

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 22</b>	<b>Jail Diversion</b>		
<b>Topic: 4</b>	<b>Re-entry Project for Offenders with Special Needs</b>		
<b>Page: 1 of 5</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 8-24-21, 2-18-10</b>	<b>Approval Date:</b> <b>Pol: 2-18-10</b> <b>Proc: 9-11-24</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/9/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.</b>			

**DO NOT WRITE IN SHADED AREA ABOVE**

**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to have a procedure that supports services provided to persons who are referred through the Re-Entry Project for Offenders with Special Needs (RPOSN).

**Purpose**

This policy and procedure is established to ensure there are clear procedural guidelines for authorization of services, provision of services, monitoring, and billing RPOSN services.

**Education Applies to**

- All BABHA Staff
- Selected BABHA Staff, as follows: All Clinical Staff and Clinical Management
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows: Primary Care/Outpatient  
 Policy Only  Policy and Procedure
- Other:

**Definitions**

N/A

**Procedure**

The Michigan Department of Corrections (MDOC) created Michigan Prisoner Re-Entry Initiative (MPRI) renamed as Re-Entry Project for Offenders with Special Needs (RPOSN) to facilitate the successful integration of prisoners being paroled or reaching the end of their sentence back into community life. One component of this program is the mental health re-entry and community integration program. Professional Consulting Services (PCS) is under contract

## BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 4	<b>Care and Treatment Services</b>		
<b>Section:</b> 22	<b>Jail Diversion</b>		
<b>Topic:</b> 4	<b>Re-entry Project for Offenders with Special Needs</b>		
Page: 2 of 5	Supersedes Date: Pol: Proc: 8-24-21, 2-18-10	Approval Date: Pol: 2-18-10 Proc: 9-11-24	<hr style="border: 0; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i>  <hr style="border: 0; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/9/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

**DO NOT WRITE IN SHADED AREA ABOVE**

with MDOC to assess eligibility, make referrals, and provide financial support for the services provided to persons in this program. Funding associated with RPOSN is identified as D-47.

PCS handles the financial issues for this program as well as managing the other elements of this program. The telephone number for PCS is 517-768-9200.

PCS contracts with Regional Case Management entities to coordinate care for persons accepted into this program that are coming back to communities in a particular region. Bay and Arenac Counties are in Region 4. North Haven Counseling Center, located in Clare, Michigan is the regional case management entity for Region 4. The office number for North Haven Counseling Center is 989-386-4899.

Referrals for individuals from RPOSN will be coming from North Haven case managers who will send the RPOSN specialist/EAS Clinical Supervisor an MDOC packet (needs assessment, treatment history and release) prior to the screen, which is added to their chart. This population is usually calling for a mental health screen from prison. The Care Coordinator will arrange an appointment for SPMI screening to be completed with the BABH RPOSN Specialist once a release date has been identified. The screen will be completed by the BABHA RPOSN Specialist to determine if the individual meets criteria for specialty mental health services approximately one day prior to release. In some cases, EAS will not be notified of release until the prisoner is released and already in the community.

If the consumer is deemed eligible, a referral for assessment will be sent to *either a BABHA direct operated or contracted service provider MPA*. MPA in Bay County performs the case management under D-47 funding for both Bay and Arenac Counties. All psychiatric services in Bay and Arenac counties go through BABH. The last sentence on the clinical comments of the referral should state "Refer to \_\_\_\_\_ County for an assessment, recommending case management and psychiatric services under D-47 funding."

The BABHA RPOSN Specialist will copy the referral with intake appointment date and time to the PCS re-entry coordinator. ~~A copy of the access screen will be sent to the Clinical Services Program Manager (EAS), which will include the MDOC ID# and the disposition.~~ If services are denied due to the individual not meeting general eligibility criteria, the Care Coordinator and the individual need to be notified of the right to appeal.

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 22</b>	<b>Jail Diversion</b>		
<b>Topic: 4</b>	<b>Re-entry Project for Offenders with Special Needs</b>		
<b>Page: 3 of 5</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 8-24-21, 2-18-10</b>	<b>Approval Date:</b> <b>Pol: 2-18-10</b> <b>Proc: 9-11-24</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/9/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.</b>			

**DO NOT WRITE IN SHADED AREA ABOVE**

The procedure for handling these referrals is:

- A. Once a referral is received, BABHA direct operated or contracted service provider MPA Intake Specialists will make an assignment to the appropriate primary care coordinator, i.e. case manager, outpatient therapist or Assertive Community Treatment (ACT) program and psychiatric services.
- B. If the consumer does not have Medicaid, the insurance coverage of Professional Consulting Services should be selected as Third-Party Commercial Insurance under the Insurance Policies/Funding Sources located in the individual's electronic health record. Once the individual obtains Medicaid, PCS should be end dated as MDOC is considered the payer of last resort.
- C. The primary care coordinator will be required to contact North Haven Counseling Center to request an initial authorization for an assessment and psychiatric services (if appropriate). When authorization is received, the primary care provider will forward authorization for psychiatric assessment to the appropriate provider, schedule a psychosocial assessment, and complete it.
- D. Once the assessment is completed, the primary care coordinator will be required to contact the North Haven Counseling Center case manager to complete the 90 day services plan and request an authorization for the ongoing services (case management, outpatient therapy, psychiatric, medication, etc.) that are recommended.
- E. Service rates will be identified by the Finance Department for BABHA direct services. Contracted providers will identify their service rates to North Haven Counseling Center and the Finance Department for RPOSN services. Rates must not exceed the PCS agreed upon rates with MDOC.
- F. North Haven Counseling Center will issue an authorization for the services with rates approved and forward that to the primary care provider.
- G. The primary care provider will forward that authorization to the BABHA RPOSN Coordinator, the Finance Department at BABHA, and any other provider that will be required to provide services. When services are provided for the person in the RPOSN program, they will be billed to the Finance Department at BABHA with appropriate unique identifiers
- H. The Finance Department at BABHA will bill PCS for all RPOSN services.
- I. BABHA Finance Department will issue payment to the contracted providers for appropriately billed services.

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 22</b>	<b>Jail Diversion</b>		
<b>Topic: 4</b>	<b>Re-entry Project for Offenders with Special Needs</b>		
<b>Page: 4 of 5</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 8-24-21, 2-18-10</b>	<b>Approval Date:</b> <b>Pol: 2-18-10</b> <b>Proc: 9-11-24</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/9/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.</b>			

**DO NOT WRITE IN SHADED AREA ABOVE**

- J. The assigned case manager from North Haven Counseling Center will be contacting the primary care worker around the 75<sup>th</sup> day to determine the status of the plan and discuss whether an extension will be required.
- K. The primary care coordinator is responsible for requesting reauthorizations for services prior to lapse of the current authorization. In cases where there are multiple services provided by different providers, the service provider is responsible for alerting the care coordinator if a reauthorization is required.
- L. It is the responsibility of the primary care coordinator at the BABHA direct operated or contract program to assist the person served through RPOSN in applying for Medicaid and any other benefits they may be eligible for, if not completed with re-entry coordinator prior to release. Each parolee has a defined budget through the RPOSN program. This budget will be based on medical necessity and must be supported through an approved agreement. Once that benefit is exhausted, additional services are the responsibility of BABHA. Primary care providers are required to work closely with DHHS in obtaining Medicaid.

Typically persons released from prison are on parole for 18-24 months. The case manager from North Haven Counseling Center will work with the primary care coordinator and parole officer for approximately six (6) months to one (1) year.

**Attachments**

MPRI Contact List (Medworxx)

**Related Forms**

N/A

**Related Materials**

N/A

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 22</b>	<b>Jail Diversion</b>		
<b>Topic: 4</b>	<b>Re-entry Project for Offenders with Special Needs</b>		
<b>Page: 5 of 5</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 8-24-21, 2-18-10</b>	<b>Approval Date:</b> <b>Pol: 2-18-10</b> <b>Proc: 9-11-24</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/9/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.</b>			

**DO NOT WRITE IN SHADED AREA ABOVE**

**References/Legal Authority**

N/A

<b>SUBMISSION FORM</b>				
<b>AUTHOR/ REVIEWER</b>	<b>APPROVING BODY/COMMITTEE/ SUPERVISOR</b>	<b>APPROVAL /REVIEW DATE</b>	<b>ACTION (Deletion, New, No Changes, Replacement or Revision)</b>	<b>REASON FOR ACTION - If replacement list policy to be replaced</b>
G. Lesley	G. Lesley	12/22/09	New	New policy for re-entry project
K. Moore	M. Swank	09/17/13	Revision	Triennial review: Substituted PHIP for AAM
K. Moore	K. Moore	10/1/18	No changes	Triennial Review-no changes
S. Krasinski	J. Hahn	8/24/21	Revision	Triennial review and process update
<u>S. Krasinski</u>	<u>J. Hahn</u>	<u>9/11/24</u>	<u>Revision</u>	<u>Triennial review and minor updates</u>