

90-120.5. GRANTED

A. General

This section provides information regarding the substance abuse services requirements for Granted workers.

GRPG Letter #73 (1/14)

B. Policy

Granted workers shall refer all CD recipients to an RRC for Orientation. Compliance with substance abuse services requirements is a condition of continuing eligibility. Additionally, the worker may refer the individual to an RRC at any time reasonable suspicion is determined.

Individuals who were previously determined NCD and later appear for an HHSA interview intoxicated shall be referred to an RRC for further evaluation and assessment. This is a mandatory referral. "Presumptive CD" shall be entered on form 11-90 HHSA.

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C. Scheduling

The GR Scheduling Clerk shall refer recipients who were CD at application to an RRC at redetermination. The purpose of this referral is a status update and an assessment of whether or not the individual should repeat the RRC Orientation, with a focus on potential substance abuse or related behaviors which may have interfered with the recipient's self-sufficiency.

The actions in the table below must be taken to document this referral.

Step	Action
1	Note the redetermination on the Substance Abuse Services Orientation Sign-In Log (form 11-90 HHSA).
2	Mail the Substance Abuse Services Appointment Letter (form 11-89 HHSA) to the recipient.
3	Recertify NCD recipients for a six-month period, if otherwise eligible.

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D. Cooperation

If proof of treatment cooperation indicates that the client cooperated with the Orientation, Assessment, and waitlist activities (if placed on the waitlist) and was determined to be CD, the Granted worker will:

Step	Action
1	Complete the eligibility process.
2	Inform the recipient briefly of continuing treatment obligations.

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E. Non-Cooperation

The Granted worker will take the following actions for instances of non-cooperation with treatment requirements.

If the ...	Then the Granted worker will ...
proof of treatment cooperation indicates that the recipient did not cooperate with the Orientation, Assessment, or waitlist activities requirement or the initial treatment requirement,	evaluate for Good Cause or willful non-compliance.
Granted worker determines non-compliance was willful,	enter a Case Comment and discontinue aid with timely notice. The recipient may reapply and cooperate with treatment requirements without penalty. No sanction shall be applied.

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F. Treatment/Recovery

Upon the recipient's third instance of negligence, or when willful failure is otherwise suspected, the RRCs will communicate treatment compliance issues to the FRC within two work days via form 11-91 HHSA, Substance Abuse Services Non-Compliance Form ([Appendix E](#)). Workers will evaluate for willful non-compliance and negligence, determine good cause and apply a sanction if appropriate.

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G. Assessment/ Orientation

After the Orientation and if the individual enrolls in the program, the RRC conducts an assessment with the recipient.

If the ...	Then the individual is ...
Treatment counselor determines that the recipient is NCD or does not have the cognitive ability to participate in the treatment program,	deferred from further participation.
assessment/orientation indicates CD and cognitive ability,	accepted into treatment.

RRCs will fax Form 11-90 HHS listing the individuals who failed to attend the Orientation no later than the morning of the work day following the scheduled Orientation.

Workers will discontinue GR with timely and adequate notice for each individual who failed to attend the Orientation. The recipient is to be informed that he/she must show good cause for failure to attend the Orientation prior to the date of discontinuance. No sanction shall be applied. When the recipient responds, the worker shall evaluate for willfulness or good cause, as indicated in GRPG [90-120.6](#). The good cause determination will be documented in Case Comments, along with the date of non-compliance and the corresponding good cause criteria. If the recipient fails to respond by the end of the month of closure, the non-cooperation or failure to provide documentation of good cause shall be presumed to be willful. Once the non-cooperation has been determined to be willful, a sanction shall be applied as stated below.

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H. Non- Compliance

When a non-compliance issue is identified as willful, the actions in the table below must be followed.

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Non-Compliance
(continued)

Step	Who	Action						
1	RRCs	Fax or mail a copy of form 11-91 HHSA to the FRC no later than the morning of the work day following the act of non-compliance. The 11-91 HHSA must be received by the worker by the 20 th calendar day of the month to ensure that timely notice requirements can be met.						
2	Worker	Image the 11-91 HHSA to the case.						
3		Discontinue GR with timely and adequate notice, informing the recipient that he/she must show good cause prior to the date of discontinuance.						
4		Apply a sanction period of 90 days for the first act of non-compliance and a sanction period of 180 days for each subsequent act of non-compliance.						
		<table border="1"> <thead> <tr> <th>If the recipient...</th> <th>Then the ...</th> </tr> </thead> <tbody> <tr> <td>responds,</td> <td>worker shall evaluate for willfulness or good cause.</td> </tr> <tr> <td>fails to respond by the end of the month of closure,</td> <td>non-cooperation shall be presumed to be willful.</td> </tr> </tbody> </table>	If the recipient...	Then the ...	responds,	worker shall evaluate for willfulness or good cause.	fails to respond by the end of the month of closure,	non-cooperation shall be presumed to be willful.
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fails to respond by the end of the month of closure,	non-cooperation shall be presumed to be willful.							

GRPG Letter #62 (10/10)

I. Graduation and On-going Recovery

Upon successful completion of the Treatment Program, the individual moves toward ongoing recovery and is expected to continue to pursue or maintain sobriety independently.

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