



<b>To:</b>	<b>BHS Contracted Service Providers</b>
<b>From:</b>	<b>Behavioral Health Services</b>
<b>Date:</b>	<b>January 31, 2025</b>
<b>Title</b>	<b>Recovery Residence Ledger</b>

This memo provides additional information regarding the implementation of a Recovery Residence Ledger for providers who utilize Recovery Residence funds provided by the County of San Diego (County) Health and Human Services Agency, Behavioral Health Services.

### General Updates

- Formal communication on the implementation of the Recovery Residence Ledger was provided on August 9, 2024 and August 23, 2024. Updates included:
  - Starting on September 1, 2024 the System of Care will transition to the SmartCare Electronic Health Record (EHR).
  - Some data elements tracked in SanWITS will not be captured in SmartCare’s initial launch, so to ensure a smooth transition this information will be collected in the Recovery Residence Ledger.
- As of January 1, 2025, providers may invoice for the day an individual moves out of a recovery residence if the provider has been charged for the move out day by the recovery residence. Provider will not invoice the County for the move out day in the following situations:
  - Recovery Residence funds are used for a hotel stay.
  - An agreement between the provider and recovery residence operator states that the provider does not pay for the move out day.
- A Recovery Residence Ledger was developed for fixed priced contracts, labeled Recovery Residence Ledger\_Fixed Price.
- A Recovery Residence Ledger was developed for cost reimbursement contracts, labeled Recovery Residence Ledger\_Cost Reimbursement.
- A Recovery Residence Ledger Guide was updated to provide instructions on the Recovery Residence Ledger for fixed priced contracts and cost reimbursement contracts.
- Providers will be required to submit Recovery Residence ledgers to receive payment.

### Attachments

- Recovery Residence Ledger\_Fixed Price
- Recovery Residence Ledger Guide\_Fixed Price
- Recovery Residence Ledger\_Cost Reimbursement
- Recovery Residence Ledger Guide\_Cost Reimbursement

### Questions?

Please contact your COR for questions. Thank you for your continued collaboration.

### **For More Information:**

- Contact your Contracting Officer’s Representative (COR)