New Mexico Interagency Behavioral Health  
Service Requirements and Utilization Guidelines

**Women’s Halfway House**  
HCPCS H2034  
Created 06-17-10

**Service Definition:** The Women’s Halfway House is a drug and alcohol-free residential setting operated by a contracted provider that offers temporary housing and meals to female offenders in the process of transitioning to independent living. Program services are generally limited to room, board, and activities that promote gainful employment, referrals for counseling, and support for positive decision-making/ life skills activities.

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>NMCD</th>
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<td><strong>Target Population</strong></td>
<td>Female felony offenders under supervision by NMCD in the community.</td>
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Program eligibility criteria will be determined by NMCD. The participant must:

- Be a convicted adult female felony offender, i.e probationer, parolee; and
- Be assessed high needs; and
- Be directly referred by a Probation and Parole District Office.

Contractor shall serve clients based on a direct written referral from the Probation and Parole District Office. Evidence of the referral must be located in the record of the consumer.

Contractor shall provide services to offenders referred and supervised by the Probation and Parole District office on the basis of a service needs assessment and service plan for clinical and non-clinical services as applicable.

Services typically include provisions for room and board and assistance with activities, such as locating employment, developing vocational/employment skills, and securing more permanent housing.

The program shall provide education and training, including teaching interviewing skills and completing employment applications, to at least 90% of all consumers referred by a PPO. The program shall also provide in-person support or coaching around positive decision-making and life skills activities.

Placement shall typically be for a 1 - 4-month period, but may be extended upon the request and approval of the designated PPD office.
If the program includes women with their children on-site, the program must also include:
   a. Regular access to a nurse;
   b. Provide an area for day care for non-school age children and a playground; and
   c. A strong focus on parenting skills and family reunification.

Transportation will be provided according to provider Scope of work and/or Statement of Work

Drug and alcohol testing per urinalysis, saliva, Breathalyzer and/or other technology will be required of all residents.

Provider Requirements

The organization must be a legally recognized entity in the United States, qualified to do business in New Mexico, and must meet standards established by the State of NM or its designee, and requirements of the funding source as follows:

1. Program must be in compliance with operational standards established by the American Correctional Association for Community Residential Programs.

Staffing Requirements

- Staff must receive relevant training, including but not limited to safety, basic first aid, CPR, and emergency protocols.
- All staff must successfully pass a criminal background check.
- Staff assigned transport responsibilities must complete a Defensive Driving Course.
- Staff must be trained and the facility certified by the Pharmacy Board (as applicable) for the self-administration of prescribed medication.
- Urine collection activity for drug testing must be conducted by same gender staff.
- If the program includes women with their children on-site, the Program must also ensure that:
  a. Child care and parenting skills training is provided by appropriately trained staff;
  b. Family reunification counseling is provided by appropriately licensed staff; and
  c. A Child/Family assessment is conducted prior to placement of a child at the program to determine that placement would be in the best interest of the child.
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| Documentation Requirements | In addition to the standard consumer record documentation requirements for all services, the following is required for this service:
|                           | • Shift notes;
|                           | • Consent for emergency medical treatment;
|                           | • Client program orientation form and receipt of client handbook
|                           | • Program/ Halfway House Violation Reports
|                           | • Individual Monthly Progress Reports

| Service Exclusions        | This service may not be billed in conjunction Comprehensive Community Support Services (CCSS) or Resource Management.

| Admission/Service Criteria | Referral by NMCD based on criteria established by NMCD

| Continuing Service Criteria | Successful completion of program/ halfway house phases, as applicable and approved discharge plan – jointly staffed with program staff and Probation and Parole staff.

| Discharge Criteria         | Approximately one (1) to six (6) months – extension months with Agency approval

| Service Authorization Unit  | Per Diem – Per Overnight Stay

| Benefit Limits             |