# PART C, CHAPTER 5.3.e: SUPPORTED RESIDENTIAL SERVICES FOR PEOPLE IN RECOVERY

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| **Policy Number** | **Authority** | **Scope** | **Effective Date** |
| Part C, Chapter 5.3.e | 34 CFR [§361.5(c)(39)](https://www.ecfr.gov/current/title-34/part-361#p-361.5(c)(39)), [§361.48(b)(5)](https://www.ecfr.gov/current/title-34/part-361#p-361.48(b)(5)), and TWC Rule [§856.44](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=20&ch=856&rl=44) | All TWC-VR staff | 9/3/2024 |

## PURPOSE

In accordance with the authority (Federal and State) listed above, this policy is issued by the Texas Workforce Commission Vocational Rehabilitation Division (TWC-VR). Adherence to these rules and regulations issued under the Rehabilitation Act of 1973, as amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA), supports Texans with disabilities in gaining, maintaining, and advancing in competitive integrated employment (CIE).

Specifically, the purpose of this policy and these procedures is to ensure adherence to the provision of Supportive Residential Services for Persons in Recovery (SRSPR) services for TWC-VR customers.

## DEFINITIONS

Bilateral Contractor: A service contractor that agrees to specific duties or deliverables under the terms of a contract with TWC-VR.

Detoxification: Process used to assist the recovering individual through the acute effects of the substance used. Usually consists of hospitalization, medication, and nutritional assistance.

Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5): Handbook published by American Psychiatric Association (APA) widely used by clinicians and psychiatrists in the United States to diagnose psychiatric illnesses. Covers all categories of mental health disorders for both adults and children.

Informed Choice: The means by which a customer chooses their rehabilitation path, from options based on their needs and circumstances and the TWC-VR rules, as it relates to choosing restoration services and the providers of those services.

Methadone Treatment: Daily doses of methadone to replace the drug in order to prevent withdrawal symptoms and relapse. This is usually performed at medically supervised clinics. Methadone treatment does not include AA or NA practices.

Sobriety: The state of living without substances (i.e., drugs, alcohol); process of transitioning from addiction to recovery (i.e., healing mentally, physically, and emotionally from substance abuse and its causes).

Substance Use Disorders: A pathological pattern of behaviors related to the use of a substance or substances, per the DSM-5.

## POLICY

### General Overview

Supportive Residential Services for Person in Recovery (SRSPR) assists customers who are in recovery to maintain stability, control, and abstinence from use of substances so they can gain CIE. This service is intended to provide a supervised, stable living environment, with additional supports to assist the customer in pursuit of a successful CIE outcome in a timely manner.

If an individual is currently in a Supportive Residential Service facility and is seeking services from TWC-VR, they must fully comply with the facility's policies and procedures. The customer must meet, and continue to meet, the substance use disorder eligibility requirements for TWC-VR.

Supportive Residential Services are NOT intended to serve as a medical detox.

* Substance Classifications: TWC-VR only supports customers with substance use related to the following classifications:
  + Alcohol: Usually composed of ethanol or ethyl liquid that when ingested acts as a psychoactive drug that acts as a depressant on the central nervous system (Caron 2016);
  + Cannabis: Dried flowering tops of Cannabis Sativa plant. Smoked or ingested to induce psychotomimetic effects to the central nervous system; usually referred to as marijuana;
  + Hallucinogens: Plant or synthetic compounds capable of causing functional disturbances in the form of psychoses, mainly hallucinations;
  + Inhalants: Chemical vapors that are inhaled for delusional effects on the central nervous system;
  + Phencyclidine: Intravenous antiseptic that causes delusions and hallucinations; usually referred to as PCP or Angel Dust;
  + Opioids: A pain-attenuating peptide, synthetic or natural, that triggers the brain to release analgesia;
  + Sedatives: Usually combination of drugs used to calm or relax patients;
  + Stimulants: A drug or other substance used to accelerate or excite the central nervous system.
* Drug Classifications: TWC-VR does not support treatment for the following classifications:
  + Caffeine: A stimulant made of a crystalline compound that affects the central nervous system (Farlex);
  + Tobacco: Prepared leaves of certain plants; some having narcotic properties, used for chewing, smoking or sniffing.

### SRSPR Parameters

* SRSPR are purchased from a bilateral contractor.
* SRSPR must include 24 hours per day, seven days per week of a structured therapeutic environment that ensures the health and safety of the customer while they are maintaining abstinence from the use of controlled substances. SRSPR are NOT intended to serve as a medical detox.
* SRSPR direct care staff-to-customer ratio must be at least 1:20 when customers are awake and 1:50 during sleeping hours.
* SRSPR facility must provide and document at least six hours of treatment services per week for each customer, comprised of at least—
  + Three hours of chemical dependency counseling (one hour per month of which shall be individual counseling); and
  + Three hours of additional counseling, chemical dependency education, life skills training, and relapse prevention education.
* TWC-VR may purchase up to 90 days of residential treatment, in 30-day increments, when—
  + The customer demonstrates progress towards established goals and objectives as outlined in the treatment plan and the *Supportive Residential Progress Report (VR3384)*; and
  + The customer participates in a recovery program, abides by residential rules, and is actively working towards mastering work readiness skills or obtaining CIE for additional time to be approved.
* SRSPR facilities may provide Personal Social Adjustment Training (PSAT), Vocational Adjustment Training (VAT), Job Skills Training and Job Placement Services simultaneously when the SRSPR facility has a second contract for Employment Services.
* SRSPR facilities must report, in writing, any use of a controlled substance that is not prescribed by a physician, to the VR Counselor within one business day of discovery.
* TWC-VR will only pay for days the customer is actively in the facility and will not pay for unexcused or excused absences.

### Standards for Providers (SFP)

The SFP manual focuses on the business practices, processes, and policies that TWC-VR and the contracted provider must follow. This VRSM chapter includes services that are provided by a contractor. For additional information regarding contractor responsibilities, service descriptions and costs, please refer to the SFP Chapter 11: Supportive Residential Services for Persons in Recovery.

### Additional Policy Considerations

* Comparable Services and Benefits: TWC-VR must not expend funds on SRSPR unless the VR Counselor and the customer have made maximum efforts to secure comparable services and benefits from other sources to pay for services.
* Customer Participation in the Cost of Services: A customer's eligibility for TWC-VR services does not depend on the customer's income or liquid assets; however, if the customer's net income or liquid assets exceed the Basic Living Requirements (BLR), the customer must participate in the cost of services unless an exception is granted.
* Recipients of Social Security Disability Benefits: Recipients of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), due to the customer’s disability, are exempt from the requirement to participate in the cost of TWC-VR services regardless of income.
* Exceptions to Policy: When necessary to meet the VR needs of a customer, TWC-VR staff members may request exceptions to policies and procedures through their chain of management up to the Deputy Division Director of Field Services Delivery, or designee. However, exceptions to policies and procedures based on Federal and State laws, statutes, and rules or regulations are not allowable.

## PROCEDURES

### Determining the Need for SRSPR

The VR Counselor and the customer may determine that SRSPR are necessary when the customer is in recovery and needs a supervised, stable living environment, with additional supports to maintain stability, control, and abstinence from use of substances so they will be able to gain and maintain CIE.

SRSPR may include the following:

* Room, Board, and Supervised Living: Allows the individual recently in recovery to have a supervised environment in which to maintain sobriety while also saving money earned on a job to obtain a new residence;
* Coping Skills: Helps the individual in recovery learn to deal with work and social difficulties without drugs or alcohol;
* Connecting with Local Resources: Helps the individual become connected with medical and treatment programs to enable continued stability after leaving the facility and after TWC-VR services are completed;

### Referral and Service Provision

When the VR Counselor and customer agree to the receipt of SRSPR, it must be included in the Individualized Plan for Employment (IPE), or IPE amendment.

The VR Counselor must—

* Complete the *Referral for Provider Services (VR5000)*;
* Provide documentation (only when relevant), such as case notes; psychological, vocational, or medical evaluations case notes, vocational testing, housing, and/or employment data collected by TWC-VR that prepares the provider to better work with the customer as applicable;
* Ensure TWC-VR staff send the service authorization (SA) (for up to 30 days) and the *VR5000;*
* Monitor the customer's progress;
* Provide any needed instruction or intervention necessary to foster the customer's success;
* Review and approve the *VR3384* completed by the contractor, ensuring that all outcomes required for payment are achieved and that the staff qualifications were held by the individual providing the service to the customer; and
* Ensure that the invoice is paid.

The contractor must—

* Document information required by the service description on the *VR3384* every 30 days, including evidence that—
  + SRSPR direct care staff-to-customer ratio must be at least 1:20 when customers are awake and 1:50 during sleeping hours;
  + The customer's attendance at the facility without elopement or unauthorized weekend passes outside the scope of recovery was recorded;
  + The customer's attendance in at least the six hours of required treatment services each week was recorded, including—
    - Three hours of chemical dependency counseling (one hour per month of which shall be individual counseling); and
    - Three hours of additional counseling, chemical dependency education, life skills training, and relapse prevention education;
  + The customer is abstaining from any controlled substances and maintaining medication as prescribed;
  + The customer is maintaining adherence to residential rules; and
  + Goals and objectives identified in the treatment plan were addressed and progress documented on the *VR3384*.

### Customer's Satisfaction

The customer's satisfaction and service delivery are verified by the customer's signature on *VR3384* or by the TWC-VR staff member’s contact with the customer, documented in a case note.

### SRSPR Payment

Payment for SRSPR is made to the contractor when the VR Counselor approves a completed, accurate, signed, and dated—

* *VR3384*; and
* The invoice.

TWC-VR will not pay any fees related to excused or unexcused absences or holidays.

## APPROVALS & CONSULTATIONS

TWC-VR staff must follow the following approvals and consultations:

* *VR Director approval is required for any request to change requirements SRSPR using the Contracted Service Modification Request (VR3472) prior to changes being implemented.*
* *If there is a need for VR-sponsored residential services for more than 90 days—*
  + *VR Supervisor review and approval is required in 30-day increments for continued sponsorship to ensure that the customer is continuing to make measurable, predefined progress towards established goals and objectives, and*
  + *The VR3472 must be submitted and approved prior to services being authorized.*

## REVIEW

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

| Date | Type | Change Description |
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| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |