



Access to Recovery Open Enrollment

Questions and Answers

Question 1: The drug court in Nueces is not identified as one of the participating drug courts so does that mean that recovery services in Corpus Christi can not attend the training nor apply for the ATR grant?

A: Anyone may attend the trainings and apply through this open enrollment process. Applicants are not required to have a physical presence within Bexar, Dallas, El Paso, Harris, Tarrant and Travis counties. However, as stated in the Open Enrollment Kits, "It is therefore projected that the vast majority of referrals will be to organizations with a physical presence within those counties."

Question 2: Is open enrollment only for the six counties listed in the documents for Access to Recovery? Is Region 1 included?

A: Region 1 will not have a participating drug court, however open enrollment is open to any provider that is interested in providing the services outlined in the Open Enrollment Kits. As stated in the Enrollment Kits, Service Area: "Providers may provide services in any location throughout the state; however, it is important to note that under this Notice, the ATR program will only operate through participating drug courts in Bexar, Dallas, El Paso, Harris, Tarrant and Travis counties. It is therefore projected that the vast majority of referrals will be to organizations with a physical presence within those counties."

Question 3: Are the applications formatted so that we can type our answers directly into them? For the main application when I try to type into it, it puts it back at the first page. But for some of the attachments it allows you to type into them.

A: The main application is for viewing only, and contains instructions for completing attachments A, B, D, and F, and Form 517. All of the information required for submission can be typed into those attachments.

Question 4: If the main application is not formatted so that we can type directly into it, please advise of the preferred way for us to submit it--type onto the form, print, etc.

A: See question 3

Question 5: It appears that as a current DSHS contractor (in good standing) that we do not need to resubmit our audit, board list, organizational overview, organizational chart, 501(c)(3) and articles of incorporation unless there are changes. Is that correct?

A: Please pay close attention to the wording of Attachment E, #4 of both Open Enrollment Kits, Eligibility Requirements. Note that treatment provider providers need not resubmit the above documents if no changes have occurred, while recovery support services providers do need to submit them, regardless of previous or current contracts with DSHS.

Question 6: Attachment E, # 4 says that we must include some Policy and Procedures. We have dozens of pages of Policy and Procedures, can you clarify which/what P & P to include?

A: Attachment D (Application Checklist) and Attachment E, Question 4 for Recovery Support Services do ask for organizational policies and procedures. Therefore, if you are applying for recovery support services you will need to submit all organizational policies and procedures. If your policies and procedures are too lengthy, we will accept the table of contents. Note that this applies only to Recovery Support Services, not Treatment.

Question 7: The communiqué sent indicated that the Dallas area (Region 3) ATR training was to be announced. Has a date, place and time been set yet? Please advise at your earliest convenience.

A: Access to Recovery (ATR) training information is posted on the Department of State Health Services (DSHS) web site at <http://www.dshs.state.tx.us/sa/atr.shtm>. Interested persons are encouraged to regularly review this web site for future training information.

Question 8: The application checklist asks for "job descriptions and qualifications." Are you looking for this on all personnel involved in providing all services, some personnel providing all services, or only some personnel providing some services?

A: As stated on question #2 of the Recovery Support Services Open Enrollment Kit, Attachment E, Eligibility Requirements, "Provider must submit job descriptions and qualifications for positions serving ATR clients." We are only requesting job descriptions and qualifications for those positions that will provide recovery support services to ATR clients.

Question 9: For the services which we will subcontract out, like the GED, Transitional Housing, and Family and Marital Counseling: Do we need to have their data on attachment "A"? Do we need to include their names, job descriptions, and qualifications?

A: The job title, job description, and qualifications of subcontractors are requirements to be included on attachment A.

Question 10: What processes do we need to go through to add or change sub-contractors at some later date?

A: You will need to report any changes or additions to DSHS prior to the change occurring, so that the MOA may be amended.

Question 11: What process do we need to go through to add or delete services (other than core services) at some later date?

A: You will need to report any additions or deletions of services to DSHS prior to the change occurring, so that the MOA may be amended.

Question 12: Do we need to mail in both applications together or can we send the treatment application now and the support application later?

A: You may send the applications in separately.

Question 13: Attachment "D", the application checklist, asks for organizational policies and procedures. Is this a request for non-treatment providers or do you need another one from those of us who have had a years long relationship with you already?

A: [See question 6.](#)

Question 14: A for-profit organization interested in applying for recovery support services under the ATR open enrollment is incorporated as a Limited Liability Corporation. As such, they have Managing Members (which consist of the staff) instead of a Board of Directors. In order to become a recovery support provider, would the organization have to create a separate board and by-laws, or may they submit explanations of the corporate structure for the appropriate attachments (Board Member list and By-laws)?

A: [In order to comply with the eligibility requirements described in Attachment D, Eligibility Requirements, the respondent must have a governing board, which may not include staff members.](#)

Question 15: My organization is planning to apply to be an ATR provider in three of the metropolitan areas. The residential treatment programs we operate in each area are each a little different in terms of population served and programming. Would it be better to submit three separate applications, or to apply under one application, and do three different descriptions in the one application?

A: [Please submit three separate applications, one for each region.](#)

Question 16: At the mandatory training in Austin, we were told that an organization may apply as both a treatment provider and a recovery support services provider. However, I was only given one certificate of attendance. May I submit a copy of the certificate in each application?

A: [You may submit a copy of the certificate in one of your applications.](#)

Question 17: In the Support Services enrollment kit, the checklist includes "Organizational Policies & Procedures". Do we need to submit 100+ pages of our Personnel Policies/Procedures or the 200+ pages of our Clinical Policies/Procedures?

A: [See question 6.](#)

Question 18: On attachment D at bottom of page is place that says I should be including ATR Program Information Form and ATR Treatment Services Summary Form. I cannot seem to find these anywhere; other than this I have completed everything. Can you help me locate these forms?

A: [The ATR Program Information Form is Attachment B and the ATR Treatment Services Summary form is Attachment A. These can be located at <http://www.dshs.state.tx.us/sa/atr/ATROpenEnrollmentKits.shtm> for downloading.](#)

Question 19: First, according to Attachment E # 7: "Staff members, including the executive director, shall not serve on their employer's governing board. The President and CEO of the foundation is on the board of directors. Does this requirement mean that the organizational bylaws will need to be revised and he will need to resign from the board?"

A: [The relationship described would render the provider ineligible to apply under the terms of the solicitation.](#)

Question 20: Regarding #10 of Attachment E: "If the applicant, as an organization, has had a contract suspended or terminated..." If the applicant has had actions taken against one of its treatment centers in a state other than Texas, do those actions have to be disclosed?

A: If the treatment centers are part of the applicant organization, yes. The requirement includes actions taken in other states.

Question 21: Regarding # 17 of Attachment E: Criminal History Disclosure: "Applicant shall identify to the DSHS whether any person who has an ownership or controlling interest in the organization or who is an agent or managing employee of the organization..." Several of the staff in our treatment facilities have been in recovery for a number of years - but they have prior convictions for drug-related offenses. Do the names of these staff have to be disclosed with documentation related to their offenses?

A: If a staff member in question has an ownership or controlling interest or is an agent or managing employee of the organization, and if the staff member has been placed on community supervision, received deferred adjudication or been convicted of a criminal offense relating to involvement in a financial matter, federal or state program or felony sex crime, the name of that staff shall be identified on Form 517.

Question 22: In the ATR services description it states that a provider needs to become certified by TEA to provide GED training and education services. I checked the TEA website, and the only certification process I saw referenced was one for becoming a GED testing site. Do you have a contact link or phone number for the details of certification for GED training and education?

A: There are two ways to become a GED preparation site. Your organization can apply for TEA grant money, the requirements for which can be found at http://www.tea.state.tx.us/opge/disc/adulted_05/index.html. TEA awards these grants for preparation centers in the state, but contracts out the program management to "Texas Learns," a private organization in Houston that handles all adult education services in Texas. TEA is only responsible for the actual testing, and can "have no involvement with preparation". Texas Learns reports that the grants for this year have already been awarded, and a new organization would need to wait until next year to apply, and would not receive funding until the subsequent year.

The second way to become a GED preparation site is to create your own curriculum, and receive no funding or support from TEA. There are no curriculum or educational requirements, and no difference from TEA's perspective when the client comes to take the test. "Texas Learns" reports that this type of site generally purchases GED preparation books on their own, and goes from there.

A third option for ATR providers is to contract out GED services. A list of preparation sites by county (including both TEA-funded and independent sites) can be found at <http://www-tcall.tamu.edu/provider/comap/colinkmap.htm>. "Texas Learns" can be reached at 713/696-0700, and TEA's GED division at 512/463-9292.

Question 23: Regarding the ATR notice the checklist requires Articles of Incorporation, Bylaws, Organizational Overview, Organizational Chart, Board Member list, Audit, Financial Statements. These were submitted in the FY 05 Submittal last year. Do we need to submit these with this application?

A: See question 5.