

PROVIDER GUIDANCE

# Recovery Housing Assistance Program

Effective May 2022

# Recovery Housing Assistance Program Provider Guidance

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# Recovery Housing Assistance Program Provider Guidance

## I. Background

In 2018, the North Dakota Department of Human Services, Behavioral Health Division, (BHD) commissioned the Human Services Research Institute to conduct a comprehensive analysis of the current behavioral health system in North Dakota (ND). The resulting report, the North Dakota Behavioral Health System Study 2018, concluded that ND’s current behavioral health system is “primarily crisis oriented and pays inadequate attention to rehabilitative and community-based services.” Relating specifically to housing, the study identified two (2) needs and recommendations:

- Address housing needs alongside behavioral health needs.
- Promote timely linkage to community-based services following crisis, inpatient, and residential treatment.

In consideration of the needs and recommendations for housing outlined in the North Dakota Behavioral Health System Study 2018, BHD proposed and received funding to implement a new Recovery Housing Assistance Program (RHAP).



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## II. Program Mission and Goal

Individuals in early recovery often find themselves needing to make changes in their living environments, social activities, employment, and sometimes family connections. Recovery housing helps individuals find a safe place, compassionate people, and a life full of purpose and fun that doesn't involve substances.

The purpose of this program is to provide support to individuals in recovery by increasing access to supportive living environments that commit to best practices in recovery housing. To accomplish this, RHAP will reimburse participating recovery housing Providers for up to 12 weeks of an eligible individual's recovery housing expenses.

By providing this needed support to individuals in recovery, the program aims to accomplish the following goals:

- Increase access to safe, secure, and supportive environments for individuals in recovery to create stability and promote well-being.
- Promote the creation of natural supports for recovery.
- Establish and reinforce evidence-based best practices in recovery housing.
- Allow for individual choice when selecting a recovery residence.
- Increase access to community-based services supporting the full continuum of care.

## Characteristics of a Recovery House include:



**Safe environment**  
This transitional housing provides a physically and emotionally safe, secure, and respectful environment for individuals with the chronic disease of addiction.



**Structured living**  
Daily and weekly schedules and routines provide structure for individuals to focus on physical, social, mental, and community wellness. Regular house meetings, group activities, and community volunteering foster accountability.



**Community Integration**  
Connecting individuals to their local community to build individual resources and adapt to a recovery lifestyle improves social connections and feelings of acceptance.



**Support Network**  
A 24-hour network of peers dedicated to recovery provides encouragement and support when needed. Individuals often have opportunities to become mentors to other residents fostering individual and community dependability.



**Rules and responsibilities**  
Following rules, paying rent, and completing delegated tasks while being involved in work, school, or treatment instills a sense of purpose and increases self-esteem.

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## III. Participant Eligibility

To be eligible for RHAP, an individual must meet the following criteria:

- ND Resident, *and*
- Age 18 or older, *and*
- Experiencing a substance use disorder, *and*
- Has not been a participant of the program within the last 365 days, *and*
- One of the following:
  - Currently enrolled in a qualifying ND Department of Human Services (DHS) Public Assistance Program\*, *or*
  - Currently enrolled in a BHD substance use disorder or community program\*\*, *or*
  - Household income is at or below 200% [Federal Poverty Guidelines](#)

*\*Qualifying DHS Public Assistance Programs include the following: Basic Care Assistance Program, Child Care Assistance Program, Crossroads Program, Low Income Home Energy Assistance Program (LIHEAP), Medicaid, Supplemental Nutrition Assistance Program (SNAP), and/or Temporary Assistance for Needy Families (TANF).*

*\*\*Qualifying BHD substance use disorder and community programs include the following: Community Connect, Free Through Recovery, Substance Use Disorder (SUD) Voucher Program.*

## IV. Participating Provider Responsibilities

The following sub-sections outline the general responsibilities for a participating RHAP Provider.

### A. Become a Participating RHAP Provider

To become a RHAP participating Provider, complete the following steps:

1. Review this Provider Guidance in its entirety.
2. Review the [Recovery Housing Fee Schedule](#).
3. Review the RHAP Provider Agreement
4. Complete and submit the RHAP Provider Application with signed Provider Agreement to [recoveryhousing@nd.gov](mailto:recoveryhousing@nd.gov).
5. If an application is missing information or attachments, BHD will notify provider and provider will have 30 days to resubmit an application or submit missing attachment(s). If missing information is not received within 30 days, the application will be considered closed.
6. Once a complete and signed RHAP Provider Application with signed Provider Agreement has been received BHD, BHD will submit, within 10 business days, a letter to the provider informing them they are a RHAP. Provider may then start assisting individuals with applying for the program and submit reimbursement for eligible, approved individuals. BHD will also add provider to [Provider List](#) on the BHD website

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## B. Applicant Eligibility Screening

A Provider is responsible for determining participant eligibility based on the criteria listed in Section III. [Participant Eligibility](#).

- To determine if an individual is income eligible, a Provider can use the US Department of Health & Human Services Federal Poverty Guidelines (FPG) to verify eligibility. Current FPG rates are accessible [here](#).
- To prevent delayed access to RHAP benefits, a Provider is encouraged to begin participant onboarding for all individuals found to be eligible during the Provider’s eligibility screening.
- A Provider must obtain and retain copies of the participant eligibility documentation used during the Provider’s eligibility screening for a minimum of three (3) years after final payment.
- While BHD will not require eligibility documentation attachment with each application, a Provider should be aware that the RHAP will conduct both routine and targeted audits to verify appropriate eligibility screenings have been completed. The table below outlines the documentation requirements for applicant eligibility verification:

<b>Eligibility Criteria</b>	<b>Acceptable Verification Documents</b>
<b>Citizenship</b>	One or more of the following: <ul style="list-style-type: none"> <li>• State-issued ID</li> <li>• Passport</li> <li>• Current utility bill, mortgage statement, or lease agreement</li> <li>• Statement from shelter</li> <li>• Signed statement from individual attesting to residency in North Dakota (only permitted if no other options exist)</li> </ul>
<b>Age</b>	One or more of the following: <ul style="list-style-type: none"> <li>• State-issued ID</li> <li>• Passport</li> <li>• Birth certificate</li> <li>• Signed statement from individual attesting to being at least 18 years old (only permitted if no other options exist)</li> </ul>
<b>DHS Program Participation Status (if applicable)</b>	One or more of the following: <ul style="list-style-type: none"> <li>• Program acceptance letter</li> <li>• Program ID number</li> <li>• Signed statement from individual attesting their participation in one of the applicable DHS programs (only permitted if no other options exist)</li> </ul>
<b>Income (if applicable)</b>	One or more of the following: <ul style="list-style-type: none"> <li>• Most recent paystub</li> <li>• Unemployment records</li> <li>• Signed statement from individual attesting no income (only permitted if no other options exist)</li> </ul>

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## C. [Application Submission and Processing Procedures](#)

The [Recovery Housing Assistance Program Eligibility Application](#) must be submitted jointly by both the applicant and a participating Provider. It is therefore required that a Provider supply a confidential space with computer and internet access for application submission.

Upon receipt of a participant application, BHD will review and provide notification of program participation status (approved/denied) as follows:

- BHD will notify the submitting Provider of an applicant's application decision within five (5) business days via email. This email will include a copy of the applicant's decision letter.
- BHD will notify an applicant of their application decision via email or mail, per the applicant's indicated communication preference indicated on the application.

In the event of application denial, it will be up to the Provider to determine whether the individual will continue to stay at the recovery house knowing they will not receive reimbursement from BHD for the individual.

A new application must be submitted each time a participant enters a new recovery residence.

## D. [RHAP Fee Schedule](#)

RHAP reimburses participating Providers for up to 12 weeks of rent for eligible applicants. The reimbursement rates are set at 110% of the HUD Fair Market Rates (FMRs) and are specific to the county in which the recovery housing facility is located. RHAP will update these rates each February 1 based on the HUD FMRs in effect at that time.

Below are the weekly reimbursement rates by county for 2022.

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## Recovery Housing Provider Reimbursement 2022 Fee Schedule

County	Weekly Rate	County	Weekly Rate
Adams County	\$145	McLean County	\$145
Barnes County	\$146	Mercer County	\$170
Benson County	\$166	Morton County	\$186
Billings County	\$151	Mountrail County	\$170
Bottineau County	\$146	Nelson County	\$166
Bowman County	\$145	Oliver County	\$186
Burke County	\$145	Pembina County	\$164
Burleigh County	\$186	Pierce County	\$166
Cass County	\$152	Ramsey County	\$166
Cavalier County	\$166	Ransom County	\$128
Dickey County	\$145	Renville County	\$145
Divide County	\$151	Richland County	\$145
Dunn County	\$182	Rolette County	\$147
Eddy County	\$145	Sargent County	\$153
Emmons County	\$145	Sheridan County	\$151
Foster County	\$166	Sioux County	\$145
Golden Valley County	\$166	Slope County	\$151
Grand Forks County	\$154	Stark County	\$203
Grant County	\$150	Steele County	\$145
Griggs County	\$145	Stutsman County	\$145
Hettinger County	\$162	Towner County	\$145
Kidder County	\$166	Traill County	\$152
LaMoure County	\$145	Walsh County	\$145
Logan County	\$145	Ward County	\$167
McHenry County	\$166	Wells County	\$166
McIntosh County	\$166	Williams County	\$163
McKenzie County	\$213		

### E. Invoice Submission and Reimbursement Procedures

A participating RHAP Provider must use the [Recovery Housing Provider Invoice form](#) to submit monthly invoice charges for an eligible program participant. This form should be submitted only once per calendar month per eligible program participant and should include all expense charges for that individual occurring within that calendar month. In addition, a Provider must agree to the following:

- Invoices must be submitted to BHD no later than the 10<sup>th</sup> of the following billing month (e.g., an invoice for services occurring in May must be submitted by June 10<sup>th</sup>).
- Provider shall only submit reimbursement for weeks in which the individual resided at the home for at least 24 hours occurring between that Sunday at 12:00 am and the following Saturday at 11:59 pm.
- Provider shall submit billing in accordance with the table below, which outlines the expectations for billing weeks based on the number of days a participant resides within the recovery house.



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<b>Duration of 24-Hour Stays</b>	<b>Total Billable Units</b>
1 to 7 days	1 week
8 to 14 days	2 weeks
15 to 21 days	3 weeks
22 to 28 days	4 weeks
29 to 35 days	5 weeks
36 to 42 days	6 weeks
43 to 49 days	7 weeks
50 to 56 days	8 weeks
57 to 63 days	9 weeks
64 to 70 days	10 weeks
71 to 77 days	11 weeks
78 to 84 days	12 weeks

- Provider shall ensure other sources of funding are utilized first when available for that individual.
- Provider shall ensure the reimbursement provided for services is full and final payment and participants shall not be billed.

BHD processes invoices on a monthly basis and issues payments within 30 days of receiving the invoice. In the event of a discrepancy, BHD will contact the submitting Provider for resolution prior to payment issue.

### F. Participant Outcomes Data

A RHAP Provider is required to collect and report baseline and conclusion participant data. Ideally, this will occur as follows:

- Baseline data should be collected and submitted at the time of application submission.
- Conclusion data should be collected and submitted prior to a Provider's final invoice submission for that participant.

To report this data, a Provider must complete the Recovery Housing [Baseline and Conclusion Outcomes Data form](#). Information that will be collected on this form includes:

- Current employment status
- Average weekly income
- Average hours worked per week
- Recent criminal justice involvement
- Current IV drug use
- Recent overdose history
- Recent emergency room use for issues relating to substance use
- Current impact of substance use of participant quality of life
- Current substance use patterns
- Participant mental health rating
- Current housing situation

Failure to provide this information may result in delayed or denied reimbursement of services.

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## V. Quality Assurance

To ensure program compliance and quality, BHD will conduct both routine and targeted Provider audits. By signing the Recovery Housing Assistance Program (RHAP) Provide Agreement, a Provider agrees to allow for such audits, which may include inspection of the premises, review of agency, personnel, and participant records, observation of program operations, and interviews with employees and participants associated with BHD's RHAP.

## VI. Provider Resources

RHAP Providers should be aware of local, statewide, and national resources dedicated to assisting individuals in treatment and recovery. Below are some important resources for recovery housing Providers.

NARR The National Alliance for Recovery Residences (NARR) is a 501c3 nonprofit organization dedicated to expanding the availability of well-operated, ethical and supportive recovery housing. We have developed the most widely referenced national standard for the operation of recovery residences. We work with and support 30 state affiliate organizations. NARR and these organizations collectively support over 25,000 persons in addiction recovery who are living in over 2,500 certified recovery residences throughout the United States.

## DID YOU KNOW?

The Behavioral Health Division offers many programs to assist individuals with a variety of needs, some of which are outlined below. For more information:

- Click on any of the program names below
- Visit [behavioralhealth.nd.gov](http://behavioralhealth.nd.gov)
- Call 701-328-8920

### **Substance Use Disorder Voucher**

Provides access to treatment and services for substance use disorders.

### **2-1-1 Helpline**

Free and confidential service available 24/7 to help individuals find local behavioral health resources.

### **Community Connect**

Provides community-based behavioral health services through care coordination and peer support.

### **ND Cares**

Community-based effort to strengthen an accessible network of support for ND military service members and their families.

### **24/7 Recovery Talk**

Connect with a trained peer support specialist with lived experience in addiction to chat and receive support.

### **Call Kay**

Support for parents who are struggling, day or night. Connect with a peer who has also experienced parenting struggles, substance use, and navigating the child welfare system.

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## VII. BHD Contact Information

For questions, contact BHD.

Website: <https://www.behavioralhealth.nd.gov/recovery-housing>

Email: [RecoveryHousing@nd.gov](mailto:RecoveryHousing@nd.gov)

Phone: 701-328-8920

Fax: 701-328-8969

Mail: North Dakota Department of Human Services  
Behavioral Health Division  
600 E Boulevard Ave, Dept 325  
Bismarck, ND 58505-0250

Program Contact: Amy Lies, 701-328-8933