

# E-Therapist Bulletin

## Division of Developmental Disabilities

August 2012

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Click on News & Events at [www.azdes.gov/ddd](http://www.azdes.gov/ddd) for all Division Newsletters and Bulletins.

### Equal Opportunity Employer/Program

Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible.

To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.

### Upcoming therapy provider meetings for Maricopa, Pinal and Gila County

**Thursday, August 23rd**

**5:30—7:00 pm**

**Peoria Public Library**

**8463 W. Monroe Street**

**Peoria, AZ 85345**

**Wednesday, August 29th**

**5:30—7:00 pm**

**Mesa Public Library—Dobson Branch**

**2425 S. Dobson Road**

**Mesa, Arizona 85202**

### Therapy Provider Search Tool Up and Running

The Division of Developmental Disabilities (DDD) has developed a feature on its website that consumers and families may use to search for providers of occupational, speech, and physical therapy services. This search tool will allow consumers and families to identify available therapists in their geographic area.

The feature can be found on the main DDD website [www.azdes.gov/ddd](http://www.azdes.gov/ddd). Click the link on the left side titled "Find a DD Service Provider." The email registration process is easy for families to use. The user must have an email address. If you have any questions, please contact Miriam Podrazik at 602-542-6962.



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## Therapy Updates

**Therapy updates and reminders are derived, in part, from the service specifications of your contract with the Division. These updates and reminders do not supersede the terms and conditions of your contract with the Division, but are intended to focus your attention on your contract obligation.**

## **Quarterly Progress Report and Evaluation Forms Are Now Available on the WEB at [www.azdes.gov/ddd](http://www.azdes.gov/ddd)**

There is a new revised therapy progress report format that now includes 1) discharge planning field, 2) date report sent to the PCP and 3) the signature and name of therapy assistants. If you choose to use your own report form, you must make sure that all of the same information/questions asked on the DDD format is incorporated into your form.

### **Therapy Services:**

Consultation/coaching/participation-based approach: The therapist participates as a member of the Individual Support Plan (ISP) Individual Family Service Plan (IFSP) team. This service is designed to train consumers and their family/caregivers in therapeutic activities based upon the functional outcomes identified in the ISP/IFSP.

Goal: To support and enhance the ability of the family/caregiver to promote the consumer's development and participation in family and community life. The therapist models and teaches the family/caregiver the therapeutic activities to do with the consumer during their daily routine. The intention is that the family/caregiver will then provide practice opportunities that facilitate successful engagement in relationships, activities, routines, and events of everyday life. This participation-based approach promotes multiple opportunities to practice the new skills through out the day. The therapist must develop a home program for all consumers over the age of three. The home program is a list of specific activities that the family/caregivers can do during daily routines.

### **Prescriptions:**

A prescription is required from the primary care provider (PCP) for all ALTCS eligible consumers regardless of the age. The prescription must be on the primary care provider's letterhead, list the frequency (one hour a week, two hours a week) and duration of the prescribed therapy (OT, PT, ST). Prescriptions may not state "ongoing therapy" or be more than one year old.

### **Evaluation Reports:**

Written reports are either submitted to the Support Coordinator directly or via the correct Provider Report Mailbox:

Over 3 years old are due within three (3) weeks of the evaluation

Under 3 years old are due within two (2) weeks of the evaluation

### **Home Program Oversight:**

Each Quarterly Progress Report must include specific information regarding the consumer's/family home program reporting on the family's progress, participation and barriers to perform the intended activities that the therapist teaches.



## Therapy Updates, continued

### **Secure Link:**

Emails that contain personal health information or any other confidential information must be secured. In an effort to make this process easier, we have included a link to a very simple and free method for you to use to secure your emails to us. You may use this link when emailing progress reports: <https://secure.azdes.gov/securecontactus/> or you can purchase a 3rd party encryption program.

### **Due Dates for Reports:**

Quarterly Progress Report due dates now follow the annual calendar quarters plus 15 days:

January, February and March reports are due April 15<sup>th</sup>

April, May and June reports are due July 15<sup>th</sup>

July, August and September reports are due October 15<sup>th</sup>

October, November and December reports are due January 15<sup>th</sup>

#### **District Central** - Send reports via secure portal to:

DDDCentralProgressReports@azdes.gov

Via US Mail to:

DES/DDD  
Attn: Marlo Salas  
4000 N. Central—Suite 360  
Phoenix, AZ 85012

#### **District East** - Send reports via secure portal to:

DDDEastProgressReports@azdes.gov

Via US Mail to:

DES/DDD  
Attn: Brian Cooper  
2288 W. Guadalupe Road  
Gilbert, AZ 85233

#### **District West** - Send reports via secure portal to:

DDDWestProgressReports@azdes.gov

Via US Mail to:

DES/DDD  
Attn: Marianna Mendoza  
4000 N. Central—Suite 900  
Phoenix, AZ 85012

#### **District North** - Send reports via secure portal to:

DDDD3ProviderReports@azdes.gov

Via US Mail to:

DES/DDD  
Attn: Stacey Gastineau  
519 E. Beale Street #155  
Kingman, Arizona 86401

#### **District South (Pima & Yuma Counties)** - Send reports via secure portal to:

DDDD2ProviderReports@azdes.gov

Via US Mail to:

DES/DDD  
Attn: Alta Gasque  
P.O. Box 13178  
Tucson, Arizona 85732-3178

#### **District South (Graham, Greenlee, Santa Cruz & Cochise Counties)**

Fax to: 928-348-7725  
Attn: Linda Southwell

Via US Mail to:

DES/DDD  
Attn: Linda Southwell  
1938 Thatcher Blvd.  
Safford, Arizona 85546

# Therapy Reminders Continued

## Where to send Quarterly Therapy Progress Notes:

Therapy providers must provide current progress reports including the specific home program to the Division, the family and the physician for service to be considered or reauthorized. A sample format of the quarterly report and evaluation is attached to this e-bulletin. All fields in the reports must be filled out, including the start date of therapy.

## Needed Subject Line Information:

Please make sure that the subject line of the email includes the following information:

Supervisor's name (if known) - or District Office name, followed by the Support Coordinator's name, followed by the consumer's first name and last initial.

**For example, North Office, SC's name, Consumer's first name and last initial**

**Don't forget to use the "secure" process.**

## Therapy Coordinator Contact List

District	Therapy	Phone / fax	Email	Address
North	Stacey Gastineau	928-753-4868 x3651 928-718-1834	<a href="mailto:sgastineau@azdes.gov">sgastineau@azdes.gov</a>	519 E. Beale Street Kingman, AZ 86401
South (Pima & Yuma Counties)	Altagracia Gasque	520-638-2577	<a href="mailto:agasque@azdes.gov">agasque@azdes.gov</a>	4710 E. 29 <sup>th</sup> Street, Bldg. 5
South (Graham, Greenlee, Santa Cruz & Cochise Counties)	Linda Southwell	928-428-0474 x1140 928-348-7725	<a href="mailto:lsouthwell@azdes.gov">lsouthwell@azdes.gov</a>	1938 Thatcher Blvd. Safford, AZ 85546
East	Carmen Sheets	602-771-6560	<a href="mailto:csheets@azdes.gov">csheets@azdes.gov</a>	120 W. 1st Ave 2nd floor Mesa, Arizona 85210
West	Ryan Lange	602-771-1620	<a href="mailto:rlange@azdes.gov">rlange@azdes.gov</a>	
Central	Kathy Hornburg Or Carrie Swearingin	602-771-3172 602-246-0880 602-771-3170 602-246-0880	<a href="mailto:Khornburg@azdes.gov">Khornburg@azdes.gov</a>   <a href="mailto:cswearingin@azdes.gov">cswearingin@azdes.gov</a>	Both @:  4000 N. Central, Ste 900 Phoenix, AZ 85012

## Child Passenger Restraint Law

**All children under 8 years of age need to be in the right child seat while in a moving vehicle.**

### Boost Your Safety Confidence

- A booster seat helps the car's lap and shoulder belts fit low over the child's thighs and hips and snug over the shoulder.
- Most booster seats fit children who weigh 40 to 100 pounds.
- Use a booster seat when your child weighs at least 40 pounds and is at least 4 years old.
- Use a booster seat until your child is 4 feet 9 inches tall.
- A booster seat should always be used with a lap and shoulder belt.
- Do not use a backless booster if the car does not have head support.
- A police officer can stop a car if a child is not seat belted correctly in a child safety seat.
- Kids under the age of 13 should always ride in the back seat.

**Remember:**  
**In the back.**  
**In the booster.**  
**Every time.**





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## **Open Provider Billing Training**

**September 5th & 9th**

**October 3rd & 7th**

**November 7th**

**December 5th**

**All-day assistance is available for providers on a walk-in basis.**

**Where:** Division of Developmental Disabilities  
1789 W. Jefferson—4th Floor SW Conference Room  
Phoenix, AZ 85005

**When:** 9 am—3 pm

We're here to help with your billing questions! We'll work one-on-one or with small groups (if you'd like us to review your bill before you submit, please bring your laptop with your electronic billing file).

For providers needing help/assistance with TPL issues, Kim Maldonado will be available to assist you.

# BABIES AZ

*A unique training opportunity for Arizona early intervention professionals  
working with fragile newborns, young infants and their families*

## FOUNDATIONS OF DEVELOPMENTAL CARE

**August 23, 2012 or August 24, 2012**

Sponsored by:

### Smooth Way Home

*A community-wide, collaborative effort to improve social, developmental and medical outcomes  
of young infants with special health care needs, by improving the coordination of care  
and quality of service provided to them and their families*

**PICK ONE** Session to Attend:

**August 23, 2012**

**August 24, 2012**

**9 a.m. - 4 p.m.**

**9 a.m. - 4 p.m.**

Alhambra Elementary School District, Casa Grande Elementary School District

4510 N. 37th Avenue

220 W. Kortsen Road

Phoenix, AZ 85017

Casa Grande, AZ 85122

**[CLICK TO DOWNLOAD THE REGISTRATION FORM](#)**

***Registration deadline is August 10, 2012!***

This one-day training by Joy Browne will cover:

- Understanding the unique developmental needs of fragile newborns, young infants and their families. Focus on babies with special health care and developmental needs.
- Developing Individualized Family Service Plans appropriate for these infants.
- Partnering with families to provide early intervention services in natural environments once the babies transition home from the Newborn Intensive Care Unit.

Participants will include:

- Newborn Intensive Care Program Community Nurses
- AzEIP and DDD Therapy Providers and Service Coordinators
- Infant Mental Health Providers
- Lactation Consultants
- Hospital NICU Staff
- Families

### **SAVE THE DATE! - THREE-DAY SPECIALIZED TRAINING - OCTOBER 22-24, 2012**

Exploring the BABIES MODEL: Assessment, planning and intervention for very young babies with special health care and developmental needs.

- Participants in the three-day specialized training must attend either the August 23 or August 24 training session to qualify.
- Priority will be given to NICP community nurses, AzEIP/DDD service coordinators and therapy providers and parents who are part of the Smooth Way Home community collaboration grant.
- Group size is limited to 45 participants.
- Please contact Miriam Podrazik at [mpodrazik@azdes.gov](mailto:mpodrazik@azdes.gov) for more information!

*Training made possible by funding from Dignity Health Community Grants for St. Joseph's Hospital*

# BABIES AZ: FOUNDATIONS OF DEVELOPMENTAL CARE

Presented by Smooth Way Home in partnership with Joy Browne, Ph.D., CNS-BC

*A unique training opportunity for Arizona early intervention professionals  
working with fragile newborns, young infants and their families*

## Participant Registration Form

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street, Address City State ZIP Code*

Phone Number: ( ) - . Alt Phone Number: ( ) -

Email Address: \_\_\_\_\_

Please select ONE of the training sessions:

**Thursday, August 23, 2012, 9 a.m. – 4 p.m.**

Alhambra Elementary School District

4510 N. 37th Avenue

Phoenix, AZ 85017

(602) 336-2920

**Friday, August 24, 2012, 9 a.m. – 4 p.m.**

Casa Grande Elementary School District

220 W. Kortsen Road

Casa Grande, AZ 85122

(520) 836-2111

**Enrollment Fee: \$25**

*Scholarships are available. Please make checks payable to Southwest Human Development.*

**Please provide any special requests/accommodations:**

**Send completed registration form and fees made payable to Southwest Human Development to:**

**Miriam Podrazik**

**DES/Division of Developmental Disabilities**

**1789 W. Jefferson Street**

**Phoenix, AZ 85007**

**(602) 542-6962**

**mpodrazik@azdes.gov**

*This training made possible by funding from Dignity Health Community Grants*

*for St. Joseph's Hospital and Medical Center, in partnership with*



Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.