

## CHES Supportive Housing Provider Workflow for Beacon Authorizations

1. **Request CHES Person Centered Recovery Plan (PCRP)** authorization in Provider Connect.
  - a. Create PCRP for pre-tenancy, keeping in mind the guideline will be 2 hours per week over 6 months.
  - b. Upload PCRP into the DSS system. The PCRP must include any transportation requests.
  - c. The ICM will approve the PCRP in the DSS system or recommend changes.
2. If changes are needed, you would again upload the PCRP into the DSS system and the ICM will approve.
3. Once the PCRP is approved in the DSS system, you can make the **CHES Pre-Tenancy and Transition Services request** in Provider Connect.
  - a. You must track time and units for your authorization. If you run out of units or come to the expiration date of the authorization, you can request more time and/or units.
  - b. To request another authorization, you will need to update the care plan in the DSS system, which the ICM will need to approve again.
  - c. Then you can submit a concurrent review for CHES Pre-Tenancy and Transition Services in Provider Connect.
4. Once the member finds housing, you will need to create a new PCRP for the **CHES Housing and Tenancy Services**.
  - a. You will request another PCRP authorization in Provider Connect.
  - b. You will create the PCRP for post-tenancy and upload into the DSS system, including transportation.
5. Once the PCRP for post-tenancy is approved in the DSS system, you can submit a request for CHES Housing and Tenancy Services in provider connect.
  - a. You must track time and units for your authorization. If you run out of units or come to the expiration date of the authorization, you can request more time and/or units.
  - b. To request another authorization, you will need to update the care plan in the DSS system, which the ICM will need to approve again.
  - c. Then you can submit a concurrent review for CHES Housing and Tenancy Services in Provider Connect
6. **The member must requalify for CHES eligibility after 1 year in post-tenancy.**