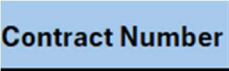
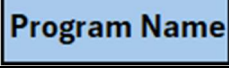






**County of San Diego, Health and Human Services Agency  
Behavioral Health Services  
Recovery Residence Ledger Guide – Fixed Price**

- Providers will submit a Recovery Residence Ledger for each program that utilizes recovery residence funds.
- One client’s information is to be entered per row.
  - If a client resides in more than one recovery residence during the billing month, use multiple rows.
  - For clients with non-consecutive stays within the billing month, use multiple rows.

Data Point	Row and Column	Picture	Instructions
Contract Number	Row 1 Column A		<ul style="list-style-type: none"> <li>• Enter the contract number of the program the Recovery Residence Ledger is being submitted for</li> </ul>
Program Name	Row 1 Column C		<ul style="list-style-type: none"> <li>• Enter the name of the program the Recovery Residence Ledger is being submitted for</li> </ul>
Invoice Month/Year	Row 1 Column E		<ul style="list-style-type: none"> <li>• Select the billing month the Recovery Residence Ledger is being submitted for from the dropdown menu</li> </ul>
SmartCare Client ID	Row 3 Column A		<ul style="list-style-type: none"> <li>• Enter the SmartCare Client ID</li> </ul>
Name of Recovery Residence	Row 3 Column B		<ul style="list-style-type: none"> <li>• Enter the name of the recovery residence where the client stayed               <ul style="list-style-type: none"> <li>○ Ensure the name and spelling are accurate</li> <li>○ Example: Chula Vista Resident Recovery Home</li> </ul> </li> </ul>
Recovery Residence Address	Row 3 Column C		<ul style="list-style-type: none"> <li>• Enter the address of the recovery residence where the client stayed               <ul style="list-style-type: none"> <li>○ Ensure the address and spelling are accurate</li> <li>○ Example: 1349 Lucero Court Chula Vista, CA 91911</li> </ul> </li> </ul>

Member of the Recovery Residence Association (Yes/No)	Row 3 Column D	<div data-bbox="835 248 1192 298" style="border: 1px solid black; background-color: #e1eef6; padding: 2px; text-align: center;">       Member of the Recovery Residence Association (Yes/No)     </div>	<ul style="list-style-type: none"> <li>• If the recovery residence is a Recovery Residence Association member select “Yes” from the dropdown menu</li> <li>• If the recovery residence is <b>not</b> a Recovery Residence Association member select “No” from the dropdown menu             <ul style="list-style-type: none"> <li>○ Information can be verified at the Recovery Residence Association website:                 <ul style="list-style-type: none"> <li>▪ <a href="https://rrasd.org/">https://rrasd.org/</a></li> </ul> </li> </ul> </li> </ul>
Start Date	Row 3 Column E	<div data-bbox="898 547 1127 673" style="border: 1px solid black; background-color: #e1eef6; padding: 10px; text-align: center;">       Start Date     </div>	<ul style="list-style-type: none"> <li>• If the client has been residing in the recovery residence prior to the billing month enter the first day of the month             <ul style="list-style-type: none"> <li>○ Example: 1/1/2024</li> </ul> </li> <li>• If the client moved into the recovery residence after the first day of the billing month enter the move in date             <ul style="list-style-type: none"> <li>○ Example: 1/15/2024</li> </ul> </li> </ul>
End Date	Row 3 Column F	<div data-bbox="905 862 1121 989" style="border: 1px solid black; background-color: #e1eef6; padding: 10px; text-align: center;">       End Date     </div>	<ul style="list-style-type: none"> <li>• If the client did not move out of the recovery residence during the billing month enter the last day of the month             <ul style="list-style-type: none"> <li>○ Example: 1/31/2024</li> </ul> </li> <li>• If the client moved out of the recovery residence before the last day of the billing month enter the move out day             <ul style="list-style-type: none"> <li>○ Example: 1/26/2024</li> </ul> </li> </ul>
Will the client’s stay extend beyond the current month?	Row 3 Column G	<div data-bbox="869 1146 1159 1260" style="border: 1px solid black; background-color: #e1eef6; padding: 5px; text-align: center;">       Will the client’s stay extend beyond the current month?     </div>	<ul style="list-style-type: none"> <li>• If the client’s recovery residence stay will extend into the next billing month select “Yes” from the dropdown menu</li> <li>• If the client’s recovery residence stay will <b>not</b> extend into the next billing month select “No” from the dropdown menu</li> </ul>

Was provider charged for move-out date?	Row 3 Column H	Was provider charged for move-out date?	<ul style="list-style-type: none"> <li>Starting in January 2025 service providers may bill for the move out date if provider has been charged for move out day by the recovery residence. Provider will <u>not</u> invoice the County for the move out day in the following situations: <ul style="list-style-type: none"> <li>If recovery residences funds are being used for a hotel stay, select “No”</li> <li>If there is an agreement between the service provider and recovery residence where the service provider does not pay for the move out date, select “No”</li> </ul> </li> </ul>
Total Number of Days for Invoice Month	Row 3 Column I	Total Number of Days for Invoice Month	<ul style="list-style-type: none"> <li>No action is needed for this field because there is a formula <ul style="list-style-type: none"> <li>The formula determines the number of days based on the “Start Date”, “End Date” and if the move out date should be counted</li> </ul> </li> </ul>
Total Invoice Amount	Row 3 Column J	Total Invoice Amount	<ul style="list-style-type: none"> <li>No action is needed for this field because there is a formula <ul style="list-style-type: none"> <li>The formula multiplies the “Total Number of Days for Billing Month” field by \$50</li> </ul> </li> </ul>
Client Contribution	Row 3 Column K	Client Contribution	<ul style="list-style-type: none"> <li>Enter the dollar amount the client contributed to their recovery residence stay if applicable</li> </ul>
Client Housing Placement Post Recovery Residence Exit (If Applicable)	Row 3 Column L	Client Housing Placement Post Recovery Residence Exit (If Applicable)	<ul style="list-style-type: none"> <li>If a client has exited the recovery residence select their new housing placement from the dropdown menu</li> </ul>
Client Housing Placement Post Recovery Residence Exit OTHER	Row 3 Column M	Client Housing Placement Post Recovery Residence Exit OTHER	<ul style="list-style-type: none"> <li>If the “Other” option was selected for the Client Housing Placement Post Recovery Residence Exit field enter the housing placement</li> </ul>
Notes	Row 3 Column N	Notes	<ul style="list-style-type: none"> <li>Enter any miscellaneous information that is helpful for tracking purposes if applicable</li> </ul>