Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Introduction

Purpose of This Schedule
Schedule 2.3 converts the staff hourly rates to daily rates for the services of Habilitation, Community Protection and Treatment Group Home and Habilitation, Group Home. The schedule contains three sub-schedules for each of these services, one labeled "step-up rate," one labeled "adopted rate," and one labeled "step-down rate" based upon staff hourly rates. The rates on these schedules are to be used by Qualified Vendors providing these two services during Fiscal Year 2004.

Rates

1. If at least one of the residents in the facility is authorized to receive Habilitation, Community Protection and Treatment Group Home, the Qualified Vendor may bill the Division the Habilitation, Community Protection and Treatment Group Home rate for all residents in the facility.

2. If the resident that requires Habilitation, Community Protection and Treatment Group Home direct service hours moves out of the facility, the Qualified Vendor may continue to bill the Division at the Habilitation, Community Protection and Treatment Group Home rate for the reduced number of residents for a 60 day period, at which point the facility will be delivering Habilitation, Group Home services.

3. The daily rate for these service is established through an Adopted Rate Matrix for the respective service, and is based on Staff Hour unit of service. Staff Hours are the hours provided by the Qualified Vendor that the Division authorizes the Qualified Vendor to schedule and provide at the service site to assure health, safety, and the delivery of habilitation services to the residents.

4. The Division will make payments to the Qualified Vendor on the *per diem* basis based on the hourly rate for the Staff Hour unit of service, the number of residents in the home, and the direct service hours provided up to the number of authorized direct service hours for the home. The adopted rate does not include incontinent supplies or nutritional supplements, which shall be billed separately. These modifiers will be approved by the Division on a case-by-case basis, and the Qualified Vendor will be paid for these expenses in addition to the *per diem* rate and only for those residents that require them.

5. The Adopted Rate Matrix for these services is composed of ranges representing the number of direct service hours that may be authorized by the Division to be provided by the Qualified Vendor at a particular group home during a week. A week is a consecutive seven day stretch of time that begins at midnight on Sunday and ends at 11:59 p.m. the following Saturday. The Adopted Rate Matrix for these services contains 14 ranges. Each range specifies the number of direct service hours the Qualified Vendor must provide in order to bill the *per diem* rates associated with that range. This Matrix is statewide for all Group Home services. The Adopted Rate Matrix for these services illustrates the span of direct service hours associated with each authorized range.

6. The Qualified Vendor shall invoice for payment for each consumer the *per diem* rate on the Adopted Rate Matrix for these services that reflects the number of residents in the group home and the range of hours that reflect the lesser of 1) the authorized direct service hours, or 2) the actual direct service hours delivered.

7. The *per diem* rates paid to a Qualified Vendor with multiple homes will vary among homes according to the authorized direct service hours, actual direct service hours provided, and number of residents at each group home.

8. Because direct service hours provided can vary by week, and the number of occupants can vary both by week and within a week, the Qualified Vendor may bill more than one *per diem* rate for each resident on their monthly invoice, but none of the rates billed shall be in excess of the rate which reflects the number of authorized direct service hours.

9. The Qualified Vendor shall use the actual resident occupancy to determine the *per diem* rate to be billed to the Division. The actual resident occupancy includes all residents, whether or not they are funded by the Division. The Qualified Vendor must notify the DDD Program Administrator/Manager or designee about movement into or out of a home by any resident, whether or not funded by the Division. The Division shall determine if direct service hours will be adjusted on a temporary or permanent basis to reflect the need for direct service hours.

10. If a resident is not in the group home facility on a particular day, the Qualified Vendor shall not bill the Division for this resident. In this situation, the Qualified Vendor shall bill the Division the *per diem* rate for the actual number of Division-funded residents.

Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2A - SFY04 HPD Step-Up Rate

Service Code / Description:	**HPD**	**Habilitation, Community Protection and Treatment Group Home**
Proposed Hourly Rate:	$16.42	
Number of Days:	7	

	Low Hours	**Authorized Hours Per Week**	**High Hours**	**3 Residents**	**2 Residents**	**1 Resident**
Range 14	310	**320**	330	$250.21	$375.31	$750.63
Range 13	290	**300**	310	$234.57	$351.86	$703.71
Range 12	270	**280**	290	$218.93	$328.40	$656.80
Range 11	250	**260**	270	$203.30	$304.94	$609.89
Range 10	230	**240**	250	$187.66	$281.49	$562.97
Range 9	210	**220**	230	$172.02	$258.03	$516.06
Range 8	190	**200**	210	$156.38	$234.57	$469.14
Range 7	170	**180**	190	$140.74	$211.11	$422.23
Range 6	150	**160**	170	$125.10	$187.66	$375.31
Range 5	130	**140**	150	$109.47	$164.20	$328.40
Range 4	110	**120**	130	$93.83	$140.74	$281.49
Range 3	90	**100**	110	$78.19	$117.29	$234.57
Range 2	70	**80**	90	$62.55	$93.83	$187.66
Range 1	50	**60**	70	$46.91	$70.37	$140.74

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

Daily Rate = Contracted Hourly Rate x Authorized Hours in a Range / 7 Days in a Week / Number of Residents

If the authorized hours per week are greater or lesser than the number of hours shown in the Rate Matrix above, this formula should be applied with the following assumptions:

1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
2. If the hours are less than those in Range 1, the authorized hours level will step down in increments of 20 hours for each additional level.

NOTE: The shaded boxes indicate that the District Program Administrator/Manager must approve this level of service authorization, and that continuing authorization will be contingent upon AHCCCS ongoing approval of cost-effectiveness plans submitted by the Division.

Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2B - SFY04 HPD Adopted Rate

Service Code / Description:	**HPD**	**Habilitation, Community Protection and Treatment Group Home**
Proposed Hourly Rate:	$17.64	
Number of Days:	7	

	Low Hours	**Authorized Hours Per Week**	**High Hours**	**3 Residents**	**2 Residents**	**1 Resident**
Range 14	310	**320**	330	$268.80	$403.20	$806.40
Range 13	290	**300**	310	$252.00	$378.00	$756.00
Range 12	270	**280**	290	$235.20	$352.80	$705.60
Range 11	250	**260**	270	$218.40	$327.60	$655.20
Range 10	230	**240**	250	$201.60	$302.40	$604.80
Range 9	210	**220**	230	$184.80	$277.20	$554.40
Range 8	190	**200**	210	$168.00	$252.00	$504.00
Range 7	170	**180**	190	$151.20	$226.80	$453.60
Range 6	150	**160**	170	$134.40	$201.60	$403.20
Range 5	130	**140**	150	$117.60	$176.40	$352.80
Range 4	110	**120**	130	$100.80	$151.20	$302.40
Range 3	90	**100**	110	$84.00	$126.00	$252.00
Range 2	70	**80**	90	$67.20	$100.80	$201.60
Range 1	50	**60**	70	$50.40	$75.60	$151.20

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

Daily Rate = Contracted Hourly Rate x Authorized Hours in a Range / 7 Days in a Week / Number of Residents

If the authorized hours per week are greater or lesser than the number of hours shown in the Rate Matrix above, this formula should be applied with the following assumptions:

1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
2. If the hours are less than those in Range 1, the authorized hours level will step down in increments of 20 hours for each additional level.

NOTE: The shaded boxes indicate that the District Program Administrator/Manager must approve this level of service authorization, and that continuing authorization will be contingent upon AHCCCS ongoing approval of cost-effectiveness plans submitted by the Division.

Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2C - SFY04 HPD Step-Down Rate

Service Code / Description:	**HPD**	**Habilitation, Community Protection and Treatment Group Home**
Proposed Hourly Rate:	$21.73	
Number of Days:	7	

	Low Hours	**Authorized Hours Per Week**	**High Hours**	**3 Residents**	**2 Residents**	**1 Resident**
Range 14	310	**320**	330	$331.12	$496.69	$993.37
Range 13	290	**300**	310	$310.43	$465.64	$931.29
Range 12	270	**280**	290	$289.73	$434.60	$869.20
Range 11	250	**260**	270	$269.04	$403.56	$807.11
Range 10	230	**240**	250	$248.34	$372.51	$745.03
Range 9	210	**220**	230	$227.65	$341.47	$682.94
Range 8	190	**200**	210	$206.95	$310.43	$620.86
Range 7	170	**180**	190	$186.26	$279.39	$558.77
Range 6	150	**160**	170	$165.56	$248.34	$496.69
Range 5	130	**140**	150	$144.87	$217.30	$434.60
Range 4	110	**120**	130	$124.17	$186.26	$372.51
Range 3	90	**100**	110	$103.48	$155.21	$310.43
Range 2	70	**80**	90	$82.78	$124.17	$248.34
Range 1	50	**60**	70	$62.09	$93.13	$186.26

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

Daily Rate = Contracted Hourly Rate x Authorized Hours in a Range / 7 Days in a Week / Number of Residents

If the authorized hours per week are greater or lesser than the number of hours shown in the Rate Matrix above, this formula should be applied with the following assumptions:

1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
2. If the hours are less than those in Range 1, the authorized hours level will step down in increments of 20 hours for each additional level.

NOTE: The shaded boxes indicate that the District Program Administrator/Manager must approve this level of service authorization, and that continuing authorization will be contingent upon AHCCCS ongoing approval of cost-effectiveness plans submitted by the Division.

Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2D - SFY04 HAB Step Up Rate

Service Code / Description:	**HAB**	**Habilitation, Group Home**
Proposed Hourly Rate:	$15.59	
Number of Days:	7	

	Low Hours	Authorized Hours Per Week	High Hours	6 Residents	5 Residents	4 Residents	3 Residents	2 Residents	1 Resident
Range 14	310	**320**	330	$118.78	$142.54	$178.17	$237.56	$356.34	$712.69
Range 13	290	**300**	310	$111.36	$133.63	$167.04	$222.71	$334.07	$668.14
Range 12	270	**280**	290	$103.93	$124.72	$155.90	$207.87	$311.80	$623.60
Range 11	250	**260**	270	$96.51	$115.81	$144.76	$193.02	$289.53	$579.06
Range 10	230	**240**	250	$89.09	$106.90	$133.63	$178.17	$267.26	$534.51
Range 9	210	**220**	230	$81.66	$97.99	$122.49	$163.32	$244.99	$489.97
Range 8	190	**200**	210	$74.24	$89.09	$111.36	$148.48	$222.71	$445.43
Range 7	170	**180**	190	$66.81	$80.18	$100.22	$133.63	$200.44	$400.89
Range 6	150	**160**	170	$59.39	$71.27	$89.09	$118.78	$178.17	$356.34
Range 5	130	**140**	150	$51.97	$62.36	$77.95	$103.93	$155.90	$311.80
Range 4	110	**120**	130	$44.54	$53.45	$66.81	$89.09	$133.63	$267.26
Range 3	90	**100**	110	$37.12	$44.54	$55.68	$74.24	$111.36	$222.71
Range 2	70	**80**	90	$29.70	$35.63	$44.54	$59.39	$89.09	$178.17
Range 1	50	**60**	70	$22.27	$26.73	$33.41	$44.54	$66.81	$133.63

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

Daily Rate = Contracted Hourly Rate x Authorized Hours in a Range / 7 Days in a Week / Number of Residents

If the authorized hours per week are greater or lesser than the number of hours shown in the Rate Matrix above, this formula should be applied with the following assumptions:

1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
2. If the hours are less than those in Range 1, the authorized hours level will step down in increments of 20 hours for each additional level.

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Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2E - SFY04 HAB Adopted Rate

Service Code / Description:	**HAB**	**Habilitation, Group Home**
Proposed Hourly Rate:	$15.87	
Number of Days:	7	

	Low Hours	Authorized Hours Per Week	High Hours	6 Residents	5 Residents	4 Residents	3 Residents	2 Residents	1 Resident
Range 14	310	**320**	330	$120.91	$145.10	$181.37	$241.83	$362.74	$725.49
Range 13	290	**300**	310	$113.36	$136.03	$170.04	$226.71	$340.07	$680.14
Range 12	270	**280**	290	$105.80	$126.96	$158.70	$211.60	$317.40	$634.80
Range 11	250	**260**	270	$98.24	$117.89	$147.36	$196.49	$294.73	$589.46
Range 10	230	**240**	250	$90.69	$108.82	$136.03	$181.37	$272.06	$544.11
Range 9	210	**220**	230	$83.13	$99.75	$124.69	$166.26	$249.39	$498.77
Range 8	190	**200**	210	$75.57	$90.69	$113.36	$151.14	$226.71	$453.43
Range 7	170	**180**	190	$68.01	$81.62	$102.02	$136.03	$204.04	$408.09
Range 6	150	**160**	170	$60.46	$72.55	$90.69	$120.91	$181.37	$362.74
Range 5	130	**140**	150	$52.90	$63.48	$79.35	$105.80	$158.70	$317.40
Range 4	110	**120**	130	$45.34	$54.41	$68.01	$90.69	$136.03	$272.06
Range 3	90	**100**	110	$37.79	$45.34	$56.68	$75.57	$113.36	$226.71
Range 2	70	**80**	90	$30.23	$36.27	$45.34	$60.46	$90.69	$181.37
Range 1	50	**60**	70	$22.67	$27.21	$34.01	$45.34	$68.01	$136.03

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

Daily Rate = Contracted Hourly Rate x Authorized Hours in a Range / 7 Days in a Week / Number of Residents

If the authorized hours per week are greater or lesser than the number of hours shown in the Rate Matrix above, this formula should be applied with the following assumptions:

1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
2. If the hours are less than those in Range 1, the authorized hours level will step down in increments of 20 hours for each additional level.

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Arizona Department of Economic Security, Division of Developmental Disabilities
Schedule 2.3: SFY04 Phase-In Rates, Conversion to Daily Rates
Sub-Schedule 2F - SFY04 HAB Step-Down Rate

Service Code / Description:	**HAB**	**Habilitation, Group Home**

Proposed Hourly Rate:	$16.78
Number of Days:	7

	Low Hours	Authorized Hours Per Week	High Hours	6 Residents	5 Residents	4 Residents	3 Residents	2 Residents	1 Resident
Range 14	310	**320**	330	$127.85	$153.42	$191.77	$255.70	$383.54	$767.09
Range 13	290	**300**	310	$119.86	$143.83	$179.79	$239.71	$359.57	$719.14
Range 12	270	**280**	290	$111.87	$134.24	$167.80	$223.73	$335.60	$671.20
Range 11	250	**260**	270	$103.88	$124.65	$155.81	$207.75	$311.63	$623.26
Range 10	230	**240**	250	$95.89	$115.06	$143.83	$191.77	$287.66	$575.31
Range 9	210	**220**	230	$87.90	$105.47	$131.84	$175.79	$263.69	$527.37
Range 8	190	**200**	210	$79.90	$95.89	$119.86	$159.81	$239.71	$479.43
Range 7	170	**180**	190	$71.91	$86.30	$107.87	$143.83	$215.74	$431.49
Range 6	150	**160**	170	$63.92	$76.71	$95.89	$127.85	$191.77	$383.54
Range 5	130	**140**	150	$55.93	$67.12	$83.90	$111.87	$167.80	$335.60
Range 4	110	**120**	130	$47.94	$57.53	$71.91	$95.89	$143.83	$287.66
Range 3	90	**100**	110	$39.95	$47.94	$59.93	$79.90	$119.86	$239.71
Range 2	70	**80**	90	$31.96	$38.35	$47.94	$63.92	$95.89	$191.77
Range 1	50	**60**	70	$23.97	$28.77	$35.96	$47.94	$71.91	$143.83

To calculate the daily per diem rate when the authorized hours per week are greater than 320 or less than 60, use the following formula:

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1. If the hours are greater than those in Range 14, the authorized hours level will step up in increments of 20 hours for each additional level; and
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