

CHAPTER 52 – DAILY HABILITATION STAFFING SCHEDULE – GROUP HOMES AND INDIVIDUALLY DESIGNED LIVING ARRANGEMENTS

EFFECTIVE DATE: April 3, 2019

REFERENCES: RFQVA #DDD 710000; AHCCCS Medical Manual Chapter 1620-C

This policy describes the process for preparing and submitting a Daily Habilitation Staffing Schedule for approval for Group Homes and Individually Designed Living Arrangements (IDLA) unless otherwise noted.

Criteria

The Qualified Vendor must:

- A. Maintain staffing ratios that are determined based on the collective needs of all members at that site.
- B. Document, and submit, all Staffing Schedules to the Division for review and approval as follows:
 - 1. For Group Homes, submit the Staffing Schedule through the Program Staffing Application in Focus.
 - 2. For Individualized Designed Living Arrangement – Daily (IDLA – HID):
 - a. Document the staffing schedule on Habilitation IDLA Staffing Schedule (DDD-1951A).
 - b. Submit the Habilitation IDLA Staffing Schedule (DDD-1951A) via email to the appropriate District Network Manager or designee.

Creating and Submitting the Staffing Schedule

The Qualified Vendor must:

- A. Create and submit all Staffing Schedules to the District Network following the timelines below:
 - 1. Five business days before:
 - a. Members move into an Expansion Home (new Group Home setting approved by the Division) or IDLA – HID setting
 - b. All known or planned events (e.g., members moving in/out, school breaks, holidays)
 - 2. Within two business days of all unplanned events (e.g., member hospitalized; unexpected illness or vacation).
- B. Submit a new schedule for:
 - 1. Changes in:

- a. Occupancy (number of Division members or other individuals (i.e. Department of Child Safety [DCS]) who currently live in the home)
 - b. Capacity (requires Network pre-approval), for Group Homes only
 - c. Address
 - d. Modifiers for Group Homes only
 - e. Behavioral or medical status (including short term illness) that results in a modification to the staffing range
2. School/holiday breaks and results in a modification to the staffing range
 3. Inability of member to attend a day or work program and results in modifications to the staffing range
 4. Home closure.
- C. If there is an emergency:
1. Staff the home as appropriate for the immediate circumstance.
 2. When the emergency event modifies the staffing range, notify:
 - a. Network Manager and/or designee by the next business day, and submit a revised Staffing Schedule with a detailed explanation.
 - b. Members' Support Coordinator as soon as possible, but no later than the next business day.
- D. Complete Summary Comments:
1. Identify the member(s) by first and last name.
 2. Indicate member(s) who:
 - a. Have an approved Behavior Treatment Plan (BTP).
 - b. Are eligible for a modifier (nutritional and/or incontinence) for Group Homes only.
 - c. Have a work and/or Day Program schedule.
 - d. Need additional staffing supports, as outlined in the Planning Documents, for needs including but not limited to:
 - i. Behavioral Health
 - ii. Medical
 - iii. Community

- iv. Overnight.
3. Explain the reason for the schedule change.
4. Provide specific details regarding the members' staffing needs.

Example: "Jackie Doe is on a BTP for physical aggression, receives a nutritional modifier for Boost, which was denied by the Health Plan and requires a 1:1 staff from 4 p.m. to 8 p.m. to assist with mobility as she tends to fall in the afternoons. She works at Red Lobster on Monday, Wednesday, and Friday from 9 a.m. to noon."

E. IDLA Staffing Schedules:

1. For any temporary changes to the IDLA Staffing Schedule, submit another schedule when the temporary schedule ends.
2. Submit IDLA Staffing Schedules at least annually for approval.

Annual Daily Habilitation Staffing Schedule Review for Group Homes

Annually, the Qualified Vendor must:

- A. Meet with Network to review daily habilitation Staffing Schedules; the following will be reviewed:
1. Vacancies and Placement Profiles
Review information regarding potential housemates
 2. Enhanced Ratios
 - a. Compare census to the schedule to ensure it is accurate.
 - b. Review the information in the comment section regarding enhanced ratio.
 - c. Verify documentation that enhanced ratio is approved by ISP team.
 3. Modifiers (nutritional and incontinent)
 - a. Compare census to the schedule to ensure it is accurate.
 - b. Review the information in the comment section regarding modifiers.
 4. Capacity
 5. Residents not funded through the Division, including individuals who are involved with DCS
 6. Cost Effectiveness

The review should result in a mutually agreed upon, appropriate and cost-

effective supports that meets the medical, functional, social and behavioral health needs of the member in the most integrated and least restrictive setting.

7. Summary Comments.
- B. Within 14 calendar days following the annual review, submit all agreed-upon updates to the Staffing Schedule to the Division.
 - C. Maintain all approved staffing schedules.

Network Approval

The Network Manager/designee:

- A. May create or revise a Staffing Schedule
- B. Will review Staffing Schedules with the Qualified Vendor when needed
- C. Will approve each Staffing Schedule, as appropriate
- D. Will, upon approval of an IDLA – HID Staffing Schedule:
 1. Keep the signed documents with original signatures.
 2. Provide a copy to the Qualified Vendor.