

# ATR Process

## **Step 1: Agencies Refer to Benefit Coordinator**

1. **ATR Referral Form**
2. Assessment
3. Release of Information



**Step 2: Benefit Coordinators Schedule Appointment Once they receive all of the necessary forms.**



## **Step 3: ATR Appointment**

1. Engages Client
2. Describes ATR
3. Determine Eligibility
4. **Complete RSS Screening Tool**
5. Review Screening tool results, Assessment, and Referral form to determine Clients Service plan.
6. Have Client Sign **Consent to Participate.**

#### **Step 4: Enroll into the VMS**

1. Complete the Eligibility Screen
2. Complete the Cross walk Screen
3. Complete the Voucher Selection Screen
4. Have the client sign the **Choice Document**.
5. **Have the client sign a release of information** so the provider can discuss the client with the benefit coordinator and ATR staff



#### **Step 5: Refer Client to ATR Approved Provider**

1. Contact the provider to schedule an appointment
2. Provide the location and contact information of the provider to the client and inform them of their appointment and contact person.

## **Step 6: Complete Intake GPRA and Locator Form**

- 1. Complete the Intake GPRA**
2. Upload the intake GPRA into VMS
3. Scan and send the intake GPRA to OhioMHAS  
Vincent.Hendershot@mha.ohio.gov
- 4. Complete the Locator Form**



## **Step 7: Recovery Check Up, Discharge**

1. Contact the client at least once a month to ensure services are appropriate, and to remind them about the 6 Month Follow Up GPRA.
2. Determine when it is appropriate to Discharge the client. (Once they have completed all of their services from all providers. Be sure to check to make sure all providers have billed for services prior to discharging the client.)
- 3. Complete the Discharge GPRA and upload into the VMS**
- 4. Have the client complete the Satisfaction Survey**
5. Scan and send the Discharge GPRA to OhioMHAS  
[Vincent.Hendershot@mha.ohio.gov](mailto:Vincent.Hendershot@mha.ohio.gov)

### **Step 8: 6 Month GPRA Follow- Up**

1. **Complete 6 Month Follow up GPRA** when appropriate window opens
2. **Have the Client complete the Satisfaction Survey** if they did not complete the survey during the discharge.

Be sure to remember to open 4 vouchers for benefit coordination services and 1 client incentive voucher when you enroll the client.

- BC Intake
- BC Recovery Check Up
- BC Discharge
- BC Follow-Up
- Client Incentive

Be sure to bill for all services rendered.