

## **HABILITATION, VENDOR SUPPORTED DEVELOPMENTAL HOME (CHILD AND ADULT)**

### **Service Description**

**HP16-00**

Services provide a variety of interventions designed to maximize the functioning of persons with developmental disabilities. Services may include, but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensorimotor development.

This service provides for the recruitment of family homes, home studies, training of family home providers, monitoring of family home providers, support of family home providers, oversight of family home providers, and recommendation of licensing/re-licensing and/or certification of child and adult developmental homes.

### **Service Requirements and Limitations**

1. This service is provided to consumers who reside in licensed developmental homes (child or adult) that are subcontractors to the Qualified Vendor. Qualified Vendors cannot subcontract with themselves to provide this service. This relationship shall be documented in accordance with Division requirements. See Attachment 9.F. of this solicitation.
2. This service shall not be provided when the consumer is hospitalized.
3. The Qualified Vendor is responsible for assuring that the consumer who is authorized for this service receives services 365 (three hundred and sixty-five) days per year, including those times when the family home providers are being relieved by the Qualified Vendor.
4. The Qualified Vendor is not relieved of their obligation to continue to serve a consumer if the needs of that individual change. If the consumer's needs do change, the Qualified Vendor is obligated to initiate a cooperative planning process with the Individual Support Plan (ISP) team to update and change the consumer's ISP plan. The ISP team will immediately engage Division Health Care Services staff if the consumers needs are medical in nature.
5. A day begins at 12:00 a.m. (midnight) and ends at 11:59 p.m. on the same calendar day.
6. Professional staff of the Qualified Vendor shall be able to demonstrate successful experience of the performance of their duties: licensing, re-licensing, license termination, monitoring, and administration of developmental homes or foster homes.
7. It is the responsibility of the Qualified Vendor to ensure that professional staff is properly trained to perform the duties of licensing, re-licensing, license termination, monitoring, and administering of developmental homes or foster homes.

8. The Qualified Vendor providing this service must also provide Room and Board, Developmental Home.
9. The homes are to be licensed pursuant to Arizona law and rules. Professional staff of the Qualified Vendor should be familiar with these rules and laws.
10. Transportation to school, day programs, and employment services are the responsibility of the residential habilitation provider. Other reasonable transportation within the community is also the responsibility of the residential habilitation provider.

## **Service Goals and Objectives**

### Service Goals

In a family home setting:

1. To provide a broad array of support services to promote the physical, emotional, and mental well-being of the consumer.
2. To enable the consumer to acquire knowledge and skills and be a member of his/her community based on his/her own choices.
3. To provide training and supervision for the consumer to increase or maintain his/her self-help, socialization, and adaptive skills to reside and participate successfully in his/her own community.
4. To develop positive relationships for consumers and their families.
5. To provide opportunities for consumers to interact socially with the host family, their own family, friends, and the community at large, including providing information regarding and facilitating access to community resources.
6. To assist the consumer in achieving and maintaining a quality of life that promotes the consumer's vision of the future.
7. To provide licensed/certified adult and/or child developmental homes and administrative supervision/oversight and monitoring to each family home.

### Service Objectives

The Qualified Vendor shall:

1. In accordance with the consumer's ISP processes, assist in developing an individualized support plan, including:

- 1.1 Establish habilitation-related service functional outcomes based on assessment data and input from the consumer and the consumer's representative(s) who will allow the consumer to achieve his/her long-term vision.
  - 1.2 Develop a specific teaching/training strategy for each functional outcome, e.g., schedule for implementation, frequency of services, teaching strategies, data collection methods, etc.
  - 1.3 Based upon the presence or absence of measurable progress, make changes to functional outcome(s) and/or strategies, as agreed upon by the ISP team.
2. As identified in the consumer's ISP, provide a broad array of support services such as:
    - 2.1 Assistance and training related to personal and physical needs and routine daily living skills;
    - 2.2 Implementing strategies to address behavioral concerns, developing behavior intervention programs, and coordinating with behavioral health programs to ensure proper review of medication treatment plans;
    - 2.3 Ensuring that the health needs of the consumer are being met, including providing follow up as requested by the consumer's primary care physician or medical specialist;
    - 2.4 Implementing all therapeutic recommendations including speech, occupational, and physical therapy and assisting consumers in following special diets, exercise routines, or other therapeutic regimes;
    - 2.5 Mobility training, alternative or adaptive communication training, as needed;
    - 2.6 Providing general supervision to the consumer; and
    - 2.7 Opportunities for training and/or practice in basic consumer skills such as shopping, banking, money management, access and use of community resources, and community survival skills, etc.
  3. Develop, maintain, or enhance independent functioning skills in sensorimotor areas, cognition, personal grooming, hygiene, dressing, eating, toileting, self-medication and first aid, recognizing symptoms of illness, and preventing accidents and illnesses.
  4. Assist each consumer in developing methods of starting and maintaining friendships of his/her choice, as well as appropriate assertiveness, social skills, and problem solving abilities for use in daily interactions.
  5. Provide opportunities for consumers to participate in community activities and facilitate consumer utilization of community resources.

6. Arrange and plan for transportation to support the consumer in all daily living activities, e.g., day treatment and training, employment situation, medical appointments, visits with family and friends and other community activities, etc. Promote, as appropriate, the acquisition of skills necessary to access community transportation resources.
7. Play an active role in ensuring that services with other involved entities, including day treatment and training providers, health care providers, and schools, are coordinated to meet the needs of the consumers served.
8. Establish, support and maintain licensed/certified developmental homes to meet the needs of individuals with developmental disabilities.
9. Assist the consumer's ISP team in assessing the referred consumer for appropriate match with the licensed developmental home and participate as a team member in the development of the ISP.
10. Provide monthly consultation and supports to the developmental home provider to support the needs of the individual placement; this may include but not be limited to respite relief, programmatic support, monthly developmental home provider support groups, etc. Work cooperatively with all entities for continuity of services for the consumer. All direct service providers must meet Arizona Health Care Cost Containment System (AHCCCS) registration/Department Certification requirements.
11. Develop and implement strategies for recruitment, training, home studies and recommendation for licensing or certification, and re-licensing or re-certification of homes and methods for monitoring and retention of homes that protect the physical, emotional and mental well-being of the consumer.
12. Provide or arrange for training to Developmental Home providers as approved by the Division. The training curriculum shall meet the standards required by the Department for foster care licensure. Training shall include the approved child welfare curriculum and Division-approved training specific to meeting the developmental and programmatic needs of children in foster care. The child welfare training must be delivered by an individual certified by the Department of Economic Security to provide this training.
13. Monitor developmental homes for compliance with all applicable requirements.

### **Service Utilization Information**

The Qualified Vendor shall monitor each home for compliance with all licensing and other legal requirements. The Qualified Vendor shall assess the need for support to each home based on the collective needs of the consumers living in the home. The Qualified Vendor shall provide the support services necessary to maintain the continuity of the living arrangement.

## **Rate Basis**

Published. The published rate is based on one (1) day of direct service.

Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, RateBook, and/or other provider resources made available by the Division.

## **Direct Service Staff Qualifications**

In addition to meeting the requirements of licensure, all direct service staff must:

1. Have at least three (3) months experience or training in implementing and documenting performance in individual programs (specific training strategies);
2. Have both three (3) months experience in providing either respite or personal care and have received training, approved by the Division, in implementing and documenting performance; or
3. Perform three (3) months of habilitation services under the direct supervision of an individual who is qualified to provide habilitation as described above.

## **Recordkeeping and Reporting Requirements**

1. The Qualified Vendor shall maintain a copy of the support plan on file, ensure that the licensed developmental home has a copy on file, and make the plan available to the consumer/family/consumer's representative and/or Division upon request.
2. The Qualified Vendor shall provide monthly reports of all health care appointments and results to the responsible party.
3. The Qualified Vendor shall ensure a log of personal belongings of consumers served is maintained and continually updated. The Qualified Vendor will also submit to the consumer's representative a monthly accounting of expenditures per the individual spending plan.
4. The Qualified Vendor shall maintain recruitment data and files of home studies and ongoing documentation of all activities for each licensed developmental home.
5. The Qualified Vendor shall maintain summary of accomplishments in the annual consumer's ISP.
6. The Qualified Vendor shall prepare and maintain an annual report of strategies for support and retention of developmental home providers that promote stability and

longevity of placement in accordance with the consumer's vision of the future identified in the consumer's ISP.

7. The Qualified Vendor shall immediately notify the Division if a subcontractor's developmental home license is denied, suspended, or revoked.
8. The Qualified Vendor shall maintain copies of all home inspections and monitoring reports and make them available to the Division upon request.
9. The Qualified Vendor shall maintain records that identify all family home provider subcontractors who have ended their relationship with the Qualified Vendor and whether there were outstanding corrective actions in place or any other ongoing care concern related to the subcontractor.
10. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.