



Michael R. Pence, Governor  
State of Indiana

**Division of Mental Health and Addiction**  
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April 20, 2017

To: Recovery Works Providers and Referral Sources

From: Angela Boarman

Re: Memo 007

Subject: Jail ReEntry Services, WITS, Conference Call Schedule, Training Opportunities

### **Jail ReEntry Services**

All Recovery Works Designated Service Providers (DSP) have the ability to provide up to five (5) hours a week of case management and/or skill training and development services to clients that are within 30 days of release from incarceration. In order to begin providing those services, each client must have a full comprehensive assessment completed. This assessment may be completed at any time, prior to the start of services. In addition, any DSP may provide an assessment to eligible clients at any time during their incarceration. For example, assessments may be provided upon entrance into a facility in order to assist the client's legal representation throughout their case. As a reminder, all assessment provided while clients are incarcerated are reimbursed at a premium of \$205 each.

### **WITS**

Our Recovery Works team receives a lot of emails throughout the day, not only through the Recovery Works email, but also from our personal emails. Due to the incredible volume, earlier this month we requested that all WITS requests come directly to the Recovery Works email ([Recovery.Works@fssa.in.gov](mailto:Recovery.Works@fssa.in.gov)) and that it contain specific information. We request the following:

- Subject line should include the client's WITS ID and Request (i.e. – Reject Voucher, Add Units, Reset password, etc.)
- The body of the email should include:
  - WITS ID
  - Voucher number if requesting changes to a voucher
  - Exact Service and number of units to be added/changed
  - Encounter number if requesting changes to an encounter
- First and Last name of provider that requires a reset
- Please do not include first/last names of clients, DOB, or Social Security number; identifying information should NEVER be included in an email unless it is sent encrypted
- We kindly request that the number of encrypted emails sent are limited as it requires additional time. We are able to access all client information through their WITS or DARMHA ID.

We strive to address all emails within 48 business hours. This includes a response to Prior Authorizations.



In addition to your client's needs within WITS, we ask that all password resets, and access requests to WITS or DARMHA are sent to our team at the Recovery Works email address. You will receive a timelier response if requests are sent directly to us, versus the DARMHA team or the WITS help desk.

### **Conference Call Schedule**

This month (April) we switched up our conference call to be more interactive. We gave it a shot with just me on the screen this month, but are looking to spice it up a little more by offering monthly mini trainings. We have had the opportunity to establish the first three months, and then would like feedback from you all about what future trainings you would like to be offered. Our schedule for the remainder of the year is as follows:

May 1 – ANSA 101

June 5 – MAT 101

July 3 – NO CALL/WEBINAR

August 7 – Addictions as a Disease

September 4 – NO CALL/WEBINAR

October 2 – TBD

November 6 – TBD

December 4 – TBD

You can join us at 1pm EST by accessing the information below. Please remember that these are not mandatory, however we encourage you to join us as we share updates about the program in general and will continue to do that through this avenue. We look forward to spending the time with you in this manner and feel that it will be more beneficial for all. Please send your training recommendations to

[Recovery.Works@fssa.in.gov](mailto:Recovery.Works@fssa.in.gov), with the subject line *Webinar Trainings*.

### **Webinar Access Information:**

- URL: <https://Indiana.AdobeConnect.com/RecoveryWorks>
  - Participants will sign in as a guest using their name.
- Audio will be voice over internet, so participants will need to use speakers or headphones to hear the presentation, or call in with the number below.
- Prior to the webinar, participants can go to [http://webinar.isl.in.gov/common/help/en/support/meeting\\_test.htm](http://webinar.isl.in.gov/common/help/en/support/meeting_test.htm) to test their connection. This will prompt the user with any needed updates or add-ins.
- TOLL FREE (*for Participants*):1-(877) 422-1931; Conference Code: 6207745175

### **Training Opportunities**

Many of you have had questions about forensic training opportunities. I wanted to share two opportunities that I recently learned of:

- The training management system, Relias Learning, offers a course called *Motivational Interviewing for Corrections Professionals*
- Volunteers of America Indiana, located in Indianapolis, will be providing a presentation by Dr. Anna Caldwell on working with clients in the Criminal Justice System, on July 21, 2017. I have attached the flyer that shares more information about that presentation and the series that they are currently offering.

Please continue to share these opportunities as they arise, as they allow us to share what is available with everyone.

As most of you know already, we have had the amazing opportunity to grow very fast in eighteen months. We currently have over 12,000 participants enrolled and have spent just shy of \$11 million in services, since November 2, 2015. Our small but mighty team, can't do it by ourselves any more. We are still looking to grow our team in order to provide quality service to you and your criminal justice partners. We are looking to grow our team by 2 additional Clinical Directors, 1 Clinical Director Team Lead, and an additional Services Coordinator. We are looking forward to our growth! Please share these opportunities as you see fit. If you have any inquiries, please have them email me at [Angela.Boarman@fssa.in.gov](mailto:Angela.Boarman@fssa.in.gov).

Always, 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 expand the Recovery Works program across the state.

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.