rates. You can open vouchers for July 1, but since the new service rates will not come into effect until July 1 you will not be able to add services to those new vouchers: you will have to go into WITS on/or after the first of July and add in the services to each voucher. Whether you would like to open your vouchers now, or wait until July 1 and just do it all at once, is totally up to you.

We have also stressed the importance of not having vouchers overlap from June to July, but that does not mean that you HAVE to have the voucher start on July 1. If the next time you are scheduled to see a client is on July 5, you are more than welcome to wait and create your voucher for that individual then. As long as they are created before you start billing for those services and start on or after July 1, we want you to do it whichever way works best for you. Remember, that regardless of when you start your voucher, you must start it within 10 calendar days of providing services, as that is as far back you can backdate vouchers.

**Previous Unit Changes**

As a reminder, we updated the units for some of our services back in April. We are still seeing encounters released to billing that are using the old unit of 1 unit equals 1 hour rather than the quarter hour changes that were made a few months ago. Please try to keep those changes in mind as we move forward so that you are not billing for less than the actual services were worth.

**Staff Changes**

We would like to share that Michael Ross will be moving on to a new role within DMHA, as the Bureau Chief of Serious Mental Illness. We are sad to lose him on our Recovery Works team, but thrilled for him and his new role. As he transitions, please be sure that all Recovery Works communications (Prior Authorizations, training, etc) is sent to our [Recovery.Works@fssa.in.gov](mailto:Recovery.Works@fssa.in.gov) email address and Sarah Whiteside and myself will address all communication. Sarah and I have developed a plan to ensure that nothing is missed in the transition process, but we do ask for your patience as we work together during this time.



## **Holiday Schedule**

With the upcoming July Fourth Holiday, we will be out of the office for a few days. We wanted to ensure that you were aware ahead of time, in case your email went unanswered for a few days. The following are our days out of the office:

- Angie Boarman: out of office Wednesday, June 29 - Monday July 4; Returning Tuesday, July 5
- Sarah Whiteside: out of office Friday, July 1 - Tuesday, July 5; Returning Wednesday, July 6
- Michael Ross will check Recovery Works email twice on Friday, July 1<sup>st</sup> to reset any locked WITS accounts
- All State Buildings are closed on Monday, July 4th

If you have any questions or concerns, please feel free to contact the team at [Recovery.Works@fssa.IN.gov](mailto:Recovery.Works@fssa.IN.gov). Thanks for all you do and all of your efforts as we continue to grow the Recovery Works program.

Sincerely,



**Angela Boarman**

Program Manager

Recovery Works

Division of Mental Health and Addiction

Family Social Services Administration

\*Please print and keep with your Recovery Works Program Manual.